

BSB30110

Certificate III in
Business



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Course Overview

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This qualification reflects the role of individuals who apply a broad range of competencies in a varied work context using some discretion, judgment and relevant theoretical knowledge.

There are 12 units of competency to complete for the full qualification.

This course will help you to develop skills in customer service, financial processes and resources coordination. You will also learn to create documents, databases, spreadsheets and presentations, as well as how to organise your work priorities and identify opportunities for personal development. A practical work placement is included in the course to give you 'real world' experience.

A number of career pathways are available for workers employed in Business, including administration, accounts and payroll, reception and information technology.

Recommended For

The full qualification is recommended for people who are working in a business role who want to develop their career.



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Pre-Requisites

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There are no entry requirements for BSB30110 Certificate III in Business, however the preferred pathways are:

BSB20107 Certificate II in Business or other relevant qualification/s

OR

Providing evidence of competency in the majority of units required for the BSB20107 Certificate II in Business or relevant qualification/s

OR

With some vocational experience assisting in a range of support roles without a formal business qualification.

Due to the assessments for this course, participants are expected to have access to a business environment. This will provide participants with opportunities to practise and apply their skills and knowledge, and to complete practical assessment tasks.



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Competencies



Competencies

There is 1 compulsory (core) and 11 elective units, which can be selected from a wide range of business and related units. A sample course structure would be as follows:

Compulsory		
1.	BSBOHS301B	Apply knowledge of OHS legislation in the workplace
Elective		
2.	BSBCUS301A	Deliver and monitor a service to customers
3.	BSBDIV301A	Work effectively with diversity
4.	BSBFIA201A	Maintain financial records
5.	BSBADM311A	Maintain business records
6.	BSBINM301A	Organise workplace information
7.	BSBINN301A	Promote innovation in a team environment
8.	BSBCMM301A	Process customer complaints
9.	BSBITU301A	Create and use databases
10.	BSBITU306A	Design and produce business documents
11.	BSBSUS301A	Implement and monitor environmentally sustainable work practices
12.	BSBWOR301A	Organise personal work priorities and development

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Learning Assessment Skill Recognition



Learning Arrangements

You can complete your qualification through a combination of independent learning and classroom training, or completely on-the-job with workplace visits from our Facilitators/Assessors. You will be provided with comprehensive learning resources and professional support and advice.

During the enrolment process, students will go through their training and assessment arrangements in detail, including what units must be completed through classroom training and what can be done as self-paced, independent learning.

After completing all learning and assessment tasks you are required to return your completed materials to your TR7 Facilitator/Assessor for review and assessment.

Assessment

All assessments are competency based. The type of assessment tasks may include practical demonstration, knowledge based test, portfolio of evidence and direct observation. To receive a Statement of Attainment for individual units you must successfully complete all the relevant assessment tasks. To obtain the qualification Certificate III in Business (BSB30110) you must successfully complete all 12 units and their accompanying assessments.

Skills Recognition

The process of Skills Recognition (Recognition of Prior Learning and/or Recognition of Current Competencies) gives those people with the relevant experience the opportunity to gain formal recognition for their competencies (skills and knowledge) gained through life, work and study, regardless of where, when and how they were achieved.

Participants are responsible for gathering evidence that will show they have the required competencies to the standard set out by the industry in the National Competency Standards.

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Course Fees

Course Recognition

This course meets the national training requirement for Qualification 'BSB30110 Certificate III in Business' and all listed Units. On successful completion of all 12 units of competency you are issued a nationally recognised Qualification in Certificate III in Business. On successful completion of one or more units of competency you are issued with a Statement of Attainment for the unit/s.

Course Fees

The qualification is \$1,450.00 with payment options.

Full Qualification	Instalment Payments
Choose to pay for the full qualification at once and receive \$100 discount – You pay: \$1,350.00	Choose to pay by instalments. A deposit of \$450 at enrolment and then 4 x \$250 – You pay: \$1,450.00

Traineeships

TR7 Training Services Pty Ltd has approval from the Department of Education and Training Western Australia to provide Certificate III in Business Traineeships.

TR7 tailors traineeship arrangements to meet the needs of the employer's business requirements. We work closely with the employer to ensure the trainee is both competent and confident.

For more information on traineeships visit the ApprentiCentre website at www.apprenticeships.training.wa.gov.au.

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Benefits



Additional Benefits

TR7 Training Services aims to deliver high quality, innovative and interesting training that is relevant to learners, employers and industry. This is why we develop and deliver our courses with mutual benefits for all involved.

All our participants receive ongoing support and services once they have successfully completed their training.

Enquiries and Enrolments

If you have any questions regarding the course please contact our customer service support staff. We can send you further course information through email or the post, or you can visit our training centre and speak to one of our staff.

To enrol in this course you can contact our customer support staff by email or telephone, or visit our website and download an enrolment form.

Contact Information

TR7 Training Centre
312 Selby Street, Osborne Park, WA 6017
PO Box 1591, Osborne Park, WA 6916
Phone: (08) 9218 1422
Fax: (08) 9446 3622
Email: training@tr7.com.au
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ABN: 68 140 202 053

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