



BSB30115 Certificate III in Business

Qualification Description

This qualification reflects the varied roles of individuals across different industry sectors who apply a broad range of competencies using some discretion, judgment and relevant theoretical knowledge. They may provide technical advice and support to a team.

Refer to <https://training.gov.au/Training/Details/BSB30115> for specific information about the qualification.

Entry Requirements

There are no entry requirements for this qualification.

Duration and Location

This is a two-year course delivered in Years 11 & 12 on site at Australian Industry College.

Course Units

To attain a BSB30115 Certificate III in Business, 12 units of competency must be achieved:

Unit Code and Title

- BSBWHS302 – Apply knowledge of WHS legislation in the workplace
- BSBFIA301 – Maintain financial records
- BSBITU312 Create Electronic Presentations
- BSBITU314 Design and Produce Spreadsheets
- BSBINN301 Promote Innovation in a Team Environment
- BSBWRT301 Write simple documents
- BSBITU306 Design and produce business documents
- BSBCMM301 Process customer complaints
- BSBFLM303 Contribute to effective workplace relationships
- BSBCUS301 Deliver and monitor a service to customers
- BSBWOR301 Organise personal work priorities and development
- BSBSMB201 – Identify Suitability for Micro Business

Delivery Modes

A range of delivery modes will be used during the teaching and learning of this qualification.

These include:

Face to face instruction
Classroom-based learning
Self-directed learning online with a trainer present for support.

Fees

There are no additional costs involved in this course.

Work Placement

Work placement is a core focus of the AITC but not mandated for this qualification.

RTO Obligation

The RTO guarantees that the student will be provided with every opportunity to complete the qualification. We do not guarantee employment upon completion of this qualification. Students who are deemed competent in all 12 units of competency will be awarded a Qualification and a record of results. Students who achieve at least one unit of competency (but not the full qualification) will receive a Statement of Attainment.

Pathways

This qualification may articulate into:
BSB40215 Certificate IV in Business
Work within a business/office administration area.

Other specific financial qualifications available at <http://training.gov.au>

Assessment

Assessment is competency based and completed in a simulated workplace environment.

Units of competency are clustered and assessed in this way to replicate as close as possible what occurs in a business office. That is, assessment of knowledge and skills will be integrated with assessment of their practical application.

Assessment techniques include:

Observation
Folios of work evidence/training journals
Questioning
Projects
Written and practical tasks