



Flexible Training Solutions



## BSB30115 Certificate III in Business

### Overview:

This qualification reflects the varied roles of individuals working in business roles in a range of contexts. Individuals at this level generally work as part of a supervised team.

They have an understanding of workplace procedures, including applying WHS legislation on the job. They have the skills to work with a variety of business technologies and systems and are capable of producing documents, presentations, and spreadsheets to be used by their team or in other contexts within the business.

### Course delivery & structure:

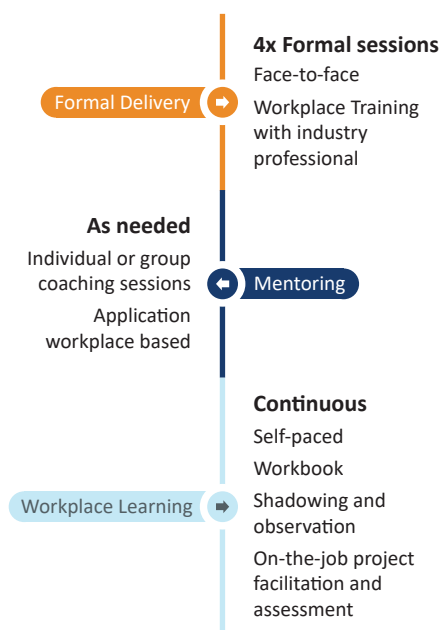
Delivery underpins our philosophy that work is the learning and learning is the work. We deliver a combination of formal training sessions and mentoring. We utilise a mix of on-the-job observation and questioning, and workplace based projects throughout our assessment tasks.

Participants are encouraged to challenge their existing knowledge and extend their boundaries whilst they expand their skill base.

To successfully attain the BSB30115 Certificate III in Business, students are required to complete a total of twelve (12) units of competency, comprising of:

- 1 core unit, and;
- 11 elective units, of which:
  - 7 must be taken from the elective units listed over page;
  - the remaining 4 may be taken from either the elective units listed over page, or may be drawn from qualifications at the same level or one higher (up to certificate IV) in any endorsed Training Package or accredited course;
  - If not listed over page, 1 elective unit may be selected from a Certificate II qualification and 2 elective units may be taken from a Certificate IV qualification.

### Delivery Mode:



This nationally recognised qualification is delivered by Flexible Training Solutions RTO ID 6333. It provides skills and knowledge to the industry standard. We actively tailor training for people from diverse backgrounds, including those with disabilities, and encourage all to apply.

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### Duration:

This program is typically delivered over 12-24 months.



### Projects:

We believe to get the most out of a program, training should be applicable to a trainees job role. Projects directly impact and relate to your business.



### Workplace mentors:

a workplace mentor will be assigned from within your business. This ensures that knowledge and skills are reinforced throughout the program.



For more information or to get started visit [www.flexibletrainingsolutions.com.au](http://www.flexibletrainingsolutions.com.au)

## BSB30115 Certificate III in Business

### Core Unit


BSBWHS302 Apply knowledge of WHS legislation in the workplace


### Elective Units


- BSBADM311 Maintain business resources
- BSBCMM301 Process customer complaints
- BSBCUS301 Deliver and monitor a service to customers
- BSBDIV301 Work effectively with diversity
- BSBFIA301 Maintain financial records
- BSBFLM303 Contribute to effective workplace relationships
- BSBFLM305 Support operational plan
- BSBFLM306 Provide workplace information and resourcing plans
- BSBFLM309 Support continuous improvement systems and processes
- BSBFLM311 Support a workplace learning environment
- BSBFLM312 Contribute to team effectiveness
- BSBINM301 Organise workplace information
- BSBINM302 Utilise a knowledge management system
- BSBINN301 Promote innovation in a team environment
- BSBIPR301 Comply with organisational requirements for protection and use of intellectual property
- BSBITU301 Create and use databases
- BSBITU302 Create electronic presentations
- BSBITU303 Design and produce text documents
- BSBITU304 Produce spreadsheets
- BSBITU305 Conduct online transactions
- BSBITU306 Design and produce business documents
- BSBITU309 Produce desktop published documents
- BSBPRO301 Recommend products and services
- BSBPUR301 Purchase goods and services
- BSBSUS401 Implement and monitor environmentally sustainable work practices
- BSBWOR301 Organise personal work priorities and development
- BSBWOR302 Work effectively as an off-site worker

For more information contact us directly

**Andrea Nicholas**

 0459 150 848 | 1300 001 135

 andreanicholas@ftspl.com.au

 [www.flexibletrainingsolutions.com.au](http://www.flexibletrainingsolutions.com.au)