



BSB30112 Certificate III in Business

What's it about

This qualification reflects the role of individuals who apply a broad range of competencies in a varied work context using some discretion, judgement and relevant theoretical knowledge. They may provide technical advice and support to a team.

What job could it help me to get

- Administration Assistant
- Clerical Worker
- Data Entry Operator
- Information Desk Clerk
- Office Junior
- Receptionist.

Then what

Preferred pathways for candidates considering this qualification include:

BSB20112 Certificate II in Business or other relevant qualification

OR

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

Pathways from the qualification

BSB40212 Certificate IV in Business, or a range of other Certificate IV qualifications

What needs to be completed

12 units of competence are required to complete this qualification within the specific requirements as set out below:

1 core unit: **BSBWH302A** Apply knowledge of WHS legislation in the workplace.

11 elective units as per Training Package Rules.

7 elective units must be selected from the recommended BSB30112 elective Business units at Certificate III level.

4 elective units may be selected from the elective units from this Training Package or from any current accredited course or endorsed Training Package at the same qualification level. If not listed below, **1** elective unit may be selected from a Certificate II qualification and **2** elective units may be taken from a Certificate IV qualification.

Elective units must be relevant to the work outcome, local industry requirements and the qualification level

OK so how do I do it

Option One: One on One Training

You can have the training as an individual. This allows you to have the training delivered at your own pace in a timeframe that suits you. We come to you and deliver training that fits into your work/life requirements. All assessments are completed at a pace that suits your needs.

Option Two: Classroom Training

All your learning and assessment for each of the units is delivered in a classroom environment with other students.

For classroom training to occur we need a minimum of **5** students.

We can deliver our training in a number of QLD locations. We have a portable classroom set-up whereby we have 10 computers and a Trainer available.

Option Three: Recognition of Prior Learning (RPL)

If you've had lots of experience in this industry or similar in the past; you may be eligible for RPL?

Recognition of Prior Learning means that you don't require the training but rather you just need to be assessed on each unit. You will need to draw on all your past experiences so that you can demonstrate that you have already acquired the knowledge and skills. You may be eligible for some units through the RPL process whilst other units may require some training.

See below an example of BSB30112 Certificate III in Business training plan(s) for core, stream, recommended and elective units, (if applicable) as per Grouping Requirements as offered by Work Skills

BSB30112 Certificate III in Business Example

BSB30112 Certificate III in Business

Code	Unit Name
BSBWHS302A	Apply knowledge of WHS legislation in the workplace (Compulsory Core Unit)
BSBCUS301B	Deliver and monitor a service to customers
BSBWOR301B	Organise personal work priorities and development
BSBADM311A	Maintain business resources
BSBSUS301A	Implement and monitor environmentally sustainable work practices
BSBWRT301A	Write simple documents
BSBITU304A	Produce spreadsheets
BSBITU306A	Design and produce business documents
BSBITU303A	Design and produce text documents
BSBITU302AB	Create electronic presentations
BSBINN301A	Promote innovation in a team environment
BSBINM301A	Organise workplace information
BSBWOR204A	Use business technology



Language, Literacy and Numeracy

Every qualification has an expected level of language, literacy and numeracy requirement. Therefore at the commencement of a qualification we will ensure that the student's ability to comprehend LL&N is recognised and any issues that may impact on the opportunity to succeed in completing the qualification are identified. Work Skills works offers support solutions i.e. additional training time, additional support from an industry or LL&N specialist, different methods of assessment and more. Essentially we do all we can so that you achieve your qualification.

How long will it take?

A flexible approach is offered by Work Skills to deliver the training and assessment. The nominal duration to complete this qualification is **12** months fulltime.

If this qualification is completed as part time or as a School based student (SAT) then the nominal period of **24** months applies and in the case of SAT's the maximum "time completion framework per year" applies.

As this training is competency based, students are able to complete the volume of learning at a pace that sees completion before the expiry of these time frames however the completion dates can vary from student to student but will not exceed the nominal duration.

What Now?

Train them...don't blame them!

Phone us on :

1300 360 567

or

Email for more info:

info@workskills.com.au

or

Go to:

www.workskills.com.au

or

Scan this QR and go straight to us for more

Its really that easy and you can be on your way

