



Professional training designed for success

BSB30115 CERTIFICATE III IN BUSINESS

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Course 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.

The qualification provides a pathway to work in a diverse range of businesses.

Individuals with this qualification are able to perform roles such as administration assistant, clerical worker, data entry operator, information desk clerk, office junior or receptionist.

Total Number of Units - 12

1 core unit and 11 elective units.

1 Core Unit

BSBWHS302 Apply knowledge of WHS legislation in the workplace

11 Elective Units

- BSBADM311 Maintain business resources
- BSBCMM301 Process customer complaints
- BSBCUS301 Deliver and monitor a service to customers
- BSBDIV301 Work effectively with diversity
- BSBFLM303 Contribute to effective workplace relationships
- BSBINM301 Organise workplace information
- BSBINN301 Promote innovation in a team environment
- BSBWOR301 Organise personal work priorities and development
- BSBSUS201 Participate in environmentally sustainable work practices
- BSBCUE307 Work effectively in customer engagement
- BSBCUE309 Develop product and service knowledge for customer engagement operation

**Course fee \$1800 - Funding options may apply.
Contact us for more information and eligibility check.**

Mode of delivery:

Face-to-face, online, self-paced

Entry Requirements

No entry requirements.

Industry work placement will be provided to learners.

