



NATIONALLY RECOGNISED
TRAINING

RTO: 32502 | ABN: 13 976 018 396

ENROL HERE



BSB30115

Certificate III in Business

MODE OF DELIVERY

- Face-to-face, self paced at our training hub
- Online

ENTRY REQUIREMENTS

- No entry requirements
- Students enrolling online must have access to a computer and the internet

TOTAL COURSE UNITS - 12

- 1 Core unit
- 11 Elective units

COURSE FEE

\$1800 - funding options may apply.
Contact us for more information
and eligibility check.

COURSE DESCRIPTION

This qualification reflects the varied roles of individuals across different industry sectors who may apply a broad range of competencies using some discretion, judgement 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.

COURSE LENGTH

Up to 12 months.

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
- **BSBSUS201** Participate in environmentally sustainable work practices
- **BSBWOR301** Organise personal work priorities and development
- **BSBCUE307** Work effectively in customer engagement
- **BSBCUE309** Develop product and service knowledge for customer engagement operation



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