The Certificate III in Business will help you to kick start your career. The world in which we live in is dominated by businesses both big and small. There is a strong argument that in the future, everyone will need to have had a business education as whatever you do in your professional life, the chances are that it will involve some form of business. From customer service and work health and safety, to a number of specialty areas including administration, finance, marketing and management, modern businesses are not just about boring paper jobs! Use this Certificate III in Business to gain knowledge about the engine that drives the world, and then take your skills off the page and put them towards an exciting career.

EMPLOYMENT OPPORTUNITIES
- Customer Service Adviser
- Receptionist
- Data Entry Operator
- General Clerk

COURSE REQUIREMENTS
To achieve a Certificate III in Business 12 units must be completed including 1 core unit, 7 units from group A and 4 from group B.

CORE UNITS:
Apply knowledge of WHS legislation in the workplace BSBWH302

GROUP A:
Process customer complaints BSBCCM301
Deliver and monitor a service to customers BSBCU301
Work effectively with diversity BSBDIV301
Contribute to effective workplace relationships BSBFLM303
Recommend products and services BSBPRO301
Organise personal work priorities and development BSBWOR301
Implement and monitor environmentally sustainable work practices BSBUS301

GROUP B:
Apply point-of-sale handling procedures SIRXCCS201
Build relationships with customers SIRXSL303
Maintain and order stock SIRXINV002A
Coordinate merchandise presentation SIRXMER303
Perform stock control procedures SIRXINV001A
Maintain store security SIRXRSK002A

AUSTRALIAN APPRENTICESHIPS AND TRAINEESHIPS
Certificate III in Business is available in a number of Australian states as an apprenticeship or traineeship pathway for new and existing employees.

PAYMENT SCHEDULE
A range of funding programs may be applicable. Please contact Aurora Training Institute for further information.

ENTRY REQUIREMENTS
There are no prerequisites for entry into this course however it is desired that candidates have completed Australian Year 10 (or equivalent) or are currently studying at an Australian High School. Please contact Aurora Training Institute for further information.