

CERTIFICATE III IN BUSINESS

BSB30115

CERTIFICATE 3 GUARANTEE PROGRAM



Aurora
TRAINING INSTITUTE

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 occupational 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
- Payroll Officer

COURSE REQUIREMENTS

To achieve a Certificate III in Business 12 units must be completed.

UNITS:

Apply knowledge of WHS legislation in the workplace	BSBWHS302
Deliver and monitor a service to customers	BSBCUS301
Design and produce business documents	BSBITU306
Maintain business resources	BSBADM311
Organise personal work priorities and development	BSBWOR301
Organise schedules	BSBADM307
Organise workplace information	BSBINM301
Process customer complaints	BSBCMM301
Recommend products and services	BSBPRO301
Use business technology	BSBWOR204
Work effectively with diversity	BSBDIV301
Write simple documents	BSBWRT301

COURSE DELIVERY

The Certificate III in Business is delivered over 12 weeks. In order to provide flexible options, students can choose one of the following delivery options:

- **Classroom environment:** Suitable for unemployed students. Content is delivered with weekly classroom sessions at the Gold Coast and Toowoomba campuses.
- **Flexible delivery:** Self-paced learning with one-on-one contact with a trainer

Call or email us and enrol today!

1300 936 864

admin@aurora.edu.au

FLEXIBLE SUPPORTIVE EDUCATION



NATIONALLY RECOGNISED
TRAINING



CERTIFICATE 3 GUARANTEE PROGRAM

The Certificate 3 Guarantee program is funded by the Queensland Government to give eligible individuals a government subsidy toward the training costs for a range of Certificate level III qualifications.

Aurora Training Institute is a Pre-Qualified Supplier under this program for the delivery of this Certificate III qualification.

As you can only access the Certificate 3 Guarantee subsidy once, it is important that you consider and compare your training options and ensure they align with your chosen career pathway.

Every student that completes or discontinues a Certificate 3 Guarantee course must complete a Student Training and Employment Survey within 3 months.

STUDENT CONTRIBUTION FEE

The Student Contribution Fee under the Certificate 3 Guarantee program is \$15. This fee represents the total cost to the student to enrol, undertake training and be awarded the qualification.

ELIGIBILITY CRITERIA

To be eligible to enrol in the Certificate 3 Guarantee program, you must:

- Be aged 15 years or above and;
- Be no longer at school and;
- Be a Queensland resident permanently residing in Queensland i.e. an Australia Citizen or permanent resident or a New Zealand citizen
- Not have previously completed or currently be enrolled in a Certificate III level qualification (or higher)
** Certificate III Qualifications completed at secondary school are not counted*

MORE INFORMATION

For more information on the Certificate 3 Guarantee program visit the [Queensland Government](http://www.training.qld.gov.au) website at www.training.qld.gov.au where you can find Frequently Asked Questions or download the Certificate 3 Guarantee [Student Fact Sheet](#).

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