

CERTIFICATE III IN BUSINESS

BSB30115

TRAINEESHIP

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 including 1 core unit and 11 elective units.

CORE UNITS:

Apply knowledge of WHS legislation in the workplace BSBWHS302

ELECTIVE UNITS:

Contribute to effective workplace relationships	BSBFLM303
Contribute to team effectiveness	BSBFLM312
Create electronic presentations	BSBITU312
Deliver and monitor a service to customers	BSBCUS301
Design and produce business documents	BSBITU306
Design and produce text documents	BSBITU313
Maintain business resources	BSBADM311
Maintain financial records	BSBFIA301
Organise personal work priorities and development	BSBWOR301
Organise workplace information	BSBINM301
Process customer complaints	BSBCMM301
Produce spreadsheets	BSBITU314
Recommend products and services	BSBPRO301
Work effectively with diversity	BSBDIV301
Write simple documents	BSBWRT301

COURSE DELIVERY

The Certificate III in Business is delivered over 12 months. Trainers will deliver training on the job with regular workplace visits.

Call or email us and enrol today!

1300 936 864

admin@aurora.edu.au



NATIONALLY RECOGNISED
TRAINING

USER CHOICE (APPRENTICESHIP AND TRAINEESHIP FUNDING)

The User Choice program provides a public funding contribution towards the cost of training for eligible Queensland apprentices and trainees.

Aurora Training Institute is a Pre-Qualified Supplier under this program for the delivery of this Certificate III qualification as a traineeship pathway for new and existing employees.

CO-CONTRIBUTION FEE

The Co-Contribution Fee under the User Choice program is dependent on the elective choice. Fees are paid at a rate of \$1.60 per nominal hour. This fee represents the total cost to the student to enrol, undertake training and be awarded the qualification.

MORE INFORMATION

For more information on the User Choice program visit the [Queensland Government](http://www.training.qld.gov.au) website at www.training.qld.gov.au.

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