

Qualification Outline

Certificate III in Business

Code: BSB30107

QUALIFICATION PACKAGING RULES

12 units must be selected for this qualification

1 Core unit *plus*

11 Elective units

Core Unit

- BSOHS201A Participate in OHS processes

Elective Units

7 of the elective units must be selected from the elective units listed below.

The other 4 elective units may be selected from the remaining elective units listed below, the BSB07 Business Services Training Package or any other currently endorsed national Training Package. If not listed below, a maximum of 1 unit may be selected from a Certificate II qualification or 2 units may be taken from a Certificate IV qualification. Elective units must be relevant to the work outcome, local industry requirements and the qualification level.

- BSBCUS301A Deliver and monitor a service to customers
- BSBDIV301A Work effectively with diversity
- BSBFIA301A Maintain financial records
- BSBADM311A Maintain business resources
- BSBINM301A Organise workplace information
- BSBINM302A Utilise a knowledge management system
- BSBINN301A Promote innovation in a team environment
- BSBCMM301A Process customer complaints
- BSBITU301A Create and use databases
- BSBITU302A Create electronic presentations
- BSBITU303A Design and produce text documents
- BSBITU304A Produce spreadsheets
- BSBITU305A Conduct online transactions
- BSBITU306A Design and produce business documents
- BSBITU309A Produce desktop published documents
- BSBPRO301A Recommend products and services
- BSBPUR301A Purchase goods and services
- BSBSUS301A Implement and monitor environmentally sustainable work practices
- BSBWOR301A Organise personal work priorities and development
- BSBWOR302A Work effectively as an off-site worker
- BSBWRT301A Write simple documents

Delivery

- On-site delivery program
- Self paced distance learning
- Recognition of Prior Learning/Recognition of current competencies

For further information on courses or training options, please contact us by

Phone: 1300 739 320

Email: admin@setraining.com.au