

WIMMERA



Learn how.

INFORMATION SHEET

Certificate III in Business – BSB30107

This qualification reflects the role of individuals who apply a broad range of competencies in a varied work context using some discretion, judgement and relevant theoretical knowledge. They may provide technical advice and support to a team.

Upon successful completion of this course you will receive a nationally recognised Certificate III in Business (BSB30107). Students who do not complete all units may be eligible for a Statement of Attainment in partial completion of a Certificate III in Business (BSB30107)

** There are entry requirements to be met before studying this course:*

Career Opportunities

Employment opportunities for those undertake this course could include:

- Customer Service Advisor
- Data Entry Operator
- General Clerk
- Day placement
- Typist
- Word Processing Operator
- Administration Assistant
- Information Desk Clerk
- Receptionist

This course can also be delivered under our traineeship program. Hub traineeships provide an opportunity for working people to learn and gain experience whilst achieving a Nationally Recognised Qualification.

If you are entering this program as a Trainee under the Australian Apprenticeships arrangements, you must be employed in the industry and you must register with an Australian Apprenticeships Centre (AAC) prior to enrolment.

For each unit, students are provided with training manuals, which includes materials used in the training sessions, assessment materials and reference materials.

Course Fees

Due to changes in government funding fee structures for 2011 we are still in the process of determining fees for this course. If you provide your contact details to Hub we can notify you of these costs in the near future.

Course Delivery

This course will be delivered flexi-delivery with a combination of classroom based and project based learning. Traineeship delivery is also an option.

Units of competency

Students must successfully complete all units to be awarded the qualification.

Course structure

- BSBOHS201A Participate in OHS processes
- BSBITU303A Design and produce text documents
- BSBITU305A Conduct online transactions
- BSBITU306A Design and produce business documents
- BSBINM302A Utilise a knowledge management system
- BSBWOR301A Organise personal work priorities and development
- BSBADM311A Maintain business resources
- BSBINN301A Promote innovation in a team environment
- BSBPRO301A Recommend products and services
- BSBCUS301A Deliver and monitor a service to customers
- BSBCMM301A Process customer complaints
- BSBITU304A Produce spreadsheets

Students undertaking this course as a traineeship will have the opportunity to undertake a range of elective that suit the needs of the employee and the workplace.

*** Students should choose programs carefully. Wimmera Hub cannot be held accountable for changes in student's circumstances. Wimmera Hub Refund policy applies.*

For further information contact;

Christine Zubrinich
39 Urquhart St, PO Box 859
Horsham Vic 3400
Ph: 03 5382 5111
Email: info@hub.org.au