

Local Students

BSB30115 Certificate III in Business

General: 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.

Entry: Prospective students are required to complete a Language Literacy and Numeracy (LLN) assessment and a Pre-Training Interview, administered by and to the satisfaction of ITHEA and be at least 18 years of age.

Pathways into the qualification: Preferred pathways for candidates considering this qualification include: BSB20115 Certificate II in Business or other relevant qualification OR with vocational experience assisting in a range of support roles without a formal business qualification.

Vocational or educational outcomes: Students can go into a range of employment or further study options, including BSB40215 Certificate IV in Business. Occupations may include Accounts Clerk, Accounts Payable Clerk, General Clerk, Junior Personal Assistant, Office Assistant, Receptionist, Word Processor.

Job outlook: Please refer to the Australian Government Job Outlook site for job prospects for a General Clerk. 239,900 persons were employed as General Clerks in 2015. Job openings over the next 5 years are expected to be greater than 50,000.
Source: Department of Employment 2017.

Delivery and assessment: We offer students the flexibility of choosing between online learning or classroom delivery. Assessment methods allow for the gathering of sufficient quality evidence about the student's performance. Methods used include question and answer, activities and projects.



Core Unit

Unit Code	Unit Descriptor
BSBWHS302	Apply knowledge of WHS legislation in the workplace

Elective Units

Unit Code	Unit Descriptor
BSBCUS301	Deliver and monitor a service to customers
BSBDIV301	Work effectively with diversity
BSBFIA301	Maintain financial records
BSBFLM303	Contribute to effective workplace relationships
BSBINM301	Organise workplace information
BSBINM302	Utilise a knowledge management system
BSBINN301	Promote innovation in a team environment
BSBITU306	Design and produce business documents
BSBPRO301	Recommend products and services
BSBSUS401	Implement and monitor environmentally sustainable work practices
BSBWOR301	Organise personal work priorities and development

Course duration: 1 year

This Training is delivered with Victorian and Commonwealth Government Funding. Eligibility criteria apply. People with disabilities are encouraged to apply.