

# International Students



## BSB30115 Certificate III in Business

CRICOS Code: 093541A

**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 requirements:** Prospective students are required to complete the Pre-Training Interview form, to the satisfaction of ITHEA. You will also need to provide evidence of your English language proficiency. ITHEA will accept the following minimum English language test score:

English language provider test	Minimum test score	Minimum test score where combined with at least 10 weeks ELICOS	Minimum test score where combined with at least 20 weeks ELICOS
International English Language Testing System	5.5	5	4.5
*Test of English as a Foreign Language (TOEFL) paper based	527	500	450
TOEFL internet based test	46	35	32
Cambridge English: Advanced (Certificate in Advanced English)	162	154	147
Pearson Test of English Academic	42	36	30
Occupational English Test	Pass**	N/A	N/A

\*The TOEFL paper based test will only be accepted from limited countries

\*\*The Occupational English Test includes a mark between A and E. An A or B is considered a pass.

The test must have been taken no more than two years before you apply for your student visa.

ITHEA may also consider any English Language tests taken in Australia.

**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.

**Assessment:** 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:** 52 weeks full time including holidays and orientation

**Enrolment fee:** \$250 (non-refundable)

**Materials fee:** \$300

**Course Tuition fee:** \$9,700