



Certificate III in Business

BSB30107

This is a nationally accredited Australian qualification

This Qualification is suitable for:

General Admin

Customer Service Advisor

Data Entry Operator

General Clerk

Payroll Officer

Typist

Word Processing Operator

Outline of the Qualification

The Certificate III in Business is suited for those working in a business office environment.

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

Listed below is an example of a qualification for a role such as a General Clerk.

Certificate III in Business Unit Codes and Names

Note that the units listed below are for example purposes only. You with the assistance of the Australian College of Training staff will select unit's specific to your work environment and required industry training outcomes.

Unit Code	Unit Name
Core Units	
BSBOHS201A	Participate in OHS processes
Elective Units	
BSBCUS301A	Deliver and monitor a service to customers
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
BSBPUR301B	Purchase goods and services
BSBITU306A	Design and produce business documents
BSBWOR301A	Organise personal work priorities and development

A full description of each unit is provided during unit selection.



Act Now For Your Future!

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Why choose the Australian College of Training.

Multi award training organisation at national and state levels.

Quality training solutions at an affordable price

Truly flexible delivery by providing you with a number of delivery options

A qualification tailored specific to your company & personal requirements

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Delivery Information

The Australian College of Training offers you the student a number of modes of delivery ranging from on the farm to the class room environment. Everyone has different requirements so we try where possible to tailor the delivery of it to suit your needs.

Your Trainers

The Australian College of Training has sourced the best trainers for the delivery of this qualification. They have both Australia wide and International experience.

Cost of the Qualification

The cost of each qualification varies slightly according to units selected. College staff will explain how fees are charged depending on whether you are eligible for government funding or not.

Potential Funding Options

Check with the Australian College of Training for potential funding options for your state or territory.

How do I Enrol

You can enrol any time in this qualification. There are no specific in take dates.

Contact the Australian College of Training on 1300 785 188 for more information or view us online at www.auscollege.com.au.



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