

# BSB30115 Certificate III in Business

This certificate is designed to give you a broad set of practical skills to work within a business. It reflects the practical tasks that are routinely done in a business.

Job titles may include: **Office Administrator & Receptionist.**

## What is it going to do for me?

This qualification will expand your knowledge and skills and hence your employability in this field

Depending on the subject chosen, you will be able to:

- Develop essential computer skills
- Write simple documents
- Work with spread sheets
- Designing a database
- Develop your customer services skills
- Keep financial records

## How long is it going to take?

As a student who is not studying under a Contract of Training as a trainee the learning is self-paced, so the length of time to complete the qualification is dependent on your current skills and capacity to commit time to your studies. The learning and assessment time of this qualification for a non-traineeship is 800 hours over a 1 year period. As a Trainee (studied under a Contract of Training) this qualification must be completed within your traineeship period of 12 months (1 year).

The length of study may be lessened where you can evidence relevant current competency for skills and knowledge. This may go towards recognition of prior learning (RPL) resulting in credit for one or more units of competency. ARO can provide assistance with the RPL process. Please contact our office and/or indicate your desire for RPL on the enrolment form.

## How is the qualification delivered?

**Traineeship:** If you are currently employed in a business and your employer agrees to a traineeship relationship ARO will provide a combination of training modes. Trainers and Assessors will conduct training and verification of competencies achieved through on-job training (provided by your employer) at your workplace; you are provided a workbook to complete for each unit of competency and additional off-job training will be provided to help you achieve your qualification.

**Non-Traineeship:** If you are not currently employed in a business, ARO delivers the qualification completely off-job or ARO may be able to assist you to gain a traineeship. Please note ARO does not guarantee placement in traineeships.



## What does the course contain?

- 12 units are required to be completed to gain this qualification (comprised of 1 core unit and 11 elective units)

## Elective Units

- 7 of the **elective units** must be selected from the elective units listed below.
- 4 **elective units** may be selected from the elective units listed below, from this Training Package or from any current accredited course or endorsed Training Package at the same qualification level. If not listed below, 1 **elective unit** may be selected from a Certificate II qualification and 2 **elective 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.

As a general guideline we have the following suggestion of units, if you wish to choose alternative elective units please speak to ARO upon enrolling.

<b>CORE</b>	
BSBWHS302	Apply knowledge of WHS legislation in the workplace
<b>ELECTIVES</b>	
BSBADM311	Maintain business resources
BSBCMM301	Process customer complaints
BSBCUS301	Deliver and monitor a service to customers
BSBDIV301	Work effectively with diversity
BSBFIA301	Maintain financial records
BSBFLM303	Contribute to effective workplace relationships
BSBITU301	Create and use databases
BSBITU302	Create electronic presentations
BSBITU303	Design and Produce text documents
BSBITU304	Produce spreadsheets
BSBITU306	Design and Produce business documents

**Fees:** Please see our most recent [Fee Schedule](#) on our website.

**Policies and Enrolment process:** Please see our student hand book, this can be found on our website or by contacting ARO office and we can send one out to you.

[www.aroeducation.com.au](http://www.aroeducation.com.au)

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