



Certificate III in Business

National Code BSB 30107



Duration	12 months nominal	Traineeship	New Entrant
Who should attend	Those people wanting to advance to a supervisory level in the Business Industry		
Course aims	<p>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.</p> <p>They may provide technical advice and support to a team.</p>		
Qualification Rules	<p>Prerequisite requirements There are no prerequisite requirements for individual units of competency.</p> <p>Pathways into the qualification Preferred pathways for candidates considering this qualification include:</p> <ul style="list-style-type: none"> • after achieving the BSB20107 Certificate II in Business or other relevant qualification/s <p>OR</p> <ul style="list-style-type: none"> • providing evidence of competency in the majority of units required for the BSB20107 Certificate II in Business or other relevant qualification/s <p>OR</p> <ul style="list-style-type: none"> • with some vocational experience assisting in a range of support roles without a formal business qualification. <p>1 core unit plus 11 elective units</p> <p>7 of the elective units must be selected from the elective units. The other 4 elective units may be selected from the remaining elective units, the BSB07 Business Services Training Package or any other currently endorsed national Training Package. If not listed, a maximum of 1 unit may be selected from a Certificate II qualification or 2 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.</p> <p>Pathways from the qualification After achieving the BSB30107 Certificate III in Business, candidates may undertake the BSB40207 Certificate IV in Business, a qualification for those who work in a range of business environments and who provide leadership and guidance in relation to specific technical knowledge and skills, or a range of other Certificate IV qualifications</p>		
Learning Outcomes/Job Roles	<p>The learning outcomes will be reflected in the many roles and titles vary across different industry sectors. Possible job titles relevant to this qualification include:</p> <ul style="list-style-type: none"> • Customer Service Advisor • Data Entry Operator • General Clerk • Payroll Officer • Typist • Word Processing Operator 		
Assessment outcomes will be gathered using	<ul style="list-style-type: none"> • Demonstration • Theory Assessment • Role Plays & Scenarios • Completion of activities during the delivery 		
Documents issued on successful completion	Certificate III in Business BSB30107		
Price per person	POA	Course Fees	POA