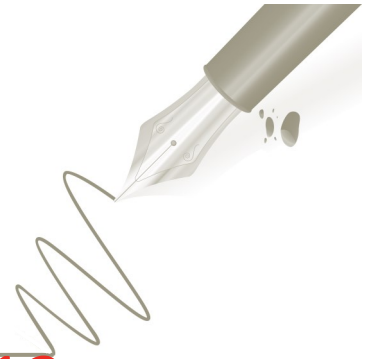




One Step Further
international institute of excellence



CERTIFICATE III IN BUSINESS

BSB30112

ABOUT THE QUALIFICATION

This qualification reflects the role of individuals who apply a broad range of competencies in a varied work context using some discretion, judgment and relevant theoretical knowledge. They may provide technical advice and support to a team.

Job roles and titles vary across different industry sectors. Possible job titles relevant to this qualification include:

- customer service adviser
- data entry operator
- general clerk
- payroll officer
- typist
- word processing operator.

QUALIFICATION PATHWAYS

Preferred pathways for candidates considering this qualification include BSB20112 Certificate II in Business or other relevant qualification or candidates with vocational experience assisting in a range of support roles without a formal business qualification.

Pathways from the qualification include BSB40212 Certificate IV in Business, or a range of other Certificate IV qualifications.

COURSE CONTENT

For this qualification you are required to complete one (1) core unit of competency and eleven (11) elective units of competency, making a total of 12 units of competency. Selection of electives must be guided by job outcomes sought, local industry requirements and the characteristics of this qualification.

We will be happy to sit and discuss these options with you prior to you enrolling in your course.



NATIONALLY RECOGNISED
TRAINING





One Step Further
international institute of excellence



CERTIFICATE III IN BUSINESS

BSB30112

COURSE DURATION

Each person undertaking this qualification brings their own education & skills levels to the table, impacting on the overall time taken to complete their course.

With the on-line web-based learning facilities and trainer support, all International Institute of Excellence students have the capacity to complete their training in real-time yet at a pace that is reflective of their learning requirements.

1 CORE UNIT OF COMPETENCY

- ⇒ Apply knowledge of WHS legislation in the workplace

11 ELECTIVE UNITS OF COMPETENCY FROM THE FOLLOWING CATEGORIES

- ⇒ Customer service
- ⇒ Diversity
- ⇒ Financial administration
- ⇒ General administration
- ⇒ Information management
- ⇒ Innovation
- ⇒ Intellectual property
- ⇒ Interpersonal communication
- ⇒ IT use
- ⇒ Management
- ⇒ Product skills and advice
- ⇒ Purchasing and contracting
- ⇒ Sustainability
- ⇒ Workplace effectiveness
- ⇒ Writing

☎ 07 55 939 111 📠 07 55 939 411 🌐 www.onestepfurther.com.au 📧 info@onestepfurther.com.au

📍 Beach House Plaza, 52 Marine Parade, Coolangatta Queensland 4225

✉ PO Box 4432, Elanora, QLD 4221



Scan QR Code to head straight to our website