

Want a Career in Business?



BSB30115 Certificate III in Business

(face to face delivery mode)

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.

You may find a career in:

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

You will study the following units:

BSBWHS302	Apply knowledge of WHS legislation in the workplace
BSBCUS301	Deliver and monitor a service to customers
BSBDIV301	Work effectively with diversity
BSBFIA301	Maintain financial records
BSBADM311	Maintain business resources
BSBINM301	Organise workplace information
BSBINN301	Promote innovation in a team environment
BSBPRO301	Recommend products and services
BSBPUR301	Purchase goods and services
BSBSUS301	Implement and monitor environmentally sustainable work practices
BSBWOR301	Organise personal work priorities and development
BSBWRT301	Write simple documents



CALL OR VISIT TO FIND OUT IF YOU ARE ELIGIBLE

As you can only access the Certificate 3 Guarantee subsidy once, it is important you choose the right course for you to take full advantage of this opportunity.

www.academyoftraining.edu.au
1300 769 744

Certificate 3 Guarantee Program*

Supports eligible individuals to complete their first post-school certificate III level qualification and increase their skills to move into employment, re-enter the workforce or advance their career.

Are you:

- 15 years of age or over and no longer at school
- A QLD permanent resident
- an Australian citizen, Australian permanent resident (includes humanitarian entrant), temporary resident with the necessary visa and work permits on the pathway to permanent residency, or a New Zealand citizen
- not hold, and not be enrolled in, a certificate III or higher-level qualification, not including qualifications completed at school and foundation skills training.

Co-Contribution Fee**:

\$100 Concessional

OR (\$8.33 per Unit)

\$150 Non-Concessional

or (\$12.50 per Unit)

RTO Code 91215 | ABN 99 114 087 937

Mike Zarate


QLD Training and Admin Coordinator

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* The Certificate 3 Guarantee Program is a Queensland Department of Education & Training Initiative.

** Prices subject to change without notice. Conditions apply.

Course Information

Your Trainer:	This course offering will be delivered by Academy of Training (RTO #91215), in some cases with the assistance of our pre-approved training partners. Your Trainer will be experienced and accredited, both as a Trainer and an industry practitioner, dedicated to providing you with skills and knowledge that will be valued by prospective employers.
Duration:	This program is delivered over 10 days of classroom-based training. Classes are scheduled for Monday to Friday (9.00am-4.00pm). This is in addition to some out of session reading and homework each evening of up to 3 hours. Students may take up to 4 weeks in total to complete all reading and assessment activities for this qualification.
Location:	AOT offers this program at several sites across Logan, Brisbane South, Brisbane North and the Caboolture. We also run this program in North Queensland and other regional areas when there is sufficient demand.
Training method:	Training is delivered face to face in small groups to ensure you have plenty of interaction with your trainer. There will also be some additional reading that you will be required to complete out-of-class.
Entry requirements:	Participants in this program must be capable of performing basic mathematical calculations and written and spoken English. There are no other formal entry-level requirements in terms of prior studies or work experience.
Support services:	We are committed to helping you achieve your study goals – you will have access to your Trainer throughout the program for any educational support requirements. You will also be screened in terms of language, literacy and numeracy (LLN) levels coming into the program and be supported in those areas according to your individual needs. Where we cannot provide sufficient support, you will be referred to a suitable program to develop those skills.
RPL or Credit Transfer	Recognition of Prior Learning (RPL) is a method of assessing your current skills and knowledge that may have been acquired through formal training and/or via informal learning such as work experience. Credit Transfer (CT) is the recognition of your formal training completed through another registered training organisation (RTO). Contact us if you are applying for Recognition of Prior Learning or Credit Transfer
What you will need:	Students will not be required to purchase or own any additional materials or equipment to complete this program – all training and assessment materials are provided.
Funded Places:	Students who meet the eligibility requirements for accessing Certificate 3 Guarantee funding should be aware that after participating in this program you will not be able to access this funding again. Students who are not eligible for Certificate 3 Guarantee funding can still undertake this course at full price – contact us for current Fee For Service pricing.
Your feedback	Within 3 months of completing this program you will be asked to complete a survey to track your satisfaction with this program and any employment outcomes.
For more information:	Download the Student Handbook www.academyoftraining.edu.au to ensure you are fully informed of all relevant AOT policies, procedures and course information prior to your enrolment. For the department's Certificate 3 Guarantee Program Student Fact Sheet go to... http://www.training.qld.gov.au/resources/training-organisations/pdf/c3g-factsheet-student.pdf
ENROLL NOW!	<p>Phone: 1300 769 744</p> <p>Email: adminqld@academyoftraining.edu.au</p> <p>Website: www.academyoftraining.edu.au</p> <div style="text-align: right;">  <p>Academy Of Training RTO Code 91215</p> </div>