

Certificate III in Business

BSB30115

Why Choose NEVC for your Training Needs?

Qualification Overview

This qualification reflects the varied roles of individuals across different industry sectors who apply a broad range of competencies using some discretion, judgment and relevant theoretical knowledge. They may provide technical advice and support to a team.

Customised to your business needs

Training and assessment can be flexible and tailored to individual or business needs, built the way the employer wants. Options include:

- on-line or workbooks, with no face-to-face classes to attend, supported by the trainer (phone & email contact)
- In the workplace, supported by visits by the trainer.
- A combination of both

Trainers are highly experienced

Our trainers are all qualified workplace trainers/assessors as well as having extensive experience working in a business environment.

Comprehensive RPL Process

Our trainers are committed to recognising an individual's industry knowledge and experience.

Depending on an individual's ability, and their exposure to industry, there is the ability to fast-track many aspects of the training.

Rolling Intakes

Training can start at any time throughout the year – no need to wait for a new semester to begin.

Course Fee

This qualification may be subsidised by the South Australian Government for eligible participants signed up to a Contract of Training.

Contract of Training: **\$250**

Non-Contract: **\$1,800**



This course is subsidised by the Government of South Australia for eligible participants, visit www.skills.sa.gov.au for Participant Eligibility Criteria.

**For further information please contact us on
8397 9500 or nevc@neda.asn.au**



11-Feb-20

Training Plan (Sample)

The Certificate III in Business has a good level of flexibility when selecting units for the training plan. There is 1 compulsory core unit, with an additional 11 elective units required (12 units in total). The elective units can be selected from a vast range of subject areas including:

- Administration
- Creativity and Innovation
- Stakeholder Relations
- Management and Leadership
- Industry Capability
- Information Technology
- Workforce Development
- Creativity and Innovation
- Knowledge Management

Certificate III in Business – BSB30115		
Unit Code	Unit Title	Nominal Hours
<u>Core Units</u> (1 required)		
BSBWHS302	Apply knowledge of WHS legislation in the workplace	20
<u>Electives</u> (11 required)		
BSBADM311	Maintain business resources	15
BSBCMM301	Process customer complaints	30
BSBCUS301	Deliver and monitor a service to customers	35
BSBDIV301	Work effectively with diversity	30
BSBFLM303	Contribute to effective workplace relationships	40
BSBFLM309	Support continuous improvement systems and processes	40
BSBFLM312	Contribute to team effectiveness	40
BSBINM301	Organise workplace information	30
BSBINN301	Promote innovation in a team environment	40
BSBITU309	Produce desktop published documents	50
BSBSUS401	Implement and monitor environmentally sustainable work practices	40
Total		410

