



Certificate III in Business

National Course Code: BSB30115

Training Package: BSB Business Services Training Package

(Provider Code: 22114)

Qualification Description:

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.

Licensing/Regulatory Information:

No licensing, legislative or certification requirements apply to this qualification at the time of publication.

Updated Qualification:

The course in which you are enrolled is up to date and during or after your enrolment, with national industry standards, the Institute reserves the right to transition you into an alternate course. If this becomes necessary, the Institute will advise you of the change and the arrangements which will be available for you to complete your alternate course.

Entry requirements for the Qualification

There are no entry requirements for this qualification.

Recognition of prior Learning

Credit or recognition for units may be granted based on previous learning, studies, and work or life experiences. Contact Administrative services for further Information or email us on admin@aat.edu.au

Thinking of higher education

Thinking of studying next year? Not sure if you should go to TAFE or Uni? Try studying at All Australian Training for more friendly and flexible way of studying with nationally recognised qualifications which leads to higher pathway



What units to be completed by the students (12 units)

BSBWHS302	Apply knowledge of WHS legislation in the workplace
BSBCUS402	Address customer needs
BSBITU301	Create and use databases
BSBCUS201	Deliver a service to customers
BSBITU304	Produce spread sheets
BSBMGT401	Show leadership in the workplace
BSBITU306	Design and produce business documents
BSBFLM312	Contribute to team effectiveness
BSBPUR301	Purchase goods and services
BSBSUS301	Implement and monitor environmentally sustainable work practices
BSBWOR301	Organize personal work priorities and development
BSBWRT301	Write simple documents

The above list includes units being offered at All Australian Training and that are required to complete this qualification. Other colleges may offer different elective options. If licensing in another State other than NSW is required, please check requirements with the relevant State.

How much is the course?

Smart and Skilled Student Fees

The cost of this course will vary based on your eligibility for a Smart and Skilled Student Fee. Eligibility criteria can be found on the Smart and Skilled website <https://smartandskilled.nsw.gov.au/> or you can call us on 04 2660 3503/ 02 8872 8903 for further information and advice.

First qualification \$1,310

Second qualification \$1,570

Concession \$240

Non-government subsidised fee \$5,090

When enrolling under a Smart and Skilled entitlement and where you are eligible for 100% credit from previous studies, your student fee contribution will be zero. However, you will be required to pay an administration fee for the production of your testamur.

Unique Student Identifier (USI)

From 1 January 2015, all students participating in Nationally Recognised Training in Australia will need to have a Unique Student Identifier, or USI. This includes students completing an apprenticeship, skill set, and certificate or diploma course. A USI gives you access to your online USI account and will contain all of your nationally recognised training records and results from 1 January 2015 onwards. Your results will be available in your USI account in 2016. When applying for a job or enrolling in further study, you will often need to provide your training records and results. One of the main benefits of the USI is that you will have easy access to your training records and results throughout your life.

How to get a USI

It is free and easy for you to create your own USI online at www.usi.gov.au. Your local Customer Service office can also provide further information and assistance. For assistance please call us on our admin desk line **04 2660 3503/02 8872 8903**.