MGTD Pirii (RTO88194) in conjunction with PARASOL EMT Pty Limited (RTO2551)

BSB30115 Certificate III in Business

Note to students: Training is provided by MGTD Pirii (RTO88194) with Qualifications and Statements of Attainment issued by Parasol EMT Pty Ltd (RTO2551)

Description
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.

Entry Requirements
There are no entry requirements for this qualification, however students will require Language, Literacy and Numeracy skills at a level enabling the understanding of materials and to complete routine tasks.

Pathways from the qualification
After achieving this qualification candidate may undertake - BSB40215 Certificate IV in Business.

Duration and Study Options
Candidates undertaking this process/course will have up to 12 months (1 year) for completion using one of the following study options – Normal completion time is within 6 months:

- Face to Face Learning allows participants to attend a five (5) day face to face training workshop covering the basic theory for the units of competency. Assessments and practical requirements are completed post workshop no later than 12 months from the first day of the workshop.
- The 1 on 1 coaching model allows participants to attend our training centre in Malaga and complete all of their learning and assessments under guidance from a resident trainer. Assessments are completed as the students undertakes coaching with practical requirements being completed no later than 12 months from commencement.
- Distance education gives participants the flexibility to complete the course at their own pace within the stipulated course timeframes without the need to attend face to face workshops. Assessments and practical requirements are to be completed no later than 12 months from commencement. This option is available via our ELearning portal or using printed workbooks and learner guides with the option of written assessment or on-line assessment.
- Recognition of Prior Learning (RPL) may be undertaken by candidates who are able to provide valid, sufficient, current and authentic evidence of competency through demonstration of the required learning and skills outcomes using our RPL portfolio of evidence workbooks.

Learning Outcomes
This qualification will provide participants with the knowledge and skills required to competently access the latest thinking about business practices. They will learn how to process and maintain workplace information and develop skills in business and organisational tasks including workplace safety, customer service, Students will learn how to manage their own work priorities while building effective working relationships with others.

Total number of units = 12

1 core unit *plus*

11 elective units

7 of the elective units must be selected from the elective units listed below.

4 elective units may be selected from the elective units listed below, from this Training Package or from any current accredited course or endorsed Training Package at the same qualification level. If not listed below, 1 elective unit may be selected from a Certificate II qualification and 2 elective units may be taken from a Certificate IV qualification.

Elective units must be relevant to the work environment and the qualification, maintain the integrity of the AQF alignment and contribute to a valid, industry-supported vocational outcome.

**Core unit**

BSBWHS302  Apply knowledge of WHS legislation in the workplace

**Elective units**

**Customer service**

BSBCUS301  Deliver and monitor a service to customers

**Diversity**

BSBDIV301  Work effectively with diversity

**Financial administration**

BSBFIA301  Maintain financial records

**General administration**

BSBADM311  Maintain business resources

**Information management**

BSBINM301  Organise workplace information

BSBINM302  Utilise a knowledge management system

BSBFLM306  Provide workplace information and resourcing plans

**Innovation**

BSBINN301  Promote innovation in a team environment

**Intellectual property**

BSBIPR301  Comply with organisational requirements for protection and use of intellectual property

**Interpersonal communication**

BSBCMM301  Process customer complaints

**IT use**

BSBITU301  Create and use databases

BSBITU302  Create electronic presentations

BSBITU303  Design and produce text documents

BSBITU304  Produce spreadsheets

BSBITU305  Conduct online transactions

BSBITU306  Design and produce business documents

BSBITU309  Produce desktop published documents
Management
BSBFLM309  Support continuous improvement systems and processes
BSBFLM305  Support operational plan

Product skills and advice
BSBPRO301  Recommend products and services

Purchasing and contracting
BSBPUR301  Purchase goods and services

Sustainability
BSBSUS301  Implement and monitor environmentally sustainable work practices

Workplace effectiveness
BSBWOR301  Organise personal work priorities and development
BSBWOR302  Work effectively as an off-site worker
BSBFLM303  Contribute to effective workplace relationships
BSBFLM312  Contribute to team effectiveness
BSBFLM311  Support a workplace learning environment

Writing
BSBWRT301  Write simple documents

Nominal Hours: 420

Fees (Retail)
Recognition of Prior Learning (RPL) – $ 589.00 (GST Free)
ELearning or Distance Learning $ 879.00 (GST Free) – includes resources and materials
Face to Face or 1 on 1 coaching option $ 1149.00 (GST Free) – includes resources and materials

Courses are also available for delivery within the workplace or for groups – please contact us at admin@mgtdpirii.edu.au for a quotation

MGTD Pirii takes its social responsibilities seriously and will, where practicable, offer assistance and support to students wishing to undertake courses of study and/or qualifications. Where a student receives government assistance or concession MGTD Pirii will offer concessional rates – subject to documented proof of concession. We will also offer payment terms in order to assist students where practicable.

This course is delivered under an agreement with Parasol EMT Pty Ltd (RTO2551)