



Access this course through the *alffie* app



BSB30115

Certificate III in Business



NATIONALLY RECOGNISED
TRAINING

alffie's Certificate III in Business prepares you for business support roles across a broad range of industries.

Throughout this course, *alffie's* friendly team will support you in developing skills and knowledge that will enhance your ability to work confidently and effectively in a modern business environment.

This course is DHS approved for achieving potential Education Outcomes DHS Institution Code: 7P089.

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.

Delivery mode

This course is delivered online with a combination of written and audiovisual lesson material. The assessments are interactive and simulate real-life working conditions and environments.

alffie will provide you with a password to log in to our secure and user-friendly online learning portal. Within the portal, you can access your lesson material and assessments.

Course duration

Total: 935 hours

Semester 1: 472.75 hours

Semester 2: 445.25 hours

Important note: enrolment will be valid for up to 12 months.

RTO NO. 41206

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Units of competency

alffie's Certificate III in Business includes the units listed below.

Semester 1

BSBWOR301 – Organise personal work priorities

BSBFLM312 – Contribute to team effectiveness

BSBDIV301 – Work effectively with diversity

BSBWHS302 – Apply knowledge of WHS legislation in the workplace

BSBINM301 – Organise workplace information

BSBADM311 – Maintain business resources

Semester 2

BSBWOR204 – Use business technology

BSBCUS301 – Deliver and monitor a service to customers

BSBCMM301 – Process customer complaints

BSBITU314 – Design and produce spreadsheets

BSBITU306 – Design and produce business documents

BSBPUR301 – Purchase goods and services

Entry requirements

It is a government requirement that all job seekers undertaking Nationally Recognised Training in Australia have a unique student identifier (USI). To begin this course, you will need a USI.

For more information on USIs, go to: www.usi.gov.au

In addition to a USI, to begin and complete this course, you will need:

- Regular access to a computer, tablet or smartphone (note: there may be some activities within the course that will require the use of a computer rather than a tablet or smartphone)
- An email address and regular access to a reliable internet connection
- Basic to intermediate computer, or digital device, navigation skills
- Access to a Google Drive account
- To meet certain language, literacy and numeracy (LLN) requirements and pass a short LLN test
- The ability and willingness to study lesson material and complete assessment activities
- PDF reader software (e.g., Adobe Acrobat) installed on a computer or the digital device they are using to access the course
- The ability to communicate directly with *alffie* in English
- The ability to understand and follow detailed instructions given verbally or written in English.

Outcome

In the case that you successfully completes one, or some, but not all of the units of competency within the course, you will be issued a Statement of Attainment for the unit/s that you have completed.

In the case that you successfully completes all of the units of competency within the course, you will be issued with a Certificate III in Business qualification. Examples of job roles this qualification may be relevant to include:

- Office Assistant
- Administration Assistant
- Receptionist
- Junior Personal Assistant