

# BSB30115 Certificate III in Business



## 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.

This qualification is available to international students in Darwin only (CRICOS Course No. 086809C). Please refer to <https://www.cdu.edu.au/international> for the course and fee information.

## ELIGIBILITY/ENTRY REQUIREMENTS

There are no formal entry requirements for this qualification however a pre-enrolment process to establish suitability to undertake the course and to determine support requirements will be conducted, which will include a Language, Literacy and Numeracy (LLN) assessment.

## DELIVERY DETAILS

Location (s)	Duration	Study mode
Alice Springs, surrounding remote communities and online supported. Darwin Waterfront Campus.	This program is delivered over a period of <b>six months</b> on a full-time basis or <b>one year</b> on a part-time basis.	This program will be delivered part-time on campus one day a week or evening classes.

## 2020 FEES

This course has a total of 345 to 510 hours (will vary depending upon unit selection) and thus the qualification cost is:

NT Domestic Subsidised Fees: \$1,173 to \$1,734

Domestic Full Fees: \$5,175 to \$7,650

Please note: A limited number of NT Government subsidy places are available for eligible NT domestic students so contact us now to secure your place for 2020.

Fees are subject to change annually. Indicative government-subsidised and full course fees are shown on this document. For further clarification and information on fees, payment options, instalment plans and refunds contact CDU on 1800 061 963 or refer to <https://www.cdu.edu.au/cdu-vet/student-guide/fees>

## ASSESSMENT

Assessments vary with each unit. You will be provided with an assessment guide.

## RECOGNITION OF PRIOR LEARNING (RPL)

Students can apply for RPL during pre-enrolment or after enrolment. Students are provided with an RPL Self-Assessment before application and followed through with and an initial interview with an assessor.

## RESOURCES

Students are issued with learning materials and handouts relevant to each unit. Some units require the purchase of a workbook; these workbooks are available from the College at the cost of \$30.00-\$39.00 per unit. Access to appropriate computers, printers and communication technologies to facilitate the processes involved in sourcing information and completing assessments.

## STUDY AND CAREER PATHWAYS

Further training pathways from this qualification include but are not limited to BSB42015 Certificate IV in Business or BSB40515 Certificate IV in Business Administration.

Possible occupations relevant to this qualification include:

- Customer service adviser
- Data entry operator
- Personal assistant
- Payroll officer
- Office administrator
- Word processing operator

## QUALIFICATION CONTENT

To achieve BSB30115 Certificate III in Business a total of twelve (12) units of competency must be completed comprising one (1) core and eleven (11) elective units as detailed in the packaging rules and listed below. The electives offered may vary between campuses.

### CORE UNITS

BSBWHS302	Apply knowledge of WHS legislation in the workplace
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### ELECTIVE UNITS (Select 11 – some electives are specific to Waterfront Darwin or Alice Springs)

BSBWOR301	Organise personal work priorities and development
BSBITU306	Design and produce business documents
BSBITU314	Design and produce spreadsheets
BSBCUS301	Deliver and monitor a service to customers
BSBWRT301	Write simple documents
BSBDIV301	Work effectively with diversity
BSBITU312	Create electronic presentations
BSBITU309	Produce desktop published documents
	<b>Waterfront electives</b>
BSBITU307	Develop keyboarding speed and accuracy
BSBITU313	Design and produce digital text documents
BSBPRO301	Recommend products and services
BSBADM307	Organise schedules
BSBFIA302	Process payroll
BSBFIA303	Process accounts payable and receivable
	<b>Alice Springs Electives</b>
BSBITU307	Develop keyboarding speed and accuracy
BSBADM405	Organise meetings
BSBSUS201	Participate in environmentally sustainable work practices

## WITHDRAWING FROM A QUALIFICATION

You may withdraw from this qualification and receive, where relevant, a Statement of Attainment for all units of competency you have successfully completed.

## SUPPORT SERVICES

The University supplies support for students in many areas, including Accommodation, Careers and Employment, Counselling, Disability Service, Equal Opportunity, Discrimination and Harassment advice, Australian Indigenous Student Support Services, Information Technology Services, International Student Support Services, Library Services, and Learner Support Services.

More information is available at - [www.cdu.edu.au/study/student-life/student-support](http://www.cdu.edu.au/study/student-life/student-support)

## CONTACT DETAILS

### ASIA PACIFIC COLLEGE OF BUSINESS AND LAW

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W. [www.cdu.edu.au/cdu-vet](http://www.cdu.edu.au/cdu-vet)

Alice Springs

T. 08 8959 5477

E. [business\\_central@cd.edu.edu.au](mailto:business_central@cd.edu.edu.au)

W. [www.cdu.edu.au/cdu-vet](http://www.cdu.edu.au/cdu-vet)

Refer to the **VET Student Guide** [www.cdu.edu.au/cdu-vet/student-guide](http://www.cdu.edu.au/cdu-vet/student-guide) for information regarding the enrolment process, student support services, student rights and responsibilities, previous studies recognition and the A-Z of other information.