

## Training that creates change

At Abra QLD, we're passionate about helping people unlock their potential with a qualification that gives them a world of new job possibilities.

## BSB30115 Certificate III in Business

ONLINE

CORRESPONDENCE

CLASSROOM<sup>^</sup>

The business, education and training industry touches the lives of all Australians. The business sector employs skilled professionals to manage our organisations, our wealth and our financial security, while the education and training sector employs professional trainers to prepare us with work ready skills for the labour market. Many gained their practical skills and hands-on experience through 'real life' vocational education and training (VET) courses.

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.

FFS, Concessional and Non-Concessional rates<sup>\*</sup>  
Please speak to us about available funding for this course<sup>\*\*</sup>

\*\*\* ^ SEE ALL CONDITIONS ON REVERSE



## BSB30115 : Certificate III in Business \*

| CORE      |   |
|-----------|---|
| Unit Code | Unit Name   |
| BSBWHS302 | Apply knowledge of WHS legislation in the workplace       |
| ELECTIVES |   |
| Unit Code | Unit Name   |
| BSBCUS301 | Deliver and monitor a service to customers                |
| BSBDIV301 | Work effectively with diversity                           |
| BSBADM307 | Organise schedules  |
| BSBADM311 | Maintain business resources                               |
| BSBINM301 | Organise workplace information                            |
| BSBCUE301 | Use multiple information systems                          |
| BSBSUS201 | Participate in environmentally sustainable work practices |
| BSBITU306 | Design and produce business documents                     |
| BSBFLM312 | Contribute to team effectiveness                          |
| BSBFLM309 | Support continuous improvement systems and processes      |
| BSBCMM301 | Process customer complaints                               |

## How to Enrol...

To enrol in this course, please get in contact with our Administration team on 07 3262 2774 or [admin@abraql.com.au](mailto:admin@abraql.com.au).

You should ensure that any queries you may have about the BSB30115 – Certificate III in Business have been fully addressed prior to submitting your enrolment for processing.

*Please note: ABRA, Qld cannot give advice to learners regarding career outcomes from this course.*



## TERMS AND CONDITIONS

\*Certificate 3 Guarantee Funding Available (Funded by the Queensland Government)

- Must be an Australian citizen or permanent resident living in QLD
- Aged 15 years of age or older & no longer attending school
- Not have already completed or currently enrolled in a certificate III qualification or higher
- Participant can be unemployed and seeking work, or working on a full-time, part-time or casual basis in the relevant industry
- Students who hold a Certificate level I to Advanced Diploma qualification issued prior to 1995 are eligible to access funding
- Concessional and Non-Concessional price is \$1250.00
- Other conditions apply (contact us for more details)
- All information pertaining to the Certificate 3 Guarantee Program funding can be accessed by visiting the following website: <https://www.qld.gov.au/education/training/subsidies/pages/certificate>

\*\* Concessional Participants must: A. Hold or be the partner or dependent of a person who holds current Health Care or Pensioner concession card or B. Can present an official form under Commonwealth law confirming the above, or C. Be of Aboriginal or Torres Strait Islander descent.

^ Classroom courses where available.