

# Certificate III in Business (BSB30110)

This qualification is designed for people already in, or aspiring to, clerical/administrative positions and is structured to prepare students for the workplace as well as to enhance careers. Training is delivered in a work or simulated work environment.

## Career Opportunities:

Clerical Officer, Receptionist, Administration Assistant, Human Resources Clerk, Accounts Clerk, Word Processing Operator, Data Entry Operator, Records Clerk, Invoicing Officer.



The following units must be successfully completed to attain the Qualification

- BSBFLM311C Support a workplace learning environment
- BSBINN301A Promote innovation in a team environment
- BSBCMM301A Process customer complaints
- BSBDIV301A Work effectively with diversity
- BSBPRO301A Recommend products and services
- BSBSUS301A Implement and monitor environmentally sustainable work practices
- BSBCUS301A Deliver and monitor a service to customers
- BSBOHS301B Apply knowledge of OHS legislation in the workplace
- BSBFLM312C Contribute to team effectiveness
- BSBFLM303C Contribute to effective workplace relationships
- BSBWOR301A Organise personal work priorities and development
- BSBWRT301A Write simple documents



NATIONALLY RECOGNISED  
TRAINING

There are certain prerequisites that must be completed prior to commencement into this qualification. Please contact our team for further information.

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