



BSB30115

CERTIFICATE III IN BUSINESS

Refine your workplace skills with this comprehensive, nationally recognised qualification. Ideal for those who are looking to take on more responsibility in the workplace, this course helps build valuable skills in both customer service and IT.

Through this course you will learn to:

- Produce documents for use both internally and externally
- Foster a diverse, innovative and inclusive team environment
- Communicate with customers in a range of circumstances

FLEXIBLE DELIVERY

With a combination of face-to-face and remote delivery this course allows students to work around their daily commitments, whilst benefiting from the face-to-face classes for hands-on learning.

JUST NEED BASIC ADMIN SKILLS INSTEAD?

Are you just wanting to learn some basic admin skills, or want to learn how to use a computer? We offer a range of basic business courses ONLINE: Basic Administration & Business Skills, Computer Foundation Skills & Intro to Digital Skills for Business!

UNITS OF COMPETENCY

UNIT CODE	UNIT OF COMPETENCY	C/E
BSBWHS307	Apply knowledge of WHS laws in the workplace	C
BSBDIV301	Work effectively with diversity	E
BSBWOR301	Organise work priorities and development	E
BSBCMM301	Process customer complaints	E
BSBITU306	Design and produce business documents	E
BSBITU313	Design and produce digital text documents	E
BSBFLM309	Support continuous improvement systems and processes	E
BSBITU314	Design and produce spreadsheets	E
BSBCUS301	Deliver and monitor a service to customers	E
BSBINM301	Organise workplace information	E
BSBINN301	Promote innovation in a team environment	E
BSBFLM312	Contribute to team effectiveness	E

WHO CAN ATTEND?

This training is funded by the Commonwealth and Victorian State Governments for eligible participants.

WHATS THE COST?

	FULL FEE	FUNDED	CONCESSION
TUITION FEE	\$4400 \$8.00 per hour	\$1650 \$3.00 per hour	\$330 \$.60 per hour
MATERIALS	\$300	\$300	\$300
RESOURCES	N/A	N/A	N/A
TOTAL COST	\$4700	\$1950	\$630
GOVT FUNDING*	\$8.00 p/h	\$8.00 p/h	\$8.00 p/h

People with a disability are encouraged to apply. A valid concession card must be presented upon enrolment. No tuition fee for eligible participants.

Fees are current as of 1 May 2020.

The delivery mode for all courses at Foundation Learning Centre is via face-to-face and a mix of flexible remote or online learning. Face-to-face is delivered onsite at 1 Malcolm Court, Narre Warren. Student tuition and materials fees as published are subject to change given and individuals circumstances at enrolment. *Approximate Government contribution to Foundation Learning Centre per eligible funded student per contract hour.



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**FOUNDATION
LEARNING CENTRE**



Foundation Learning Centre
acknowledges the support of the
Victorian and Commonwealth
Governments



FLC is a Registered Training
Organisation (RTO # 3977) and
provides Nationally Recognised
Training