



**BSB30120**

# **CERTIFICATE III IN BUSINESS**

## **TRAINEESHIP**

### **ENROL AND START ANY TIME!**

If you want to enhance your business knowledge and skills, then the Certificate III in Business is a great qualification for you.

This general, entry level qualification will explore a range of day-to-day skills used in the dynamic and exciting world of business. You will learn a broad range of skills that can be applied in a business context across different industry sectors. Learn to carry out a range of routine procedural, clerical, administrative and operational tasks.

### **Career opportunities include work as:**

- Administration & Office Assistants
- Receptionists
- Data Entry Processors

## **WHEN?**

### **BLENDED DELIVERY**

Delivery of this course will be via a range of modes including online, face-to-face, one-on-one and individual learning and monthly workplace visits.

**Onsite classes will be select Fridays,  
9.00am - 2.00pm**

## **WHERE?**

Onsite classes will be at:  
**Foundation Learning Centre**  
Casey Campus:  
1 Malcolm Court,  
Narre Warren 3781

# COURSE INFORMATION

## UNITS OF COMPETENCY

UNIT CODE	UNIT NAME	C/E	NOM HRS
BSBCRT311	Apply critical thinking skills in a team environment	C	40
BSBPEF201	Support personal wellbeing in the workplace	C	50
BSBSUS211	Participate in sustainable work practices	C	20
BSBTWK301	Use inclusive work practices	C	30
BSBWHS311	Assist with maintaining workplace safety	C	40
BSBXCM301	Engage in workplace communication	C	40
BSBPEF202	Plan and apply time management	E	30
BSBOPS305	Process customer complaints	E	30
BSBTEC301	Design and produce business documents	E	80
BSBPEF301	Organise personal work priorities	E	30
BSBOPS304	Deliver and monitor a service to customers	E	45
BSBWRT311	Write simple documents	E	30
SIRXCEG002	Assist with customer difficulties	E	40

\*C/E represents whether the unit is a Core or Elective unit selected from the training package. FLC can change elective units to suit industry requirements.

TRAINEESHIP	FULL FEE	FUNDED	CONCESSION
TUITION	\$4122.50	\$1697.50	\$339.50
MATERIALS	\$300	\$300	\$300
RESOURCES	N/A	N/A	N/A
<b>TOTAL PAYABLE</b>	<b>\$4422.50</b>	<b>\$1927.50</b>	<b>\$639.50</b>
Student Tuition Cost Per Hour	\$8.50	\$3.50	\$0.70
Nominal Course Hours	485	485	485
Government Contribution	N/A	\$8.50	\$11.96
Payable Hours	N/A	485	485
Total Government Funding Contribution	N/A	\$4122.50	\$5561.40

\*Tuition fees are subject to change based on an individual's circumstances at the time of enrolment. Minimum enrolment numbers apply for this course to run. Fees are correct as of July 2023.

## TO ENROL...

**Participants must be employed to be able to enrol in this course.** The delivery of the Certificate III in Business is individualised and tailored to meet the needs of each individual student. Prior to commencement, students will sit down with our team to discuss how best they learn and to setup their individual learning plan. FLC will offer face to face classes, online Café presentations, personalised one on one learning opportunities and monthly workplace visits throughout the course.

To enrol in this course or for more information please contact us on **03 9704 7388**:

**Fiona Barrientos**  
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**FOUNDATION  
LEARNING CENTRE**  
A Progressive Approach to Learning



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



FLC is a Registered Training Organisation and provides Nationally Recognised Training