Certificate III Business

By studying the Certificate III in Business, you will gain the knowledge and skills that emerging leaders in an administrative role requires. This course provides the individual with the skills to effectively support the operations of a business through competent administrative and team-based functions. This qualification is available as a traineeship so state and federal incentives may be available.

Course Details and Duration

Delivered via flexible learning with 12 units for completion. 12 months to complete all units (up to 36 months for a part time traineeship). Business (Level 3) available via a training contract. CTS can adjust the training to suit the individual’s need and their workplace.

Units of Study/Typical Learning Objectives

- Develop and use knowledge of safety legislation
- Write business documents and create spreadsheets
- Assist in acquiring the resources needed for business operations
- Provide meaningful customer service

Methods of Delivery

Complete all units via a training contract on the job. Online learning and assessment options available. Students will need to be employed in an industry or role that will support evidence collection and workplace skill implementation. Choose units that can be supported in the workplace through skill demonstration and practical application. Trainees should have access to relevant policies, procedures, systems and/or documentation related to the qualification and chosen units throughout the term of the qualification. Recognition of Prior Learning (RPL) available.

All candidates have the full support of their trainer who will be in regular contact via phone, email, skype, Zoom or face to face scheduled appointments in the workplace and at our training rooms.

<table>
<thead>
<tr>
<th>Fees – (Training Contract) 2021</th>
<th>Fees – (Fee for Service) 2021</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition Fees: New Worker funded: $1385</td>
<td>Tuition Fees: $200 per unit</td>
</tr>
<tr>
<td>Resource Fees: $22.00 per unit</td>
<td>Resource Fees: $22 per unit</td>
</tr>
<tr>
<td>Credit Transfer: $0.00</td>
<td>Credit Transfer: $0.00</td>
</tr>
</tbody>
</table>

The Student tuition fees are indicative only and are subject to change given individual circumstances at enrolment. Additional fees may apply such as student service and resource fees.
Eligible candidates will be charged as per the Fees and Charges set by the current WA VET Fees and Charges Policy. A full breakdown of fees will be provided prior to commencement once unit selections have been made.

**It’s easy to enrol!**

We do our very best for all our clients and always try to improve the employability of everyone we deal with. Before you enrol, please read our student handbook and browse our site to find out more about the training and development solutions we offer. We want to make sure you choose the right course for you.

Once you have made your decision, or if you need help to decide; email, phone or complete an enquiry form and we will contact you to discuss your study options. If you want to register for one of our courses, you can use our online booking form.

Alternative units can be chosen in consultation with CTS. If applying for a credit transfer and your unit is not on this list, contact us to discuss your options.

**Core Unit**

BSBWH302 Apply knowledge of WHS legislation in the workplace

**Elective Units (Select 11)**

- BSBADM311 Maintain business resources
- BSBCUS301 Deliver and monitor a service to customers
- BSBFLM303 Contribute to effective workplace relationships
- BSBFLM309 Support continuous improvement
- BSBFLM312 Contribute to team effectiveness
- BSBINM301 Organise workplace information
- BSBINM302 Utilise a knowledge management information system
- BSBINN301 Promote innovation in a team environment
- BSBITU312 Create electronic presentations
- BSBITU313 Design and produce digital text documents
- BSBITU314 Design and produce spreadsheets
- BSBITU306 Design and produce business documents
- BSBITU309 Produce desktop published documents
- BSBPRO301 Recommend products and services BSBADM311 Maintain business resources
- BSBWRT301 Write simple documents

**We will not enrol you in a Nationally Recognised Qualification without checking first that**

- you meet the entry requirements
- you know the cost
- it is a qualification, skill set, unit of competence that is appropriate for you
- you are aware of what resources you will need to successfully participate you understand the amount of learning required and how you will be assessed