



# The Canberra Training School Pty. Ltd. T/A CANBERRA BUSINESS AND TECHNOLOGY COLLEGE

## BSB30115 CERTIFICATE III IN BUSINESS COURSE INFORMATION

COURSE INFORMATION	
<b>RTO Name</b>	Canberra Business and Technology College (CBTC)
<b>RTO Code</b>	40882
<b>CRICOS Code</b>	03465J
<b>Training package</b>	BSB Business Services Training Package
<b>Qualification</b>	BSB30115 Certificate III in Business
<b>CRICOS Course Code</b>	089833A
<b>Units of Competency</b>	Total: 12Units 1 Core and 11 Elective
<b>Qualification details/ Course overview</b>	<p>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.</p> <p>Individuals in these roles may possess some experience in a range of settings, but seek to further develop their skills across a wide range of business functions.</p>
<b>Job roles</b>	<ul style="list-style-type: none"><li>• Customer Service Adviser</li><li>• Payroll Officer</li><li>• General Clerk</li><li>• Word Processing Operator</li><li>• Data Entry Operator</li></ul>
<b>Pathways into the qualification</b>	<p>No specific pathway, however Certificate II in Business or similar recommended.</p> <p>Please also refer to CBTC Entry Requirements below.</p>



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<p><b>Pathways from the qualification</b></p>	<ul style="list-style-type: none"> <li>BSB40215 Certificate IV in Business or other Certificate IV qualifications.</li> </ul> <p style="text-align: center;"><b>Business / Administration Pathway</b></p> <div style="text-align: center;"> </div>
<p><b>Entry requirements</b></p>	<ul style="list-style-type: none"> <li>Domestic students             <ul style="list-style-type: none"> <li>Age 18+</li> <li>Completed high school, or equivalent</li> </ul> </li> <li>International students             <ul style="list-style-type: none"> <li><u>Age:</u> 18+</li> <li><u>English language requirements:</u> IELTS 4.5 or equivalent; or pass CBTC English test; or successful completion of any other Certificate IV or higher level course in Australia;</li> <li><u>Educational requirements:</u> Completion of Year 10 or equivalent or higher</li> <li><u>Work experience:</u> Not required</li> </ul> </li> </ul>
<p><b>Qualification and recognition</b></p>	<p>Students who successfully complete this qualification will be awarded nationally recognised BSB30115 Certificate III in Business.</p>



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## Program/ Course Content

This program requires the completion of 12 units of competency

Total: 1 Core and 11 Elective units

	Code	Unit of Competency	
1	BSBADM311	<a href="#">Maintain business resources</a>	Elective
2	BSBDIV301	<a href="#">Work effectively with diversity</a>	Elective
3	BSBFIA301	<a href="#">Maintain Financial Records</a>	Elective
4	BSBINM301	<a href="#">Organise Workplace Information</a>	Elective
5	BSBITU313	<a href="#">Design and Produce Text Documents</a>	Elective
6	BSBITU306	<a href="#">Design and Produce Business Documents</a>	Elective
7	BSBITU309	<a href="#">Produce Desktop Published Documents</a>	Elective
8	BSBPRO301	<a href="#">Recommend Products and Services</a>	Elective
9	BSBPUR301	<a href="#">Purchase Goods and Services</a>	Elective
10	BSBSUS401	<a href="#">Implement and Monitor Environmentally Sustainable Work Practices</a>	Elective
11	BSBWHS307	<a href="#">Apply knowledge of WHS legislation in the workplace</a>	Core
12	BSBWOR301	<a href="#">Organise Personal Work Priorities and Development</a>	Elective

Electives may be changed at any stage.

### Learning outcomes

- Organise Workplace Information
- Design and Produce Business Documents
- Maintain business resources
- Maintain Financial Records
- Assist with administration and customer service

### Mode of delivery

- Classroom based 20 hours per week

### Program delivery details

**Delivery location:** 75 Gozzard St, Gungahlin ACT 2912, Australia  
**Number of study weeks:** 36  
**Holiday weeks:** Up to 16 weeks  
**Total course duration:** 52 weeks  
**Number of hours per week:** 20 hours  
**Class timetable:** Classes may be held between 8:30am-9pm, Monday- Saturday (excluding public holidays). Students are advised of their class timetables during orientation.



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	<p><b>Sample timetable</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #ffffcc;"> <th style="width: 15%;">9-week term</th> <th style="width: 15%;">8:30-11:00am</th> <th style="width: 15%;">11:05am-1:15pm</th> <th style="width: 15%;">1:45-3:45pm</th> <th style="width: 15%;">3:50-pm-5:00pm</th> </tr> </thead> <tbody> <tr> <td>Monday (8 hours)</td> <td><a href="#">Maintain business resources</a></td> <td><a href="#">Maintain business resources</a></td> <td><a href="#">Maintain business resources</a></td> <td><a href="#">Maintain business resources</a></td> </tr> <tr> <td>Tuesday (8 hours)</td> <td><a href="#">Work effectively with diversity</a></td> <td><a href="#">Work effectively with diversity</a></td> <td><a href="#">Work effectively with diversity</a></td> <td><a href="#">Work effectively with diversity</a></td> </tr> <tr> <td>Online (4 hours)</td> <td><a href="#">Maintain business resources</a></td> <td></td> <td><a href="#">Work effectively with diversity</a></td> <td></td> </tr> </tbody> </table>					9-week term	8:30-11:00am	11:05am-1:15pm	1:45-3:45pm	3:50-pm-5:00pm	Monday (8 hours)	<a href="#">Maintain business resources</a>	<a href="#">Maintain business resources</a>	<a href="#">Maintain business resources</a>	<a href="#">Maintain business resources</a>	Tuesday (8 hours)	<a href="#">Work effectively with diversity</a>	<a href="#">Work effectively with diversity</a>	<a href="#">Work effectively with diversity</a>	<a href="#">Work effectively with diversity</a>	Online (4 hours)	<a href="#">Maintain business resources</a>		<a href="#">Work effectively with diversity</a>	
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<b>Recognition of Prior Learning (RPL)/ Credit Transfer</b>	<p>Students can apply for RPL/ Credit transfer based on prior work experience and/or education/training. Please note that the course duration may be reduced if RPL/ Credits are granted and the 'Confirmation of Enrolment' will be adjusted accordingly.</p>																								
<b>Teaching/learning resources</b>	<p>Students will have access to the following course materials:</p> <ol style="list-style-type: none"> <li>1. Study Guides</li> <li>2. Assessment packs</li> <li>3. Power-point presentations</li> <li>4. Online course content</li> <li>5. Computers</li> <li>6. Internet access</li> <li>7. Links to external resources</li> <li>8. Overhead projectors</li> <li>9. Library resources</li> </ol>																								
<b>Assessment methods</b>	<p><b>Assessments/ Evidence-gathering techniques <u>may</u> include:</b></p> <p>A. Role Play / Video recordings/ Presentation / Discussion Forums            B. Oral – Questioning            C. Case study            D. Written assessments/Report/Essay/Research/Group Project</p> <p>Students may be required to submit video presentations to authenticate some of their practical work. They may also be required to participate in an oral interview at their course end of the course.</p>																								



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<b>Nominal training hours</b>	720 hours
<b>Term Dates</b>	Please refer to CBTC Term Dates
<b>Fees</b>	Please refer to CBTC Fee Schedule

