

# BSB30115 Certificate III in Business Online Program



## UNITS OF COMPETENCY

### Core Unit (1 unit)

BSBWHS302 Apply knowledge of WHS legislation in the workplace

### Elective Units (11 units)

BSBADM311 Maintain business resources

BSBCMM301 Process customer complaints

BSBCUS301 Deliver and monitor a service to customers

BSBDIV301 Work effectively with diversity

BSBFLM303 Contribute to effective workplace relationships

BSBFLM305 Support operational plan

BSBFLM309 Support continuous improvement systems and processes

BSBINN301 Promote innovation in a team environment

BSBPUR301 Purchase goods and services

BSBWOR203 Work effectively with others

BSBWOR301 Organise personal work priorities and development



## Student Fees Information

*"This training is subsidised by the NSW Government"*

The student fees will vary based on eligibility criteria. For more information on eligibility visit [www.smartandskilled.nsw.gov.au](http://www.smartandskilled.nsw.gov.au)

First qualification:	\$1320
Subsequent qualification	\$1580
Traineeship	\$1000
Concession	\$240
Exemption	\$0
Fee-for-Service	\$3820

## Entry Requirement

- USI (Unique Student Identifier) Number
- Minimum language literacy numeracy requirements
- Must meet Smart and Skilled eligibility requirements
- Must undertake a pre course assessment to confirm existing skills and knowledge
- A desire to gain employment in a business environment

## About the Course

This qualification allows students to develop skills and knowledge in workplace procedures, including WHS processes, customer service, continuous improvement, maintaining and purchasing resources and how to work effectively within an business work team.

The course is delivered via Zoom workshops so provides students with valuable skills in working remotely.

## Employment outcomes

This course provides broad skills that can be used in a variety of industries. Specific skills that will be developed include:

- ✓ Customer service skills
- ✓ Team and Communication skills
- ✓ Administrative skills



02 6362 7973

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# About the course

## Smart and Skilled Funding Availability in NSW

OCTEC Ltd can deliver this qualification through the Smart and Skilled Entitlement Full Qualification program for online delivery throughout NSW. Student's must meet Smart and Skilled eligibility requirements to enter this program.

Details on Smart and Skilled eligibility requirements can be found at <https://smartandskilled.nsw.gov.au/are-you-eligible>

## Delivery Mode

This qualification program is delivered in a **online** training model. The program includes:

- Virtual classroom training via Zoom
- Homework / Self-Paced Structured Learning activities conducted through an online learning management system

## Duration and Amount of training

This is a full-time study program that is completed over a **26 week period**. Students considering this program should be able to commit to full-time hours throughout the program. This course work will include:

- Virtual classroom training 2 days per week
- Up to 12 hours of Homework / Self-Paced Structured Learning activities (delivered online)

Refer to the BSB30115 *Certificate III in Business Information Booklet* for further details.

## Additional information

This flyer provides basic information about this program. For full details of this program, and the service that OCTEC provides, please refer to the *BSB30115 Certificate III in Business Information Booklet* and our *Student Handbook*.

For further details and information, please contact OCTEC Training Services on 02 6368 7973 or email us at [training@octec.org.au](mailto:training@octec.org.au).

**Students must review the course information booklet and Student Handbook before enrolling into this program.**

### Identification and documents for enrolment

When enrolling in this program, you will need to bring the following identification and documents with you:

✓ Unique Student Identifier (USI). *If you do not have a USI, OCTEC will provide you with information on how to attain a USI*

✓ Evidence of your citizenship, permanent residence status or refugee status. This may include one of the following:

- ✓ Green Medicare Card
- ✓ Passport or Birth Certificate
- ✓ Visa or residency documents

✓ Evidence of residency in NSW, This may include:

- ✓ Drivers Licence or Proof of age card **OR**
- ✓ Utilities bill

✓ Centrelink Concession Card or other proof of concession (if you are applying for concession fees)

### Concession Eligibility

Concession fees are discounted fees for disadvantaged students. For example a student who receives a specified Commonwealth benefit or allowance is eligible for a concession fee for this qualification.

Please refer to the *BSB30115 Certificate III in Business Information Booklet* for details on concession eligibility.

### Exemption Eligibility

**Students who qualify for a fee exemption are:**

- ✓ Aboriginal and Torres Strait Islander people
- ✓ People with a disability (who meet the exemption criteria)
- ✓ Dependent child, spouse or partner of a recipient of the Disability Support Pension
- ✓ Recipients of fee-free scholarships (refer to information booklet for more information)

For full details of concession and exemption eligibilities, including evidence requirements, please refer to the *BSB30115 Certificate III in Business*

## FOR MORE INFORMATION

Contact Jacob on 02 6862 5485 or 0411 439 638