INTERGROUP
Training Services
RTO 41153

Industry customised courses

Business Services

BSB30115 Certificate III in Business

Certificate III in Business

Course Description

The BSB30115 Certificate III in Business caters individuals across different industry sectors, so no matter what industry you work in we can make it relevant to your industry. Learners in this course generally are those who apply a broad range of skills and knowledge in a workplace, using some discretion, judgment and some theoretical knowledge. You may provide technical advice and support to a team, but usually have limited supervisory experience.

Students in this course may not have done any formal studies for a long time, and may use this course as a professional develop opportunity. This may lead to further vocational training or study opportunities, or you may just be looking to find out what a business expects if you are entering the workforce.

Many students at this course level may have low Language Literacy & Numeracy skills, requiring a flexible delivery and assessment strategy matched to individual learner needs and industry requirement. The assessment tasks in this course are designed to give you an opportunity practice and improve these skills in a learning environment.

Career Pathways

This course has no formal entry requirements, and may be suitable for applicants looking to return to a workplace after some time off, however the preferred pathways include:

- Some previous experience in a workplace
- Involvement in a sporting club
- Volunteer activities for a charity or community organisation

Possible career outcomes after completing the BSB30115 Certificate III in Business may include:

- Highly productive team members
- Effective team leaders
- Employees looking for further professional development into supervisory and management positions within an organisation

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Course Delivery

Training and assessment will be conducted using a blended delivery model to cater for individual learning styles, which includes on-line resources, video and audio files, self-guided activities using the learning and assessment material supplied, and mentoring workshops.

The 12 units of competency to be delivered as part of this course are:

* BSBWOR301 Organise personal work priorities and development
* BSBDIV301 Work effectively with diversity
* BSBADM405 Organise Meetings
* BSBFLM312 Contribute to team effectiveness
* BSBINM301 Organise workplace information
* BSBITU303 Design and produce text documents
* BSBITU306 Design and produce business documents
* BSBPRO301 Recommend products and services
* BSBPUR301 Purchase goods and services
* BSBSUS301 Implement and monitor environmentally sustainable work practices
* BSBWHS302 Apply knowledge of WHS legislation in the workplace
* BSBADM311 Maintain business resources

In addition to the learning resources provided, each student will be assigned a mentor who will provide individual attention and support to assist students to progress through the course. The mentor will be able to contextualise assessments to a specific industry to improve the employment outcome options.

Prospective learner may discuss with IGTS prior to enrolment the possibility of substituting other units that may be more relevant to their industry requirements. This discussion will also include possible recognition of prior learning (RPL) that could be applied to the course.

Participants in this course must have access to the following in order to complete their studies:

* Personal Computer or laptop with Internet
* Microsoft Office with Word, Excel, PowerPoint programs
* Adobe Acrobat Reader
* Email

Course Progression

If you decide to enrol in this course, your mentor will assess your training needs, and advise you of the likely timeframe to complete this course. The timeframes to complete the course work are based on what the mentor believes would be reasonably acceptable in a workplace, however students may apply to extend their enrolment if their course is not completed in 12 months from enrolment

Course progression is measured by completing each of the units of competency. There are multiple assessment tasks in each unit that have to be submitted, which allows your mentor to let you know if you are falling behind your training plan.

You may also complete the required assessments to achieve competency in each unit ahead of the dates listed on your training plan, and shorten the duration of your course.

Industry Customisation

IGTS doesn't just provide generic training. We customise our training based on the industry needs and experience of each student. Our assessment system allows you to complete your course using examples from your current workplace, other organisations you are involved with (not just a workplace), or if you are looking to change industries we can help with that too. Talk to us and see if this course is right for you.

How to apply?

Select the course and fill in online application form at **www.igts.com.au** along with required documents as mentioned in entry requirements.

Once we receive your application, one of our course consultants will get back to you within 48 hours, and will guide you how to proceed further.

Australian Qualifications Framework

NATIONALLY RECOGNISED TRAINING