



Capricornia Training Company Ltd

CERTIFICATE III IN BUSINESS SUBJECT SELECTION

38 Armstrong Street, North Rockhampton 4701

Contact: Training Coordinator email: training@ctcltd.com.au Phone: 4922 2008 Fax: 4922 2049

Qualification Name: BSB30107 Certificate III in Business

Student Name: _____

Competency Code.	Competency Name	Approx Due Date	Nominal Hours	✓ Tick chosen units
Mandatory Core Unit				
BSBOHS201A	Participate in OHS processes	3 weeks	20	
Elective Units –11.				
BSBCUS301A	Deliver and monitor a service to customers	3.5 weeks	35	
BSBINM301A	Organise workplace information	3 weeks	30	
BSBITU309A	Produce desktop published documents	5.5 weeks	80	
BSBITU302A	Create electronic presentations	3 weeks	20	
BSBITU304A	Produce spreadsheets	3.5 weeks	35	
BSBITU306A	Design and produce business documents	5.5 weeks	80	
BSBITU303A	Design and produce text documents	6 weeks	90	
BSBCUS301A	Implement and monitor environmentally sustainable work practices	4 weeks	40	
BSBWRT301A	Write simple documents	3 weeks	30	
BSBWOR301A	Organise personal work priorities and development	3 weeks	30	
BSBINN201A	Contribute to workplace innovation	3.5 weeks	35	

Qualification notes

Descriptor

This qualification reflects the role of individuals who apply a broad range of competencies in varied work contexts, using some discretion, judgement and relevant theoretical knowledge. They may provide technical advice and support to a team.

Job Roles

Job roles and titles vary across different industry sectors. Possible job titles relevant to this qualification include:

- Customer Service Advisor
- Data Entry Operator
- General Clerk
- Word Processing Operator.

Prerequisite requirements

There are no prerequisite requirements for individual units of competency

Qualification Rules

To achieve a Certificate III Business, 12 units must be completed

- 1 core units plus
- 7 electives plus
- 4 electives

Elective units must be relevant to the work outcome, local industry requirements and the qualification level.

Units selected from other Training Packages must not duplicate units selected from or available within the BSB07 Business Services Training Package.

Conditions of enrolment

It is a condition of your enrolment with CTC that you actively participate in your studies. Active participation is submitting assignments, attending practical sessions if applicable, sitting exams or tests, submitting an applications for recognition of prior learning or completing units of competency.

If you do not participate in your studies, future enrolment applications may be declined

Recognition

CTC provides a means of assessing and recognising your previous learning and current work experience relevant to the course you wish to study so you may avoid repeating what you already know. For information on Recognition, including instructions on how to apply, email: training@ctcltd.com.au or phone: (07) 4922 2008.

You will need to be able to:

- Study independently
- Commit a suitable amount of time to your study and actively work to complete units in which you are enrolled
- Submit your first assignment within four (4) weeks of receiving your CTC learning materials
- Balance your work, personal life and study priorities throughout your course

Access email to receive feedback and information regarding your course