



BSB30115 Certificate III in Business

This course is a solid, entry-level qualification designed for people who want nationally recognised skills in a wide range of business competencies. You will gain a solid grounding in general office administration, including word processing, spreadsheets, workplace health and safety, and workplace communication.

Set yourself on the path to a secure business career by learning the skills you'll need to contribute to workplace innovation and to work effectively in a variety of business environments.

CORE UNITS

BSBWHS302	Apply Knowledge of WHS Legislation in the Workplace
BSBCUS301	Deliver and Monitor Service to Customers
BSBPRO301	Recommend Products and Services
BSBCMM301	Process Customer Complaints
BSBITU304	Produce spreadsheets
BSBDIV301	Work effectively with diversity
BSBITU302	Create electronic presentations
BSBITU303	Design and produce text documents
BSBWOR301	Organise personal work priorities and development
BSBITU309	Produce desktop published documents
BSBADM311	Maintain business resources
BSBINM301	Organise workplace information

WHERE: South West & Peel regions

DURATION: Determined by
Apprenticeship Office and employer

DELIVERY SCHEDULE: Ongoing

TRAINEESHIPS

Traineeships

Traineeships are an excellent way to combine training with work, enabling you to have a job while you complete training towards a nationally recognised qualification. They are available to anyone of working age.

You can do a traineeship if you are a school-leaver, re-entering the workforce or as an adult or mature-aged person wishing to change careers. You can even begin your traineeship while you're still at school.

Employer Benefits

You can transform your business by employing a trainee – because skilled staff are the drivers of performance.

- Ability to mentor and develop loyal and motivated workers.
- It is also an investment in your business, your community and your industry to ensure you are ready to take advantage of whatever the future market place has to offer.
- The Government encourages employers by helping make it an affordable option to invest in skills for the future of your industry and business through employment of a trainees and for upskilling existing staff.
- Your community also benefits. Employing locals keeps money circulating in the community and underpins a vibrant, healthy regional economy.
- Australian Government initiatives currently being offered to help you keep your business, and your community, prosperous may include financial incentives.

For further information go to: <http://www.dtwd.wa.gov.au/apprenticeship-office>

RTO Benefits

JSW Training and Community Services will provide:

- Highly skilled and industry relevant Trainers and Assessors.
- Flexible training, tailored to your business by a local provider.
- Trainers and Assessors who are dedicated to achieving excellent student outcomes.