

RTO No: 40697 CRICOS No 03634G

BSB30115 Certificate III in Business

CRICOS Course course 095985A

Course Description

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.

The course develops the skills and knowledge required to complete job role activities and effectively contribute to organisation goals in the following areas: market research, administration, Occupational Health & Safety, customer service and addressing customer complaints.

Target market

The target market for this course is international students who possess an appropriate visa and wish to undertake this course to access further study opportunities or to access employment opportunities in technical/ support functions within a team in a wide variety of industries.

Course structure

Students are required to complete 12 units. This consists of 1 core unit and 11 elective units.

Core Units

BSBWHS302 Apply knowledge of WHS legislation in the workplace

Elective Unit

BSBCMM301 Process customer complaints
BSBPRO301 Recommend products and services
BSBFLM312 Contribute to team effectiveness
BSBWRT301 Write simple documents
BSBITU303 Design and produce text documents
BSBITU306 Design and produce business documents
BSBWOR301 Organise personal work priorities and development
BSBCMM401 Make a presentation
BSBRES401 Analyse and present research information
BSBCUS301 Deliver and monitor a service to customers
BSBIND201 Work effectively in a business environment

Course currency status: Current

Location

Training and assessment will take place at the Joan Lawman College Mezzanine, 58 Franklin Street, Melbourne, Victoria Australia 3000

Course Start Dates

Monthly

Qualification

Upon successful completion of 12 units of competency, the participant will be issued a Nationally Recognised BSB30115 Certificate III in Business. Where a participant successfully completes some but not all of the units of competency in the course they will be issued a Statement of Attainment indicating the units they have successfully completed.

Delivery Methods

The course is delivered via face to face training and independent study. The following techniques are employed during face to face delivery depending on the subject matter: trainer demonstrations, power point presentations, individual



tasks, case studies, research, role plays, practical demonstrations and group work. The context of the simulated workplace environment will be incorporated into delivery methodologies and students' complete tasks to workplace standards. Students also undertake independent study and assessment activities in addition to scheduled classes. Examples of activities include undertaking homework set by trainers, research, reading, practicing applying knowledge and skills learnt in class, and preparing for and undertaking out of class assessment tasks.

Assessment Methods

Assessment methods used include knowledge questions, reports, case studies, research activities and practical demonstrations/ observations. Methods also include simulated workplace environments whereby workplace environments and conditions are simulated and student student's complete tasks to workplace standards.

Course Duration

This course is delivered over 52 weeks including holidays. This includes 40 weeks of term time and 12 weeks' holiday. Term time consists of four 10 week terms. Holiday periods include three 3-week term holidays and a 3 week Christmas holiday. During term time students attend scheduled face to face classes for 20 hours per week. Classes are scheduled for 2.5 days per week. Students will be required to undertake additional independent study, homework and assessment activities completed outside of the classroom for approximately 12 hours per week. Total study commitment per week is 32 hours. Total course study commitment is 32 hours x 40 weeks term time = 1,280 hours.

Entry requirements

Students must be over 18 years of age at the time of course commencement.

Students must secure an appropriate visa that allows them to study in an Australian Registered Training organisation prior to course commencement.

Academic entry requirements

To gain entry to this course, students should have successfully completed year 12 or secondary studies in applicants' home country equivalent to an Australian Year 11* or 12 qualifications. (*Subject to the country Assessment Level) and course.

English Language entry requirements

International Students applying for this qualification must have a minimum English language proficiency of IELTS 5.5 (overall band) or an equivalent exam result recognised by the Department of Home Affairs (DHA). Students may undertake the College English Test to demonstrate their English language proficiency. This can be arranged by contacting info@jlc.edu.au.

Pre-Training Review and LLN Test

To ensure applicants are placed in a suitable course with an appropriate training and assessment strategy, we review applicants existing knowledge, skills, experience and qualifications. Applicants LLN ability is assessed in conjunction with their knowledge, skills, experience and qualifications in accordance with this Training and assessment strategy.

Each applicant will complete a Pre-training review form and Language literacy and numeracy test during the application process. On completion of the application process Joan Lawman College will then review this information and respond to you with the outcome of the review

The Language, Literacy and Numeracy skills that students must demonstrate during the application process to gain entry to this course are:

Reading: ACSF level 2 Writing: ACSF level 2 Numeracy: ACSF level 2

Recognition of Prior Learning (RPL)

Recognition of Prior Learning is the process of formal recognition for skills and knowledge gained through previous learning. You may be eligible for recognition of prior learning for part or all of your intended course, based on your previous experiences and learning.

Credit Transfer

You may be eligible for a credit transfer if you have previously undertaken training through an Australian Registered Training Organisation. Students who have successfully completed whole units of competency with an Australian Registered Training Organisation that are identical to any of those contained within this course can apply for Credit Transfer.

Training Pathway

On successful completion of this course students may progress onto the BSB40215 Certificate IV in Business or related courses.

Employment Pathway

This qualification may provide entry into employment for a variety of industry sectors where post holders provide technical advice and support to a team.

Tuition fee: \$ 8000

Enrolment Fee: \$350

Payment – On enrolment \$2350 is payable of which \$350 is a non-refundable Enrolment fee. The balance of the course fee is paid in equal instalments prior to the commencement of terms 2 to 4. The course consists of 4 terms.

Recognition of prior learning fee - \$500 per unit of competence. All fees indicated are in Australian dollars.

Further information

Please contact the Training Manager on 61 3 8669 1438 or by e-mail at info@jlc.edu.au or visit the campus at Mezzanine, 58 Franklin Street, Melbourne, Victoria 3000.