



NATIONALLY RECOGNISED
TRAINING

BSB30115 CERTIFICATE III IN BUSINESS

STATUS: SUPERSEDED
RELEASE 5 - 07/07/2020



Ashley Institute of Training

Ashley Institute of Training (ASH) offers nationally recognised courses for a wide range of industry sectors.

We are dedicated to helping students achieve their goals, whether it be to start an exciting new career, build and develop existing skills, or to prepare for moving up in your career.

Our trainers are passionate about sharing their extensive experience, and are committed to delivering engaging and interesting classes to prepare students for successful careers.

When you choose ASH you are choosing a trusted, quality registered training organisation (RTO) that has the backing of our ASX listed parent company Ashley Services Group (ASX:ASH).

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.

Common learning outcomes achieved from the training

- Organise schedule, personal work priorities and development
- Implement and monitor WHS policies, procedures and programs to meet legislative requirements

Career Opportunities

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

- Office Assistant
- Junior Personal Assistant
- Accounts Clerk
- Customer Services Adviser
- Receptionist
- Word processing operator

SALISBURY

(Head Office)
460-492 Beaudesert Rd
Salisbury
QLD 4107

LOGAN

41-43 Station St.
Logan Central
QLD 4114

IPSWICH

117 Brisbane St.
Ipswich
QLD 4305

NORTH LAKES

22 Lakefield Dr.
North Lakes
QLD 4509

GOLD COAST

6 Lawson St.
Southport
QLD 4215



1300 274 539

ash.edu.au

This qualification is delivered by ASH Pty Ltd trading as Ashley Institute of Training
RTO ID 20749

BSB30115 Certificate III in Business

The successful completion of this qualification requires competency to be achieved in 12 units comprising of one (1) core unit and eleven (11) elective units.



UNIT CODE	UNIT NAME	CORE / ELECTIVE
BSBWHS302	Apply knowledge of WHS legislation in the workplace	Core
BSBCMM301	Process customer complaints	Elective
BSBCUS301	Deliver and monitor a service to customers	Elective
BSBDIV301	Work Effectively with diversity	Elective
BSBINM301	Organise Workplace information	Elective
BSBITU313	Design and produce text documents	Elective
BSBITU314	Produce spreadsheets	Elective
BSBPRO301	Recommend products and services	Elective
BSBWOR301	Organise personal work priorities and development	Elective
BSBWRT301	Write simple documents	Elective
BSBADM307	Organise Schedules	Elective
BSBITU212	Create and use spreadsheets	Elective

Enrolment Eligibility

There are no formal entry requirements for this qualification, although applicants will need to undertake an LLN assessment.

Training Solutions

Ashley offers tailored training, in a number of different formats being face to face, self paced, research, simulations, workplace practicals and supervised learning activities. This ensures not only are the needs of the employer are met but that all learners develop the job skills required for the qualification they are studying.

The training is conducted by a qualified, industry current, trainer and assessor to ensure the learning is relevant and up to date.

Duration

This qualification is typically delivered over a duration of 4-6 months.

Fees

Fee for service: \$4,000.00*

Funding: Individuals and or employers may be eligible for Government funding and or incentives. Ashley Institute of Training will be able to discuss with you the different funding available and cost of training, or visit our website www.ash.edu.au.



Proud to be a Queensland Government subsidised training provider

*The Student Tuition Fees are indicative only and are subject to change based on individual circumstance.

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