

Certificate III in Business

BSB30115



Ballistic Training Solutions Pty Ltd

ABN: 30 156 084 481

Provider No: 41097

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

Applicable Roles: Customer service advisors/ Data entry Operator/ Clerk/ Payroll Officer/ Word Process Operator

Packing Rules: 12 units (1 core & 11 electives) of which:

7 of the elective units must be selected from the elective units listed below, 4 elective units may be selected from the elective units listed below, from this Training Package or from any current accredited course or endorsed Training Package at the same qualification level, if not listed below, 1 elective unit may be selected from a Certificate II qualification and 2 elective units may be taken from a Certificate IV qualification. Elective units must be relevant to the work environment and the qualification, maintain the integrity of the AQF alignment and contribute to a valid, industry-supported vocational outcome.

Core

BSBWHS302 Apply knowledge of WHS Legislation in the workplace

Electives

BSBCUS301 Deliver and monitor a service to customers
BSBITU309 Produce desktop published documents
BSBINM301 Organise workplace information
BSBITU312 Create electronic presentations
BSBITU313 Design and produce text documents
BSBITU314 Produce spreadsheets
BSBITU306 Design and produce business documents
BSBWOR301 Organise personal work priorities & development
BSBWRT301 Write simple documents
BSBADM311 Maintain business resources
BSBADM307 Organise schedules

Education Pathway - BSB40215 Certificate IV in Business, or a range of other Certificate IV qualifications.

Why Ballistic Training Solutions? - As a Registered Training Organisation (RTO), we are entrusted with the responsibility and accountability of meeting your individual business needs, while ensuring we provide accredited training to industry standards and national competency requirements. We pride ourselves on our customer service, attention to details and commitment to ensure that your learning needs are met with the highest standards of training.

Delivery Timeframe - 12 Months Workplace Delivery.

Expected fees to pay - Course Fees are payable per payment policy as outlined in the student handbook with the following (GST Exempt) Price Per Person as a Guide dependent on your individual training needs, location and facilities required.

DELIVERY	RPL
\$1550	\$750



Contact us today to discuss your training needs

P: 1300 738 098

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About Us

Ballistic Training Solutions Pty Ltd is a Nationally Registered Training Provider (Provider no: 41097) specializing in the delivery of Nationally accredited training programs tailored to industry and client needs.

Specialising in the delivery of Nationally Accredited Training in Business, Management, Work Health & Safety, Education Support and Conservation and Land Management plus related programs.

We provide tailored training and assessment services to meet industry and our client's needs. The team at BTS are dedicated to ensuring your specific workplace training and support needs are met.

Based in Queensland Australia we provide training and assessment services Nationally linked to our industry and client needs.

Ph: 1300 738 098

www.ballistic.edu.au

How to Enrol in 5 easy steps

1. Contact one of our expert consultants to discuss your specific needs
2. Complete an enrolment form & allow Ballistic to organise your induction into a National Training Contract
3. Discuss customized training options with your trainer/assessor
4. Complete training plan detailing delivery strategy between BTS, Employer and Trainee
5. Commence Course

Ballistic Training Solutions Pty Ltd

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Minimum entry requirements

Not Applicable

Mode of Study

The qualifications are offered via a flexible delivery strategy to support student engagement and work-place integration and RPL (Recognition of Prior Learning) options depending on the participant current skills, knowledge & experience mapped against the core competency requirements for each unit of the qualification. Participants must demonstrate a thorough understanding and application of these skill in their current activities.

Assessment Strategy

Participants will actively participate in theory and practical training and development activities both in workshop and workplace environments. BTS Trainers will :

- Assisting with learning support
- Risk assessment and communication strategies
- Assist in LLN needs with students where applicable
- Developing a Learning strategy & Training Program
- Support the principles of training for all clients

