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# BSB30115 CERTIFICATE III IN BUSINESS



Key Institute is one of Australia's most trusted and innovative learning organisations. Established in 1999, we challenge the status quo of education. Our business qualification is a rewarding, and engaging course of study with various delivery models. This qualification will assist in developing the skills for a career in business administration. At this level students will be able to process payroll, word processed documents and spreadsheets, write simple documents, provide customer service, organise schedules, and create electronic presentations.

## DELIVERY OPTIONS

To successfully complete the certificate, students are required to complete 12 units of competency consisting of 1 core units, 11 elective units (of which 7 must be selected from elective units found within the training package and a maximum of 4 units may be selected from other relevant training packages).

We can provide two key delivery modes; online training and assessment with a work placement requirement **or** on the job training and assessment utilising our unique approach to blended learning and flipped classroom delivery.

Units of competency identified on the reverse comprise our online delivery model.

# UNITS OF COMPETENCY

Our online program is structured with the following units of competency:

## CORE UNITS

BSBWHS302 Apply knowledge of WHS legislation in the workplace

## ELECTIVE UNITS

BSBADM311 Maintain business resources

BSBFLM303 Contribute to effective workplace relationships

BSBFLM306 Provide workplace information and resourcing plans

BSBFLM309 Support continuous improvement systems and processes

BSBINM301 Organise workplace information

BSBINN301 Promote innovation in a team environment

BSBITU302 Create electronic presentations

BSBITU303 Design and produce text documents

BSBITU304 Produce spreadsheets

BSBITU306 Design and produce business documents

BSBWRT301 Write simple documents