



Magill College Pty Ltd Trading as Magill College Sydney

ABN: 67 090 050 990

CRICOS Provider Code: 01994M RTO No: 91367

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COURSE INFORMATION BSB30115 CERTIFICATE III IN BUSINESS

CRICOS Course Code: 086816D

Course Duration: 40 weeks with 20 contact hours per week including a ten (10) week approved holiday period.

Course Fee	Enrolment Fee (non-refundable)	Material Fee (incl. study materials)
A\$ 6,000.00	A\$ 200.00	A\$ 150.00

Please note Magill College Sydney reserves the right to vary the Course Fees and Other Fees with prior notice. Please contact the College prior to enrolling to confirm the current cost and fee structure.

Entry requirements

There are no pre-requisite entry requirements for this qualification.

Magill College Sydney does not accept any students under 18 years of age, and therefore it is mandatory that all students who wish to enrol in this course must be at least 18 years of age.

For international Students whose first language is not English, the minimum required level of English language proficiency is an IELTS score of 5.5 or TOEFL iBT score of 46 [or equivalent, as recognised by Department of Home Affairs (DHA) and a satisfactory completion of School Certificate or equivalent.]

Learning and Career Pathways Information

Preferred pathways for students into this qualification may include a number of entry points, including:

- BSB20115 Certificate II in Business or other relevant qualification(s); or
- For mature age entry (21 years of age or above) vocational experience assisting in a range of support roles without a formal qualification.

Pathways from the qualification:

Students who gain the BSB30115 Certificate III in Business can further their study in the BSB40215 Certificate IV in Business, or a range of other Certificate IV qualifications.

Qualification Packaging Rules

To attain the BSB30115 Certificate III in Business qualification twelve (12) units (One (1) Core unit and Eleven (11) Elective units) must be completed successfully. These units of competency have been selected in accordance with packaging rules, as specified in BSB30115 Certificate III in Business.

Upon completion of the qualification under the course structure listed below students will be issued with an AQF Qualification BSB30115 Certificate III in Business. Students completing assessment requirements for part of a qualification will be awarded a Statement of Attainment, indicating which units of competency they have completed.

Core Unit

BSBWHS302	Apply knowledge of WHS legislation in the workplace
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Elective Units

BSBFIA301	Maintain financial records
BSBDIV301	Work effectively with diversity
BSBITU309	Produce desktop published documents
BSBITU314	Design and produce spreadsheets
BSBITU312	Create electronic presentations
BSBITU313	Design and produce digital text documents
BSBITU311	Use simple relational databases
BSBFLM303	Contribute to effective workplace relationships
BSBMMM301	Process customer complaints
BSBWOR301	Organise personal work priorities and development
BSBCUS301	Deliver and monitor a service to customers

Vocational Outcome:

This course is designed for:

- individuals who want to develop knowledge and skills to gain employment at entry level in a range of business areas; and
- individuals wanting to develop skills across a range of areas including using current business technology and software, writing and business communication, working in a team environment, maintaining workplace safety, organising workplace information, and maintaining financial records.

Further information regarding BSB - Business Services Training Package can be accessed at: www.training.gov.au