

Certificate III in Business

(BSB30107)

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

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

- > Customer Service Advisor
- > Data Entry Operator
- > General Clerk
- > Payroll Officer
- > Typist
- > Word Processing Operator

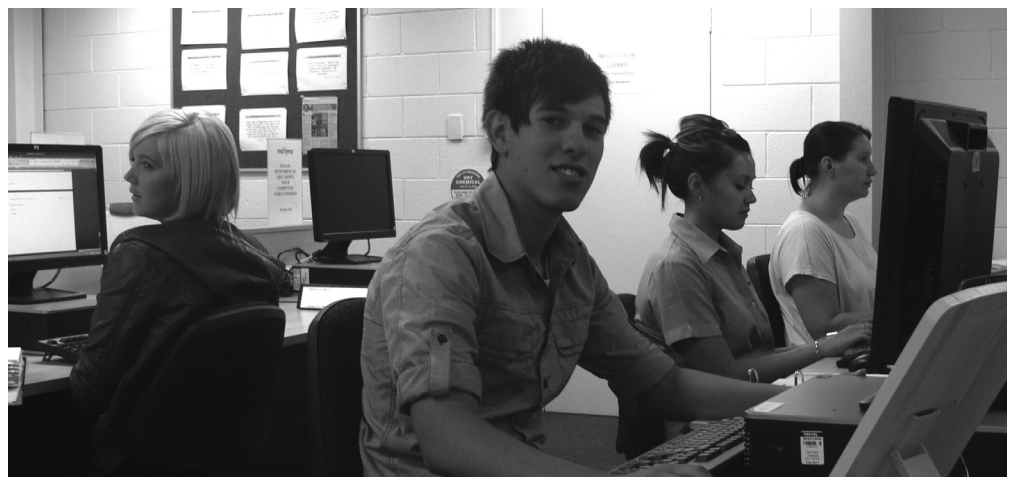


Upon completion of this introductory qualification, you can articulate directly into higher programs. Maxima Training Services can provide the following higher qualifications:

- > BSB40207 Certificate IV in Business
- > BSB40507 Certificate IV in Business Administration
- > BSB40807 Certificate IV in Frontline Management

Recruitment.
Employment.
Training.

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Packaging Rules

Certificate III in Business requires a total of 12 units to be completed. This includes 1 core unit plus 11 elective units.

Maxima Training Service suggested competency for general administration duties within the Business Services training package (BSB07):

Core Units

BSBOHS201A Participate in OHS Processes

Elective Units

BSBCUS301A Deliver and Monitor a Service to Customers

BSBWOR301A Organise Personal Work Priorities and Development

BSBINM301A Organise Workplace Information

BSBFIA301A Maintain Financial Records

BSBPRO301A Recommend Products and Services

BSBFLM303C Contribute to Effective Workplace Relationships

BSBRES401A Analyse and Present Research Information

BSBCMM301a Process Customer Complaints

BSBITU302A Create Electronic Presentations

BSBITU303A Design and Produce Text Documents

BSBITU304A Produce Spreadsheets

Cost: \$2,750 for full certificate (No GST on full certificates)
Price may vary due to RPL process and delivery of program
Also available under a Contract of Training (conditions apply)