



BSB30115 Certificate III in Business

Students undertaking the Certificate III in Business programme will develop skills and knowledge regarding what it takes to become a Business Professional. Students achieve skills in leadership, innovation, customer service, personal management and financial literacy – incorporating the delivery of a range of projects and services within their school community. Micro business opportunities are also explored.

During the course students will undertake studies in the following thirteen units:

BSB30115 - CERTIFICATE III IN BUSINESS	
CORE (1)	
BSBWHS302	Apply knowledge of WHS legislation in the workplace
ELECTIVES*	
BSBCUS301	Deliver and monitor a service to customers
BSBINN301	Promote innovation in a team environment
BSBITU306	Design and produce business documents
BSBPRO301	Recommend products and services
BSBWOR301	Organise personal work priorities and development
BSBFLM312	Contribute to team effectiveness
BSBWRT301	Write simple documents
BSBCRT301	Develop and extend critical and creative thinking skills
BSBSMB302	Develop a micro business proposal
BSBLED301	Undertake e-learning
BSBSMB201	Identify suitability for micro business
FNSFLT301	Be MoneySmart

Assessment in this course is competency based. Students will be required to demonstrate their ability to perform each of the above units consistently over time in order to be considered competent. Delivery of this certificate will be in partnership with Binnacle Training under an MOU agreement.

This flyer should be read in conjunction with the ASAS Subject Selection Handbook which is available on the ASAS Senior School Intranet.

Upon completion of this course students will have the skills to be effective workers in a variety of business contexts. Students may also choose to pursue further tertiary study in Certificate IV and Diploma qualifications as well as university study.

For more information on this programme please contact our Business Trainer, Leanne Gordon, lgordon@asas.qld.edu.au.

This course is delivered in partnership with Binnacle Training, a Registered Training Organisation, RTO no. 31319.

IMPORTANT	This Information Letter is to be read in conjunction with Binnacle Training's <u>Program Disclosure Statement</u> (PDS). The PDS sets out the services and training products Binnacle Training provides and those services carried out by the 'Partner School' (i.e. the delivery of training and assessment services). To access Binnacle's PDS, visit: http://www.binnacletraining.com.au/rto.php and select 'RTO Files'.
Program Disclosure Statement (PDS)	

Please note that course content is subject to change.

Students will receive a final outline with their Student Information Booklet.

Qualification: BSB30115 Certificate III in Business

Information correct as at 05 August 2016