



**Smart Training
& consulting
group**

**Your path.
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RTO ID: 91785



BSB30115 Certificate III in Business

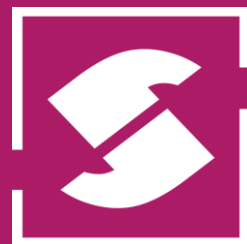
This qualification will give you a diverse range of skills that can be applied in a variety of employment positions within a business environment. Students will learn a vast range of skills and knowledge in communication, Work health and safety, customer service, working in a team and much more.

For further information contact Smart Training and Consulting Group.

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Smartrainingandconsulting.com.au | ABN: 57 1420 875 554 | RTO ID: 91785

BSB30115 Certificate III in Business

A career in Business, that sounds like me



Read all about it here...

Entry requirements: There are no specific entry requirements into this qualifications however, Applicants will be required to complete an application process to determine suitability to the program.

Delivery mode: This course is predominantly face to face classroom based. Students will be required to undertake self-directed study and assessment work outside of classroom hours.

Work placement: There are no workplace requirements for this qualification.

Duration: 12 months

Resources: Students will be provided with learner guides and written material however, student will be required to supply their own pens and notebooks.

Training Locations: Various locations across the Hunter Region.

Student Support: Smart Training & Consulting Group will ensure that you will receive the opportunity to fulfil your personal potential during your training by providing support services to meet your individual needs.

Your Qualification:

Upon successful completion of all units of competency, students will be issued with a nationally recognised qualification by Smart Training and Consulting Group.

Units of Competency Core (C) Elective (E)		
Code	Title	
BSBWHS302	Apply knowledge to WHS legislation in the workplace	C
BSBCMM301	Process customer complaints	E
BSBCUS301	Deliver and monitor a service to customers	E
BSBDIV301	Work effectively with diversity	E
BSBFLM303	Contribute to effective workplace relationships	E
BSBFLM309	Support continuous improvement systems and processes	E
BSBITU314	Design and produce spreadsheets	E
BSBINM301	Organise workplace information	E
BSBITU306	Design and produce business documents	E
BSBWRT301	Write simple documents	E
BSBSUS401	Implement and monitor environmentally sustainable work practices	E
BSBWOR301	Organise personal work priorities and development	E