



Workplace
Training
Specialists

BSB30107 Certificate III in Business

The Certificate III in Business offered at RMT aims to develop practical competence and understanding of basic office skills necessary for employment as an office assistant or receptionist. This qualification builds on Certificate II by continuing to develop knowledge, understanding and application of clerical, administrative and secretarial practices.

Entry Requirements

There are no prerequisite requirements for individual units of competency. Pathways into the qualification may be gained :

- after achieving Certificate II in Business or other relevant qualification/s
- by providing evidence of competency in the majority of units required for the Certificate II in Business or other relevant qualification/s.
- with some vocational experience assisting in a range of support roles without a formal business qualification

Length of study

Total nominal hours:	315-600 hrs
Avg. Contact time:	10 hrs/month
Avg. Research time:	12 hrs/month
Full time duration:	12-15 months
Part-time duration:	15-18 months

Cost of Course

\$2000

Option 1

Pay now and receive a 10% discount

Option 2

Pay in 2 six monthly payments

Online Delivery

Online delivery provides a very flexible way to study. It means that you can learn at anytime and any place and Internet based classroom means you still have contact with your trainers.

Upon enrolment you will be provided with course materials for each unit and you will be able to work through them in your own time. In addition you will receive the following support:

- Regular contact with trainer via email
- Scheduled Internet based classroom session
- Contact via phone, email and Skype
- Assessment of each unit upon completion

The course has been designed and developed to be studied online to enable people currently employed to participate and for others living in non-local areas to remove the cost of travel and accommodation associated with regular classroom tuition

The course materials will be made available via post and through access to a learning management system, where you will also be able to submit assignment work for assessment by your trainer.

Head Office

PO Box 1256

BERRI, South Australia, 5343

Telephone: (08) 8582 3658

Fax: (08) 8582 3662

Email: admin@r-m-t.com.au



Workplace
Training
Specialists

BSB30107 Certificate III Business

Course structure

Total number of units = 12, made up of 1 core unit, 11 elective units, of which 7 must be from the elective units listed below

Core Units

Unit code	Unit name	Description
BSBOHS201A	Participate in OHS processes	This unit describes the performance outcomes, skills and knowledge required to participate in workplace occupational health and safety (OHS) processes to protect workers own health and safety, and that of others.

Elective Units

Customer Service

BSBCUS301A Deliver and monitor a service to customers

Diversity

BSBDIV301A Work effectively with diversity

Financial Administration

BSBFIA301A Maintain financial records

General Administration

BSBADM311A Maintain business resources

Information Management

BSBINM301A Organise workplace information

BSBINM302A Utilise a knowledge management system

Innovation

BSBINN301A Promote innovation in a team environment

Interpersonal Communication

BSBCMM301A Process customer complaints

IT Use

BSBITU301A Create and use databases

BSBITU302A Create electronic presentations

BSBITU303A Design and produce text documents

BSBITU304A Produce spreadsheets

BSBITU305A Conduct online transactions

BSBITU306A Design and produce business documents

BSBITU309A Produce desktop published documents

Product Skills and Advice

BSBPRO301A Recommend products and services

Purchasing and Contracting

BSBPUR301B Purchase goods and services

Sustainability

BSBSUS301A Implement and monitor environmentally sustainable work practices

Workplace Effectiveness

BSBWOR301A Organise personal work priorities and development

BSBWOR302A Work effectively as an off-site worker

Writing

BSBWRT301A Write simple documents

Head Office

PO Box 1256

BERRI, South Australia, 5343

Telephone: (08) 8582 3658

Fax: (08) 8582 3662

Email: admin@r-m-t.com.au

Registration of Interest Certificate III in Business

Name	_____
Address	_____
Phone	_____
Mobile	_____
Email	_____

Details of Training Qualifications completed

Study intentions

Study reasons

Employer support

Do you have internet access at work and at home

If yes, what type of internet access do you have

Other information:
