



Certificate III in Business

*The Certificate III in Business is a nationally recognised Qualification.
Course Code BSB30107*

To achieve a Certificate III in Business, 12 units are required to be completed:

1. A minimum of 8 units from the Common Business units at AQF level III, including the unit BSB0HS201A Participate in OHS processes

AND

A minimum of 4 units from the Business Services Training Package or any other endorsed Training Package, of which a minimum of 1 units may be from AQF level II; or a maximum of 2 units from AQF level IV. (Selection of these units will be discussed with your Traineeship Consultant upon sign up of contract of training.)

Units from other Training Packages must not duplicate units selected from the Business Services Training Package (Selection of these units will be discussed with your Traineeship Consultant upon sign up of contract of training.)

These units are detailed overleaf.

2. The trainee must be employed as a part-time or full-time employee. A trainee cannot be on a contract of training if they are employed as a casual employee.
3. The Government incentive for an eligible trainee is \$1500 payable at 3 months after commencement date followed by \$2500 upon successful completion of the qualification. (NB: trainees must commence their Certificate III Contract within three months of completing their Certificate II Contract and will not be eligible for the commencement incentive when progressing from Certificate II). For a small fee, STATUS Employment Services can manage the incentive paperwork administration on your behalf.
4. 80% of the payroll tax paid on the eligible trainee's wage may be claimed as a rebate in January and July of every year, if the trainee commences the contract before their 25th birthday and this is their first contract of training.
5. The contract is for a period of 12 months full-time or equivalent for part-time.
6. The contract has a one-month probationary period. The trainee or employer can withdraw from the contract in this time if they wish to and a "Withdrawal During Probationary Period" form is completed.
7. After the one-month probation, if either party wants to cancel the traineeship, it has to be mutually agreed and a Mutual Cancellation form needs to be completed.
8. Training is conducted off-the-job at your work site or STATUS Employment Services Welland; consequently trainees must be released from their work, at their normal rate of pay, to take part in training.
9. STATUS Employment Services charges \$110 for materials and a fee of \$2.00 per nominal hour for providing training and assessment at Certificate III level. The number of nominal hours will depend upon the Units of Competency selected, but will not exceed 490.
10. In the event that the trainee does not meet the eligibility criteria, then the nominal hour charge is increased to \$5.75.

NB:

The Australian Apprenticeship Centres (AAC) determines eligibility for the Commonwealth employer incentives, on behalf of DEEWR. The information contained in this document is accurate at date of publication and no liability will be assumed should funding agreement and/or fee structures be changed.

Common Business Units

UNIT CODE	UNIT NAME	NOMINAL HOURS
BSBOHS201A	Participate in OHS processes (COMPULSORY)	20
BSBCUS301A	Deliver and monitor a service to customers	35
BSBDIV301A	Work effectively with diversity	30
BSBWOR302A	Work effectively as an off-site worker	25
BSBWRT301A	Write simple documents	30
BSBINM301A	Organize workplace information	30
BSBITU306A	Design and produce business documents	80
BSBADM311A	Maintain business resources	15
BSBFIA301A	Maintain financial records	60
BSBPRO301A	Recommend products and services	20
BSBPUR301B	Purchase goods and services	60
BSBINM302A	Utilise a knowledge management system	50
BSBSUS301A	Implement and monitor environmentally sustainable work practices	40
BSBINN301A	Promote innovation in a team environment	40
BSBCMM301A	Process customer complaints	30
BSBITU301A	Create and use databases	30
BSBITU302A	Create electronic presentations	20
BSBITU303A	Design and produce text documents	90
BSBITU304A	Produce spreadsheets	35
BSBITU305A	Conduct online transactions	40
BSBITU309A	Produce desktop published documents	50

NOMINAL HOURS 315 - 600