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WORK, EARN + LEARN

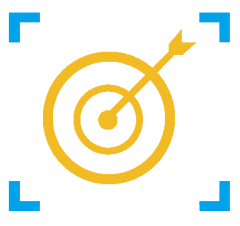


START A CAREER IN BUSINESS

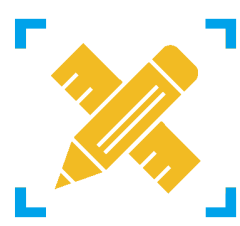
CHEMPRO CHEMISTS

NATIONALLY ACCREDITED TRAINEESHIPS

QUALITY



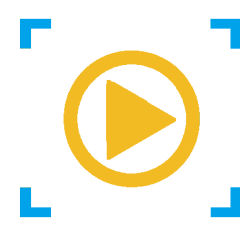
FLEXIBLE



PAID TRAINING



FUTURE




REGISTER YOUR INTEREST IN A SCHOOL BASED TRAINEESHIP

“ CTA TRAINING SPECIALISTS HELPED ME GAIN PERMANENT WORK
 BEFORE I EVEN FINISHED HIGH SCHOOL ”
 - TEAGYN INGRAM // FORMER SCHOOL BASED TRAINEE

**POSITIONS
 AVAILABLE**
**SIGN UP
 TODAY**

BSB30115 CERTIFICATE III IN BUSINESS

 Send your resume, expression of interest and school report card to: aaron@ctatraining.com.au
 Subject line: Chempro Chemists School Based

To find out more about traineeships please call CTA Training Specialists on: (07) 3878 8977

For eligible participants this training can be funded by the Queensland Department of Employment, Small Business and Training under the User Choice Agreement.



BUSINESS

BSB30115

Certificate III in BUSINESS

[CTA TRAINING SPECIALISTS]



[COURSE DETAILS]

Delivery Method: Blended including classroom, workplace and mandatory work placement
Course Duration: 12 months*
Units: 12 units of competency to be completed
Qualification: Certificate III in Business
Assessments: Written questions, practical skills tasks, projects, reports, role plays/presentations and third party evidence
Nationally Recognised Training: Yes
Credit Transfer/Recognition of Prior Learning: Yes¹

This qualification is ideal for those looking to increase their opportunities and gain the practical and theoretical skills to succeed in a business and hospitality environment.

Instead of offering generalised training that won't be relevant to the role you wish to pursue, CTA Training Specialists (formerly Club Training Australia) offers electives that tailor this course to meet specific goals and requirements. To minimise disruption to students currently working in hospitality, CTA Training Specialists can deliver this training alongside the students existing job responsibilities.

CUSTOMISED LEARNING RELEVANT TO YOU

Students with prior work / life experience or prior formal training can apply for recognition of prior learning (RPL) and course credits for BSB30115 Certificate III in Business.

[CAREER OUTCOMES]

- > Administration Assistant
- > Customer Service Officer
- > Word Processing Operator
- > Information Officer
- > Data Entry Operator
- > Payroll Officer
- > Clerical Officer

[ENROL]

Enrolling with CTA Training Specialists is easy, just call us on (07) 3878 8977 or email operations@ctatraining.com.au.

[Phone (07) 3878 8977 | operations@ctatraining.com.au | www.ctatraining.com.au | RTO 31607]

*Expected timeframe ¹RPL is not applicable to school based traineeships



BSB30115

Certificate III in BUSINESS

To achieve the qualification BSB30115 Certificate III in Business you must complete 12 units of competency, consisting of 1 core unit and 11 elective units.



[CORE UNITS]

- > BSBWHS302 Apply knowledge of WHS legislation in the workplace

[ELECTIVE UNITS]

- > BSBCMM201 Communicate in the workplace
- > BSBCMM301 Process customer complaints
- > BSBCUS301 Deliver and monitor a service to customers
- > BSBDIV301 Work effectively with diversity
- > BSBFLM312 Contribute to team effectiveness
- > BSBPRO301 Recommend products and services
- > BSBWOR301 Organise personal work priorities and development
- > BSBADM311 Maintain business resources
- > HLTAID003 Provide first aid
- > SITXFSA001 Use hygienic practices for food safety
- > SITXFSA002 Participate in safe food handling practices
- > SITHFAB002 Provide responsible service of alcohol

[TRAINING AND ASSESSMENT]

Training and assessment is delivered face-to-face for each student in their local area in clustered training sessions. Students must be able to attend these training sessions to complete all units of competency. Students will be completing their practical training components in a simulated environment in various workplaces throughout Queensland and will be provided all equipment and facilities required to complete the units of competency in this qualification. The theory component will be completed in a classroom environment forming the remaining part of the training schedule.

You may be eligible to receive funding from the Queensland Department of Employment, Small Business and Training for this qualification. Please refer to the respective course information on our website www.ctatraining.com.au in regards to eligibility criteria, credit transfers, fees and funding and Government contracts that may be applicable.

In accordance with RTO Standards Clause 4.1c, CTA Training Specialists does not guarantee that a student will successfully complete this course or obtain a particular employment outcome where this is outside the control of the RTO. There is no guarantee provided that a training product can be completed in a manner which fails to meet the requirements of Clauses 1.1 and 1.2 of these Standards. CTA Training Specialists is responsible for ensuring compliance and conducts regular reviews on all of its Training and Assessment strategies. CTA Training Specialists will ensure that through the implementation of the Australian Qualifications Framework Issuance Policy that students will be issued the certification documentation to which they are entitled to within 30 days.

[STUDY PATHWAYS]

Pathways into the qualification

Whilst there are no specific entry requirements to enrolling in the BSB30115 Certificate III in Business, it is recommended that students have some vocational experience assisting in a range of environments such as customer service, retail, workplace health and safety, and food and personal hygiene.

This course is also available to students who have completed BSB20115 Certificate II in Business and/or SIT20316 Certificate II in Hospitality.

Pathways from the qualification

After achieving the BSB30115 Certificate III in Business qualification, you could progress to the BSB40215 Certificate IV in Business, SIT50416 Diploma of Hospitality Management or BSB51915 Diploma of Leadership & Management. From a Diploma, you could undertake the SIT60316 Advanced Diploma of Hospitality Management.

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