



**Australian Government**

# **BSB30115 Certificate III in Business**

**Release 4**

## BSB30115 Certificate III in Business

### Modification History

Release	Comments
Release 4	This qualification first released with BSB Business Services Training Package Version 4.0. Version created to update Elective Unit list.
Release 3	This qualification first released with BSB Business Services Training Package Version 3.0. Version created to update codes and titles in unit list.
Release 2	This qualification first released with BSB Business Services Training Package Version 2.0. Version created to update codes and titles in unit list.
Release 1	This qualification first released with BSB Business Services Training Package Version 1.0.

### Qualification Description

This qualification reflects the varied roles of individuals across different industry sectors who apply a broad range of competencies using some discretion, judgment and relevant theoretical knowledge. They may provide technical advice and support to a team.

Licensing/Regulatory Information

No licensing, legislative or certification requirements apply to this qualification at the time of publication.

### Entry Requirements

Nil

### Packaging Rules

Total number of units = 12

**1 core unit** plus

**11 elective units, of which:**

- 7 of the elective units must be selected from the elective units listed below

- 4 elective units may be selected from the elective units listed below, from this Training Package or from any current accredited course or endorsed Training Package at the same qualification level
- if not listed below, 1 elective unit may be selected from a Certificate II qualification and 2 elective units may be taken from a Certificate IV qualification.

Elective units must be relevant to the work environment and the qualification, maintain the integrity of the AQF alignment and contribute to a valid, industry-supported vocational outcome.

#### Core Units

BSBWHS302 Apply knowledge of WHS legislation in the workplace

#### Elective Units

BSBADM311 Maintain business resources

BSBCMM301 Process customer complaints

BSBCUS301 Deliver and monitor a service to customers

BSBDIV301 Work effectively with diversity

BSBFIA301 Maintain financial records

BSBFLM303 Contribute to effective workplace relationships

BSBFLM305 Support operational plan

BSBFLM306 Provide workplace information and resourcing plans

BSBFLM309 Support continuous improvement systems and processes

BSBFLM311 Support a workplace learning environment

BSBFLM312 Contribute to team effectiveness

BSBINM301 Organise workplace information

BSBINM302 Utilise a knowledge management system

BSBINN301 Promote innovation in a team environment

BSBIPR301 Comply with organisational requirements for protection and use of intellectual property

BSBITU306 Design and produce business documents

BSBITU309 Produce desktop published documents

BSBITU311 Use simple relational databases

BSBITU312 Create electronic presentations

BSBITU313 Design and produce digital text documents

BSBITU314 Design and produce spreadsheets

BSBITU315 Purchase goods and services online

BSBPRO301 Recommend products and services

BSBPUR301 Purchase goods and services

BSBSUS401 Implement and monitor environmentally sustainable work practices

BSBWOR301 Organise personal work priorities and development

BSBWOR302 Work effectively as an off-site worker

BSBWRK311 Develop self-awareness

BSBWRT301 Write simple documents

BSBXCM301 Engage in workplace communication

BSBXTW301 Work in a team

## **Qualification Mapping Information**

Supersedes and is equivalent to BSB30112 Certificate III in Business

## **Links**

Companion Volume Implementation Guide is found on VETNet -

<https://vetnet.education.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10>