

# BSB30115 CERTIFICATE III in BUSINESS for 15-25yrs



WHERE: WAYS YOUTH TRAINING  
TIFFANY PLAZA 422 OXFORD ST BONDI JUNCTION (above interchange)

DATE: July 25 - Sept 21, 2017

Tuesday – Thursday

9 - 5 (25 hours)

Board of Studies & Centrelink Approved

EMAIL: [training@ways.org.au](mailto:training@ways.org.au) WEB: [www.ways.org.au](http://www.ways.org.au)

P: 9388 9455 / M: 0406 295 640

## WHAT CAN STUDENTS ACHIEVE FROM THE COURSE?

Develop skills in becoming a good communicator, working with a team, digital skills, and using social media; skills essential for the jobs of today.

The Business Cert III Course is valuable for entry to any workplace, not just an office or business. Assistance is available to those wanting to find a job or an apprenticeship in an area of their choice, or help into further education or training options.

## WHAT THE QUALIFICATION INCLUDES

BSB30115 Certificate III in Business	12 Units of Competency
BSBDIV301	Work Effectively with Diversity
BSBFLM312	Contribute to Team Effectiveness
BSBITU302	Create Electronic Presentations
BSBINM301	Organise Workplace Information
BSBITU307	Design and Produce Text Documents
BSBWHS	Apply Knowledge of WHS Legislation in the Workplace
BSBCUS301	Deliver and Monitor a Service to Customers
BSBINN301	Promote Innovation in the Team Environment
BSBINN301	Organise Work Priorities and Development
SITXEBS001	Use Social Media in Business
BSBCMN301	Process Customer Complaints
BSBITU307	Develop Keyboard Skills and Accuracy

## YOU WILL LEARN HOW TO:

- Market yourself
- Improve your chances of getting a job
- Keep advancing in the workforce
- Learn how to use your skills in social media for the workplace

## THE COURSE ALSO PROVIDES SKILLS IN:

- Career guidance and working on individual strengths
- Assistance with preparing and looking for work
- Help with developing resume, cover letter and interview skills
- Work experience and links to employers and other opportunities
- Links to further education options
- One on one tutoring where required
- Links to support services

## WHO ARE WAYS YOUTH TRAINING?

WAYS Youth Training (WYT) is a registered training organisation (RTO) that specialises in interactive and practical courses for young people. Completion rates are consistently over 75%.

WYT is an official alternative education program approved by the Board of Studies. Students can transfer from school from 15 years of age.

WYT (RTO 90114) has delivered Nationally Recognised Qualifications to 15-24 year olds since 2009. It is part of WAYS Youth & Family, which also provides support services to young people in health, mental health, case management and recreation for assistance with personal issues



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WAYS YOUTH TRAINING

RTO 90114

This training is subsidised by the  
NSW Government