



BSB30115

Certificate III in Business



Location

WAYS Bondi Junction
Tiffany Plaza
422 Oxford Street
Bondi Junction

Dates

April 23 2019 – June 13 2019
Tuesday- Thursday 9 am - 5 pm (25 hours)
Board of Studies &
Centrelink Approved

WAYS Youth Training
P: 9388 9455 / 0406 295 640
E: training@ways.org.au
W: www.ways.org.au

This training is subsidised by the NSW Government

RTO 90114



NATIONALLY RECOGNISED
TRAINING

BSB30115 Certificate III in Business

WHAT THE COURSE INCLUDES

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

The Certificate III Business course is valuable for entry to any workplace, not just an office or traditional business environment. 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 CAN STUDENTS ACHIEVE ON THE COURSE?

BSB30115 Certificate III in Business: 12 Units of Competency

BSBDIV301	Work Effectively with Diversity
BSBFLM312	Contribute to Team Effectiveness
BSBITU312	Create Electronic Presentations
BSBINM301	Organise Workplace Information
BSBWOR204	Use Business Technology
BSBWHS302	Apply Knowledge of WHS Legislation in the Workplace
BSBCUS301	Deliver and Monitor a Service to Customers
BSBINN301	Promote Innovation in the Team Environment
BSBWOR301	Organise Work Priorities and Development
SITXEBS001	Use Social Media in Business
BSBCMM301	Process Customer Complaints
BSBITU307	Develop Keyboarding 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 with a high completion rate of 86% average. 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 and case management for assistance with personal issues.

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