

**WAYS YOUTH TRAINING - PATHWAYS TO YOUR CAREER**

**NESA Approved**

**BSB30120**

# **CERTIFICATE III IN BUSINESS**

Working in Business offers a range of roles in Administration, Leadership and Management. This course will provide the basic skills in business strategy, operational execution and effective team management.

## **CAREER OPPORTUNITIES**

Clerical officer  
Customer service officer  
Payroll officer  
Program administrator  
Word processing officer

**13 November 2023 - 22 March 2024**

Monday - Wednesday (9am to 3pm)

**Tiffany Plaza, 422 Oxford Street, Bondi Junction, 2022**

## QUALIFICATION DESCRIPTION

Business Certificate III has been specially created to build your confidence so that you can use initiative in safe and diverse working environments. By combining written and practical assessments you will gain competency and understanding of the business industry.

You will develop your communication skills to help promote healthy relationships with colleagues and customers and acquire practical knowledge to form the basis of a successful career in business. You will build your digital skills using business technology to design and produce business documents. You will get an opportunity to work with others to present projects to your peers and receive feedback.

## CAREER PATHWAYS

Inquiry Clerks and Receptionists, responding to requests for information, and receive and greet people

Data entry/Registry Clerks, processing and handling information and documents to maintain access to and security of database and record management systems

Clerical and Office Workers, producing documents, processing customer complaints, providing telephone service information

## COURSE CORE UNITS

BSBCRT311	APPLY CRITICAL THINKING SKILLS IN A TEAM ENVIRONMENT
BSBCRT412	ARTICULATE, PRESENT AND DEBATE IDEAS
BSBPEF201	SUPPORT PERSONAL WELLBEING IN THE WORKPLACE
BSBTEC201	USE BUSINESS SOFTWARE APPLICATIONS
BSBSUS211	PARTICIPATE IN SUSTAINABLE WORK PRACTICES
BSBTEC301	DESIGN AND PRODUCE BUSINESS DOCUMENTS
BSBTEC302	DESIGN AND PRODUCE SPREADSHEETS
BSBTEC303	CREATE ELECTRONIC PRESENTATIONS
BSBTWK301	USE INCLUSIVE WORK PRACTICES
BSBWHS311	ASSIST WITH MAINTAINING WORKPLACE SAFETY
BSBPEF301	ORGANISE PERSONAL WORK PRIORITIES
BSSXCM301	ENGAGE IN WORKPLACE COMMUNICATION
BSBDAT201	COLLECT AND RECORD DATA

\*Units may be subject to change

## THE COURSE ALSO INCLUDES

- Career guidance and working on individual strengths
- Assistance with preparing and looking for work
- Help with developing resume, cover letter and interview skills
- One on one tutoring where required
- Links to support services
- Student focused small classes
- Individual learning plans
- Goal setting

## 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.

- Smart & Skilled: Check your eligibility for Job-Trainer/Scholarship courses.
- Smaller interactive classes that are customised to your individual needs and learning style with a high completion rate.



WAYS YOUTH TRAINING RTO 90114  
THIS TRAINING IS SUBSIDISED BY THE NSW GOVERNMENT

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