

## **Certificate III in Business BSB30110**

Jigsaw Consulting Group has built an excellent reputation in providing nationally accredited training courses in business administration and business management, medical administration and medical management. We understand that our clients are looking for options and flexibility within training. Our success has been built on a delivery approach of personalised training that meets the needs of our client and the individual.

**The Certificate III in Business** reflects the role of individuals who apply a broad range of competencies in a varied work context using some discretion, judgement and relevant theoretical knowledge. They may provide technical advice and support to a team.

### **Delivery Method**

Jigsaw Consulting Group offer one-to-one training at your workplace, group sessions or regular workshops held in our training room. We ensure that our training delivery is flexible and designed to the needs of you and your employer (if applicable). This course is a competency based training program and as such the duration of the course is to be determined on individual levels of current competence and RPL. However, expect to take around a month per module for most of our courses.

### **Career outcomes**

Job roles and titles vary across different industry sectors. Possible job titles relevant to this qualification include:

- customer service adviser
- data entry operator
- general clerk
- payroll officer
- typist
- word processing operator.

### **Investment**

Jigsaw Consulting Group offer flexible payment options for all their accredited training.

Please note: Government Funded incentives may be available for you or your staff.

**To find out more information on the Certificate III in Business,  
Phone Jigsaw on 1300 943 438.**

The **Certificate III in Business** requires the completion of 12 units, made up of **1 core unit and 11 elective units**.

**7 of the elective units** must be selected from the elective units listed below.

**The remaining 4 elective units** may be selected 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 outcome, local industry requirements and the qualification level.

### Core Unit

- BSBOHS301BApplied knowledge of OHS legislation in the workplace

### Elective Units

- BSBCUS301A Deliver and monitor a service to customers
- BSBDIV301A Work effectively with diversity
- BSBFIA301A Maintain financial records
- BSBADM311A Maintain business resources
- BSBCMM301A Process customer complaints
- BSBITU302B Create electronic presentations
- BSBITU303A Design and produce text documents
- BSBITU304A Produce spreadsheets
- BSBITU306A Design and produce business documents
- BSBWOR301A Organise personal work priorities and professional development
- BSBWRT301A Write simple documents