



**CREATE BUSINESS OPPORTUNITIES**

*24 Weeks*

**BSB30115**

**Certificate III in Business**

086837K



**eip.edu.au**

**BSB30115**

# Certificate III 086837K Business

## Qualification Code

BSB30115 Certificate III in Business

## CRICOS Code

086837K

## Overview

The BSB20115 Certificate III in Business course at English in Paradise (EIP) is for people who want to develop the knowledge and skills needed to effectively operate in a wide range of business contexts.

This comprehensive and practical course focuses on a cross section of business operations such as working as a team, self-management, effective communication, customer service standards, administration tasks, basic computer skills and workplace health and safety. Upon successful completion of the course, students will be awarded the nationally recognised qualification BSB20115 Certificate III in Business.

The course is delivered over 2 days per week, over 20 teaching weeks with up to 4 weeks holidays. This course is delivered in a face-to-face classroom mode at the EIP Surfers Paradise campus on the Gold Coast. The units delivered in the courses are:

<b>BSBWHS302</b>	Apply knowledge of WHS legislation in the workplace
<b>BSBCUS301</b>	Deliver and monitor a service to customers
<b>BSBCMM301</b>	Process customer complaints
<b>BSBDIV301</b>	Work effectively with diversity
<b>BSBWOR301</b>	Organise personal work priorities and development
<b>BSBPRO301</b>	Recommend products and services
<b>BSBITU203</b>	Communicate electronically
<b>BSBADM311</b>	Maintain business resources
<b>BSBITU302</b>	Create electronic presentations
<b>BSBITU303</b>	Design and produce text documents
<b>BSBITU304</b>	Produce spreadsheets
<b>BSBWRT301</b>	Write simple documents

## Entry Requirements

Minimum education level is Year 10 or equivalent, with a sound achievement in English or an English level of IELTS 4.5 or equivalent; or complete 10 weeks at Intermediate level in General English (ELICOS) . Students who lack these requirements will need to pass an EIP Language, Literacy and Numeracy assessment prior to their enrolment being accepted.

EIP International College does not accept applications from students under 18 years of age.

## Recognition of Prior Learning (RPL)

There are no RPL arrangements for this course at EIP International College.

## Credit Transfer

You may be eligible for a credit transfer if you have previously undertaken training through a Registered Training Organisation. Credit transfer may be granted for one or more units or a full certificate level. Three major factors need to be considered: How current the qualification is, does the previously obtained qualification map to the current version of the course or unit, and if the training was undertaken with an Australian Registered Training Organisation. If you think you may be eligible for credit transfer you will need to provide the following: A certified copy of the original statement of attainment and/or certificate is to be provided for a credit transfer.

## How to Apply

Applications for this program can be made through our website [eip.edu.au](http://eip.edu.au) or alternatively you can contact to visit EIP International College.

## Contact Details

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