

# CERTIFICATE III IN BUSINESS



COURSE CODE:

**BSB30115**

## WHY CHOOSE TAFE NSW?



**Opens career doors.** Our industry relationships lead many students directly into work with a range of employers including agencies, studios, galleries and fashion houses.



**Global prospects.** TAFE NSW graduates possess the technical knowledge, creative-thinking and specialised skills that are highly sought after by employers around the world.



**State-of-the-art facilities.** Purpose-built creative studios and industry standard software mean you will master the same tools of the trade as leading professionals.



**Industry exposure.** TAFE NSW partners with industry to provide you with hands-on experience through networking, sponsor programs, competitions, talks, lectures and other creative industry events.



**Recognised and respected.** TAFE NSW has built its reputation on delivering trusted, industry aligned and nationally recognised training for over 130 years.

**ENROL TODAY**  
**TAFENSW.EDU.AU**  
**131 601**

**BE AMBITIOUS**

**COURSE CODE**

BSB30115

**QUALIFICATION**

Certificate III in Business

**CAREER AREA**

Access Education (Further Study For Employment)

**TRAINING PACKAGE ENTRY REQUIREMENTS:**

**TRAINING PACKAGE REQUIREMENTS**

There are no Training Package entry requirements for this qualification.

**TAFE NSW REQUIREMENTS**

TAFE NSW offers the Certificate III in Business as either a traineeship or non-traineeship, so you can build the career you want.

Depending on the course you choose and the campus you want to study at you will need to provide evidence that you meet all relevant entry criteria.

**Traineeship**

To be eligible for this course you must:

- Be employed in the business services industry as this course is delivered in the workplace
- Have a signed traineeship contract

**Non-traineeship**

There are no entry requirements for non-trainees enrolling in this course.

Note: The Certificate II in Business is not eligible for government-subsidised Smart and Skilled funding. Talk to our team about your payment options.

**LICENSING REQUIREMENTS**

No licensing, legislative or certification requirements apply to this qualification.

**BE PREPARED**

To be prepared for this course, it is recommended that you have:

- Communication and interpersonal skills
- Some experience with computer software like the Microsoft Office suite
- Intermediate computer, literacy and numeracy skills

If you need support in preparation for study, contact us to learn more about the options available.



NATIONALLY RECOGNISED  
TRAINING

- **Traineeship Allowed**
- **Blended, Full Time, PT Connected**

CAREER  
OPPORTUNITIES

- Clerical Officer
- Customer Service Officer
- Data Entry Operator
- Information Officer
- Payroll Officer
- Word Processing Operator

**OVERVIEW**

The nationally recognised Certificate III in Business will empower you with the essential knowledge and skills you need to build your career in business services. Learn transferrable skills you can apply across a range of industries and business models with this exciting and practical course.

## LEARN NEW SKILLS

Through theoretical and practical course work, you will learn to:

- Work with different stakeholders
- Prepare documents, spreadsheets and presentations
- Maintain office resources
- Support an operational plan
- Maintain financial records
- Use office software (generally Microsoft Office)

## DEVELOP YOUR TALENT

Develop the personal attributes that will help you get ahead:

- Communication and interpersonal skills
- Time management
- Collaboration and team work
- Problem solving skills

## ACHIEVE YOUR GOALS

Completing this course will provide you with:

- A nationally recognised qualification at Certificate III level
- The knowledge and skills to enhance your career opportunities
- Strong pathways to continued study

### Career opportunities:

- Clerical officer
- Customer service officer
- General clerk
- Payroll officer
- Program administrator
- Word processing officer

## GROW YOUR CAREER

Build on your expertise with these further study options:

- Certificate IV in Business
- Diploma of Business
- Certificate IV in Business Administration
- Diploma of Business Administration

## INDUSTRY DEMAND

In every office, in every industry, there is high demand for qualified and skilled office support staff. General clerks represent the second largest occupation in Australia and this is expected to increase by 14% by 2024/25. Be a part of this growth industry when you study the Certificate III in Business.

CAMPUS

STUDY MODE

START DATE

DURATION

MAX FEE IF ELIGIBLE  
FOR SUBSIDY

HOURS  
PER  
WEEK

TAFE Digital	Online	Anytime	1 Year	\$1,580.00	24
TAFE Digital (Traineeship)	Online	04 Jan 2021	1 Year	\$1,580.00	8
Albury	PT Connected	Anytime	36 Weeks	\$1,580.00	15
Bega	PT Connected	Anytime	36 Weeks	\$1,580.00	15
Cooma	PT Connected	Anytime	36 Weeks	\$1,580.00	15
Cootamundra	PT Connected	Anytime	36 Weeks	\$1,580.00	15
Corowa	PT Connected	Anytime	36 Weeks	\$1,580.00	15
Deniliquin	PT Connected	Anytime	36 Weeks	\$1,580.00	15
Finley	PT Connected	Anytime	36 Weeks	\$1,580.00	15
Goulburn	PT Connected	Anytime	36 Weeks	\$1,580.00	15
Griffith	PT Connected	Anytime	36 Weeks	\$1,580.00	15
Hay	PT Connected	Anytime	36 Weeks	\$1,580.00	15
Leeton	PT Connected	Anytime	36 Weeks	\$1,580.00	15
Moruya	PT Connected	Anytime	36 Weeks	\$1,580.00	15
Moss Vale	PT Connected	Anytime	36 Weeks	\$1,580.00	15
Narrandera	PT Connected	Anytime	36 Weeks	\$1,580.00	15
Nowra	PT Connected	Anytime	36 Weeks	\$1,580.00	15
Queanbeyan	PT Connected	Anytime	36 Weeks	\$1,580.00	15
Shellharbour	PT Connected	Anytime	36 Weeks	\$1,580.00	15
Tamworth	Blended	Anytime	36 Weeks	\$1,580.00	14
Temora	PT Connected	Anytime	36 Weeks	\$1,580.00	15
Tumut	PT Connected	Anytime	36 Weeks	\$1,580.00	15

Ulladulla	PT Connected	Anytime	36 Weeks	\$1,580.00	15
Ultimo	Full Time	01 Feb 2021	18 Weeks	\$1,580.00	29.5
Wagga Wagga	PT Connected	Anytime	36 Weeks	\$1,580.00	15
West Wyalong	PT Connected	Anytime	36 Weeks	\$1,580.00	15
Western NSW multiple locations: Connected	Blended	Anytime	36 Weeks	\$1,580.00	16.9
Wollongong	PT Connected	Anytime	36 Weeks	\$1,580.00	15
Yass	PT Connected	Anytime	36 Weeks	\$1,580.00	15
Young	PT Connected	Anytime	36 Weeks	\$1,580.00	15