

Certificate III Business

*With a focus on
Sustainability!*



WPC Group Ltd is a registered training organisation delivering nationally recognised training. We have a commitment to helping people achieve their learning goals, in a fun and supportive learning environment.

WPC Group provides specialised industry training for anyone considering a career and employment within the Business industry.

How can training benefit you?

- A Nationally Recognised qualification upon successful completion of the course
- Fun and flexible delivery of training and assessment by experienced industry trainers and assessors
- The opportunity to choose a career path through recognised qualifications
- Learning of new skills
- Develop your existing skills further, or have your existing skills recognised with a nationally recognised qualification
- Meet new people and gain confidence in your employment skills!

Pathways into the qualification:

Preferred pathways for candidates considering this qualification include:

- after achieving the BSB20107 Certificate II in Business or other relevant qualification/s

OR

- providing evidence of competency in the majority of units required for the BSB20107 Certificate II in Business or other relevant qualification/s

OR

- with some vocational experience assisting in a range of support roles without a business qualification.

Pathways from the qualification:

BSB40207 Certificate IV in Business

What content is covered in the training?

The Certificate III in Business provides students with a range of well developed office, computer, business skills, understanding and knowledge on how to work effectively in a workplace.

This qualification is tailored by WPC Group to expand your skills base in a developing "green economy".

Successful completion will provide students with the ability to gain employment in a range of administrative services. Such job roles may include:

- Customer service adviser
- Data entry operator
- General clerk
- Payroll officer
- Typist
- Word processing operator

SUSTAINABILITYCONTENT



Melbourne
440 William St
West Melbourne
VIC 3003
p 1300 656 461
f 1300 360 179

Sydney
Suite 2 / 190 George St
Parramatta
NSW 2150
p 1300 760 099
f 1300 760 077

Sustainability 101
with support of
GROUP TRAINING
ASSOCIATION OF VICTORIA

Sustainability
victoria

Greenskills
jobs for a sustainable future

wpcgroup
Workforce Solutions

Units

Participants need to complete 12 units of competency (including a sustainability flavoured unit).

Who can undertake the training?

Our entry requirements are that students are competent in written and spoken English.

The pre-requisites for this course are:

There are no pre-requisites for this course.

How is the course trained and assessed?

The course consists of both theory and practical elements and is completed via assessment within the workplace.

Assessment is used to provide you with feedback on your progress and to measure your skills and knowledge against the training qualification requirements and those of the industry. The assessment process will include written and practical demonstration, observation and will normally require some time away from the working desk completing assignments and self-paced exercises.

How much will it cost?

To enrol in Certificate III in Business the fees are as follows:

NSW Enrolment Fees: \$436.00

NSW Concession Fees: \$53.00

VIC Indicative Fees: \$2.30 per hour*

VIC Concession Fees: 20% of the non concession fee*

Materials not included.

*These changes are as a result of the State Government Education Reforms effective from 1st July 2012.

If you hold a current healthcare card, your fees will be reduced on presentation of your concession card.

Other fees

For re-issuance of Certificates and Statements of Attainments the student will be charged \$12.50 per document required. Payment for the re-issuance of such documents is required prior to the re-issuance occurring by the RTO.

Simplifying your menu choices with a splash of sustainability

Menu

Core Units

BSBOHS301B Apply knowledge of OHS legislation in the workplace

Sustainability Units

BSBINM301A Organise workplace information
BSBSUS301A Implement & monitor environmentally sustainable work practices
BSBADM311A Maintain business resources
BSBITU306A Design and produce business documents
BSBINM301A Organise workplace information

Elective Units

BSBWOR301A Organise personal work priorities & development
BSBCUS301A Deliver and monitor a service to customers
BSBFIA301A Maintain financial records
BSBDIV301A Work effectively with diversity
BSBITU303A Design and produce text documents
BSBITU304A Produce spreadsheets
BSBWRT301A Write simple documents
BSBITU302B Create electronic presentations
BSBPUR301B Purchase goods and services

Sustainability units will be achieved online via **SUSTAINABILITY101** (VIC ONLY)

What will I expect

With regular contact with your Trainer/Assessor, a minimum of 5 visits to your workplace, and support from both your employer and workplace supervisors, you'll gain your nationally recognised qualification with plenty of on the job practice! Are you ready to commence your career?

Where do I start?

Have you recently applied for a Traineeship?

Yes Our Starter Kits have all our course/unit information to start your training process. You will receive your Starter Kit during your induction Session.

No Apply for your traineeship today and receive a Nationally Recognised Qualification on completion

Start now:

www.wpcgroup.org.au/index.php/job-seekers/submit-your-resume

WPC Group Training adheres to principles of access and equity

VIC

This training is delivered with Victorian and Commonwealth Government Funding.

NSW

This training is funded by the NSW Government in partnership with the Commonwealth Government.

Would you like more information?

Contact our friendly team at
WPC Group on 1300 656 461