BSB30115 Certificate III in Business

Release 3
BSB30115 Certificate III in Business

Modification History

<table>
<thead>
<tr>
<th>Release</th>
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<tbody>
<tr>
<td>Release 3</td>
<td>This qualification first released with BSB Business Services Training Package Version 3.0. Version created to update codes and titles in unit list.</td>
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<tr>
<td>Release 2</td>
<td>This qualification first released with BSB Business Services Training Package Version 2.0. Version created to update codes and titles in unit list.</td>
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<td>Release 1</td>
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Qualification Description

This qualification reflects the varied roles of individuals across different industry sectors who apply a broad range of competencies using some discretion, judgment and relevant theoretical knowledge. They may provide technical advice and support to a team.

Licensing/Regulatory Information

No licensing, legislative or certification requirements apply to this qualification at the time of publication.

Entry Requirements

Nil

Packaging Rules

Total number of units = 12
1 core unit plus
11 elective units, of which:
- 7 of the elective units must be selected from the elective units listed below
- 4 elective units may be selected from the elective units listed below, 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 environment and the qualification, maintain the integrity of the AQF alignment and contribute to a valid, industry-supported vocational outcome.

Core Units
BSBWH302 Apply knowledge of WHS legislation in the workplace

Elective Units
BSBADM311 Maintain business resources
BSBCMM301 Process customer complaints
BSBCUS301 Deliver and monitor a service to customers
BSBDIV301 Work effectively with diversity
BSBFIA301 Maintain financial records
BSBFLM303 Contribute to effective workplace relationships
BSBFLM305 Support operational plan
BSBFLM306 Provide workplace information and resourcing plans
BSBFLM309 Support continuous improvement systems and processes
BSBFLM311 Support a workplace learning environment
BSBFLM312 Contribute to team effectiveness
BSBINM301 Organise workplace information
BSBINM302 Utilise a knowledge management system
BSBINN301 Promote innovation in a team environment
BSBIPR301 Comply with organisational requirements for protection and use of intellectual property
BSBITU306 Design and produce business documents
BSBITU309 Produce desktop published documents
BSBITU311 Use simple relational databases
BSBITU312 Create electronic presentations
BSBITU313 Design and produce digital text documents
BSBITU314 Design and produce spreadsheets
BSBITU315 Purchase goods and services online
BSBPRO301 Recommend products and services
BSBPUR301 Purchase goods and services
BSBSUS401 Implement and monitor environmentally sustainable work practices
BSBWOR301 Organise personal work priorities and development
BSBWOR302 Work effectively as an off-site worker
BSBWRK311 Develop self-awareness
BSBWRT301 Write simple documents

**Qualification Mapping Information**

<table>
<thead>
<tr>
<th>Code and title current version</th>
<th>Code and title previous version</th>
<th>Comments</th>
<th>Equivalence status</th>
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<tbody>
<tr>
<td>BSB30115 Certificate III in Business Release 3</td>
<td>BSB30115 Certificate III in Business Release 2</td>
<td>Updates to codes and titles in the unit list</td>
<td>Equivalent qualification</td>
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**Links**

Companion Volume implementation guides are found in VETNet - https://vetnet.education.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10