

Certificate III in Business

COURSE DURATION: Domestic Students: self-paced up to 12 months

International: 50 weeks (4 terms including term breaks)

Descriptor

This qualification reflects the role of individuals in a variety of Business Services job roles. It is likely that these individuals are establishing their own work performance.

Individuals in these roles carry out a range of routine procedural, clerical, administrative or operational tasks that require technology and business skills. They apply a broad range of competencies using some discretion, judgment and relevant theoretical knowledge. They may provide technical advice and support to a team.

Possible Job Titles

- Administrative Assistant
- Customer Service Representative
- Medical Receptionist
- Medical Secretary
- Records Clerk

Mode of delivery

DOMESTIC STUDENTS

This course is delivered to domestic students via online/distance education and/or on-the-job. This training is subsidised by the NSW Government for students who meet the conditions that apply. Check Eligibility Criteria on website.

INTERNATIONAL STUDENTS

This course is delivered to international students @ 20 hours per week for 4 terms of 10 weeks each. Additional study is required to complete unsupervised, independent work in your own time.

Entry Requirements

- Must be at least 18 years of age at course commencement
- International students must demonstrate they hold:
 - an IELTS minimum overall band score of 6.0 or equivalent English Language test score
 - an approved student visa and study according to their visa conditions



Assessment

Assessment for this qualification is by written reports, case studies, role plays, written assessments.

UNITS OF COMPETENCY:

CORE UNITS

- BSBCRT311 Apply critical thinking skills in a team environment
- BSBPEF201 Support personal wellbeing in the workplace
- BSBUS211 Participate in sustainable work practices
- BSBTWK301 Use inclusive work practices
- BSBWHS311 Assist with maintaining workplace safety
- BSBXCM301 Engage in workplace communication

ELECTIVE UNITS

- BSBTEC301 Design and produce business documents
- BSBTEC302 Design and produce spreadsheets
- BSBTEC303 Create electronic presentations
- BSBOPS305 Process customer complaints
- BSBOPS303 Organise schedules
- BSBPMG430 Undertake project work
- BSBWRT311 Write simple documents



RTO ID 90668

CRICOS Provider No.: 02214C



Recognition of Prior Learning/Credit Transfer

Recognition of Prior Learning (RPL) is available to all students applying for this qualification. Conditions apply. RPL is the recognition of your current skills and knowledge acquired through prior learning from other training, work or life experience. Credit Transfer means we provide exemptions for any previously accredited qualifications or units of competency completed at another college.

International students are advised that their student visa duration may be impacted if applying for and granted RPL.

Target Groups

Students wishing to pursue roles as receptionists and general office workers.



Inter-Continental College of Business
(a division of Inter-Continental
Colleges Pty Ltd)
A.C.N. 090 116 555

Head Office: 44 Raymond Street
Bankstown NSW 2200 Australia



sydney@intercontinental.edu.au
www.intercontinental.edu.au