



Providing Quality Adult Education

Business BSB30110 Certificate III in Business

Course Overview

This qualification reflects the role of individuals who apply a broad range of competencies in a varied work context using some discretion, judgement and relevant theoretical knowledge. They may provide technical advice and support to a team.

This course will provide you with relevant and up-to-date information to be able to assist in the day-to-day administration of a business. You will be taught the basics from how to organise workplace information and priorities to how to maintain financial records. You will also gain an understanding of the Internet and the computer programs necessary to maintain a small business.

Why choose King's?

Established in 1997, King's International College with campuses at Reedy Creek and Burleigh is recognised for delivering quality training in the health, children's services, automotive and hospitality sectors.

As King's is a community focused non-profit organisation, its surplus funds made from training delivery goes back to either improving or expanding the college's range of courses or goes into its community welfare organisation, the Community Support Agency (CSA).

King's undertakes a duty of care towards its student body and offers course counselling as required.

Delivery Options

External Traineeship

(NB. BSB30107 Certificate III in Business is currently delivered by King's International College for the Traineeship)

Course Duration

External 1 year

Traineeship 1 year *Traineeship is on-the-job training and supported by workplace visits by a King's Assessor.*

Course Prerequisites

Nil

Career Options and Learning Pathways

This course opens up a wide range of options for you. Upon its successful completion, you will be qualified to work in a number of roles within businesses. This qualification leads to possible job roles such as:

- Customer service advisor
- Clerical officer
- Data entry operator
- Word processing operator
- Receptionist
- Administrative assistant

Successful completion of the Certificate III in Business will allow the student to further their studies to Certificate IV or Diploma level study in Business Services Training Package.

Course Units

Participants must successfully complete 12 units to be eligible for the Certificate III in Business. There are numerous units to select from that can be customized to meet your requirements, as per sample below.

BSBWOR301A	Organise personal work priorities and development
BSBINM301A	Organise workplace information
BSBCUS301A	Deliver and monitor a service to customers
BSBADM311A	Maintain business resources
BSBITU306A	Design and produce business documents
BSBITU309A	Produce desktop published documents
BSBITU304A	Produce spreadsheets
BSBFIA301A	Maintain financial records
BSBFIA302A	Process payroll
BSBPUR301B	Purchase goods and services
BSBCMN301A	Process customer complaints

Recognition of Prior Learning (RPL)

RPL allows the competencies you already possess to be recognised, regardless of how you obtained them. These might include skills you picked up on the job or from other life experiences that do not necessarily include formal training.

These skills and competencies may relate to units you are about to commence and as a result may exempt you from studying these units. Please be aware that there are costs applied to RPL application.

Course Fees and Payment Options

External	\$1500	\$200 Enrolment Fee (non-refundable fee included)
Traineeship	Please contact Suzanne Dalton for further information 0421 475 225.	

- Credit Card – Visa / Mastercard
- Cash / Cheque / Bank Deposit
- Payment Plan

Please note the following additional charges that apply to Payment Plans:

- Fortnightly payment plans paid with a credit card (Visa/Mastercard) incurs an additional processing fee of 2.2%.
- Fortnightly payment plans includes a payment processing fee of \$1.75 per payment.
- All payment plans will have a one-off charge of \$3.30 for account set up.
- Additional payment plans (eg. Monthly payments) may be negotiated upon request.

How to enrol

Download an enrolment form from website and submit online or collect from campus.

- ☺ In person at Burleigh Campus – 6 Ern Harley Drive, Burleigh
- ☎ Enquire by telephone – 07 5593 4386
- ✉ Mail – King's International College, Private Bag 68, Burleigh MDC, Qld 4220
- 🌐 Website – www.kings.net.au

Further information

Contact Business Development Officer - Helen Briggs - 07 5593 4386 or email hbriggs@kings.net.au
Or visit our campus at 6 Ern Harley Drive, Burleigh.