

BSB30115

CERTIFICATE III

IN BUSINESS

Study With Axial Training Whilst At School To Get The Skills and Succeed



Students can build the confidence and competencies they need to start a business career with BSB30115 Certificate III in Business from Axial Training. Successful students will be equipped with essential skills for entry-level management and business operations positions. This course covers key competencies for the workplace, ensuring they leave the course with highly transferrable and widely sought after foundational skills.

Throughout the training, students will develop their knowledge of business operations, learn how to deliver quality customer service and refine their ability to work effectively with teammates and managers.

Study Mode	School Based - VETIS
Duration of Course	12 - 24 Months
Total Units	12



Course Units

- > BSBDIV301 Work effectively with diversity
- > BSBINM301 Organise workplace information
- > BSBITU312 Create electronic presentations
- > BSBITU314 Design and produce spreadsheets
- > BSBITU313 Design and produce digital text documents
- > BSBPOR301 Recommend products & services
- > BSBITU306 Design & produce business documents
- > BSBSUS201 Participate in environmentally sustainable work practices
- > BSBWHS302 Apply knowledge of WHS legislation in the workplace
- > BSBWOR301 Organise personal work priorities & development
- > BSBCUS301 Deliver & monitor a service to customers
- > BSBINN301 Promote innovation in a team environment

Use this course as an employment pathway as a:

- > Office Clerk
- > Clerical Officer
- > Receptionist
- > Logistics Clerk
- > Payroll Officer
- > HR Clerk
- > Legal Receptionist



AXIAL™ TRAINING

- in schools

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