



## Business and Governance

BSB30115

Certificate III in Business

All information correct as of Jan 2020

### ABOUT THE COURSE

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.

### JOB ROLES

The following job roles are defined for this course:

- › Word Processing Operator
- › Information Officer
- › Data Entry Operator
- › Customer Service Officer
- › Payroll Officer
- › Clerical Officer

### PATHWAYS FROM THIS QUALIFICATION

This course will also offer study pathways into other VET qualifications at Certificate IV and higher.

### COURSE REQUIREMENTS

There are no entry requirements for this course.

### COURSE LOCATION, DURATION AND MODE OF STUDY

**Locations:** Batchelor Campus, Desert People's Centre Campus, Remote Communities

**Duration:** 1 year full time

**Mode:** Workshop (on campus),

**Workshops:** This course includes 10 weeks of workshops, delivered in 5 x 2 week workshop blocks

### COURSE FEES

Students who are Northern Territory (NT) residents and wish to enrol in a course that is subsidised by the Northern Territory and/ or Commonwealth Government and who are enrolled in a course AQF level III and above, or a recognised VET National Skill Set or an approved stand-alone unit course will be charged course fees.

More information regarding course fees can be found on the Batchelor Institute website <https://www.batchelor.edu.au/students/fees/>

Once a student is enrolled with Batchelor Institute, they will receive an invoice for the Course Fees incurred in a specified teaching period and/or year. Course Fees will be

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Email [enquiries@batchelor.edu.au](mailto:enquiries@batchelor.edu.au)  
RTO provider 0383

[batchelor.edu.au](http://batchelor.edu.au)



**Batchelor  
Institute**

determined at the time of the enrolment by Student Administration staff and are payable to the Institute by the student.

The fees will be charged at:

- \$2.00 per nominal hour for enrolment
  - \$0.00 per nominal hour for Recognition of Prior Learning (RPL)
- Students are eligible to apply for a fee exemption in accordance with Fee Exemption rules for the relevant year  
<https://www.batchelor.edu.au/students/fees/fee-exemption/>

## COURSE REQUIREMENTS

12 units are required

Core Units (1 required)

Unit Code	Unit Title	Nominal Hours
BSBWH302	Apply knowledge of WHS legislation in the workplace	20

Elective Units (11 required)

Unit Code	Unit Title	Nominal Hours
BSBCUE203	Conduct customer engagement	100
BSBCUE301	Use multiple information systems	40
FNSACC303	Perform financial calculations	30
BSBINN301	Promote innovation in a team environment	40
BSBITU311	Use simple relational databases	30
BSBITU312	Create electronic presentations	20
BSBITU313	Design and produce digital text documents	90
BSBITU314	Design and produce spreadsheets	35
BSBITU307	Develop keyboarding speed and accuracy	50
BSBFLM312	Contribute to team effectiveness	40
BSBWRT301	Write simple documents	30

## General information

### BACHELOR INSTITUTE ENTRY REQUIREMENTS

#### Literacy and Numeracy

When you enrol in a course at Batchelor Institute, you should be able to speak, read and write in English at the level required for the course you are undertaking. If you need help to improve your literacy and numeracy skills, there are specific courses and other assistance available.

#### Minimum age for students

Students must meet the minimum age requirement to be able to enrol with Batchelor Institute. The minimum age will depend on several factors.

Where:

## MATERIALS AND EQUIPMENT

The learner must provide the following materials and equipment:

- Basic stationery—paper, pencil, pen

- Training is delivered in a regional or remote community, and the student no longer engages and/or participates in secondary schooling, the student must be 15 years or older at the time training commences
- Training is delivered on the Batchelor Campus or Desert People Centre Campus, and where the student attends training during the day, but are not accommodated overnight, the student must be 17 years or older at the time training commences; or
- Training is delivered in any location, and the student requires to be travelled by Batchelor Institute to a training delivery location, the student must be 18 years or older at the time training commences.

## ABSTUDY

You will need to apply to ABSTUDY once you have enrolled at Batchelor Institute so your travel can be arranged (if travel is applicable). To do this you will need to obtain a VET Enrolment and Fees Invoice from the Institute and then take it to your nearest Centrelink Office, to complete an ABSTUDY application.



## **STUDENT TRAVEL**

If you have to live away from home while you are attending a workshop, your travel, accommodation and meals will be organised and paid for, by Batchelor Institute, if you are in receipt of ABSTUDY and are enrolled in a course subsidised by the NT Government.

## **RECOGNISING YOUR KNOWLEDGE**

Batchelor Institute recognises the importance of skills and knowledge that you may already have. You may have gained these through other work or study you have done or through life experience.

Recognition of Prior Learning (RPL) is a process that tries to match these skills and knowledge to the outcomes of your course to assess whether you have achieved the required learning outcomes. If you think you are eligible for RPL, contact us for more information.

Batchelor Institute also recognises qualifications and statements of attainments gained from any other Australian Registered Training Organisation, where nationally accredited training has been undertaken. This form of recognition may include Credit Transfers.

## **EDUCATIONAL AND STUDENT SUPPORT**

Students who have been identified as needing extra support services besides those already identified will have the extra support identified within their individual training plan and the support services will be arranged accordingly.

### **Student Support**

Freecall: 1800 677 095 | Email: [student.support@batchelor.edu.au](mailto:student.support@batchelor.edu.au)

## **TIMETABLES**

Timetables for students attending workshops at the Batchelor or Desert Peoples Centre Campuses can be found here: <https://www.batchelor.edu.au/students/timetables/>

## **OTHER COURSES**

Batchelor Institute offers many VET courses across a range of different disciplines. You can study courses relating to community services, construction, health, business, education, resource and infrastructure and creative arts.

To get more information about Batchelor Institute and the courses we offer, go to: <https://www.batchelor.edu.au/students/courses/vet-courses/>

## **FOR MORE INFORMATION**

Please visit: <https://training.gov.au/Training/Details/BSB30115>