Certificate III in Business (BSB30115)
Government Funded under VTG (Victorian Training Guarantee)*

Develop your business acumen and get ahead in the job market while learning about your skills as a leader.

Launch yourself into a successful business career. Give yourself a winning advantage by perfecting the data entry, customer service, word processing and clerical skills to make you the star of the office.

Learn quality transferable skills that encourage your leadership and communication skills. This certificate allows you to build on your existing knowledge of planning and organising, and problem-solving skills.

Students must be an Australian Citizen or an Australian Permanent Resident or a New Zealand Citizen at the time of course commencement.

This training is delivered with Victorian and Commonwealth Government Funding. *Eligibility criteria apply

Individuals with physical & intellectual disabilities are encouraged to apply.

*subject to eligibility criteria

Information contained in this flyer may not be sufficient to make an enrolment decision, prospective student must refer to RGIT’s Prospectus in conjunction with this flyer. Please also refer to the RGIT website www.rgit.edu.au for further information or speak to an authorised RGIT representative.
Certificate III Business (BSB30115)

Get started in Business
Put your business skills to work for you and gain a nationally recognised qualification you can use to improve your efficiency in business operations and enhance your understanding of business regulations. The RGIT Certificate III in Business delivered as a School Based Apprenticeship and Traineeship (SBAT) provides you with real work experience while you complete your VCE or VCAL.

Career Pathways
• Customer Service Officer
• Junior Personal Assistant
• Data Entry Operator
• Office Administrator
• Project Assistant

Work placement
Your work placement will be sourced by one of our experienced work placement managers. The work placement is based on the qualification that you choose (to ensure that the work placement is industry relevant) and will be based on reasonable distance from the area where you live/go to school. If you choose to find your own placement, please let us know so that we can guide you through the process.

Entry Requirements
If you’re over 15 and enrolled in VCE or VCAL, you can take on a SBAT with RGIT. A SBAT gives you the option to combine part-time employment and structured training with your current VCE or VCAL studies.

You will also need to participate in a combination of class activities, role plays, written assignments and group work through a structured training day with us which gets credited towards your VCE or VCAL.

How much will it cost?
RGIT is committed to sourcing and securing funding opportunities from the Government’s training fund for all eligible participants. To be eligible for this funding, you need to be an Australian Citizen or Permanent Resident of Australia.

Course Structure
This qualification comprises of 1 core unit and 11 elective units.

Core unit
• BSBWHS302 - Apply knowledge of WHS legislation in the workplace

Elective units
• BSBWRT301 - Write simple documents
• BSBITU304 - Produce spreadsheets
• BSBFIN301 - Maintain financial records
• BSBITU301 - Create and use databases
• BSSUS301 - Implement and monitor environmentally sustainable work practices
• BSBADM301 - Maintain business resources
• BSBDIV301 - Work effectively with diversity
• BSBINN301 - Promote innovation in a team environment
• BSBINM301 - Organise workplace information
• BSSRES401 - Analyse and present research information
• BSBITU302 - Create electronic presentations

How to get started?
It's easy! Complete an Expression of Interest form and return it to your school's careers coordinator or contact us today.

VISIT US AT:
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