

skillup australia™



Business
Nationally Recognised Training

(BSB30107) Certificate III in Business



Skill up now and fast track your career



Enter the workplace with confidence and with the skills you need to be a successful team member

Case study

Skillup Australia (SUA) assisted a business service organisation in designing a specific training program for a number of office staff linked to a Business Certificate qualification. The program was to address the critical skills required to work in their fast paced Client Service Area and to assist employees to better handle the large volume of daily requests.

SUA designed a practical, hands-on, competency based training to assist trainees to refine their time management, communication and conflict management skills and product knowledge.

The program delivered increased efficiency in the daily activities, greater accuracy in data entry and document management and an overall reduction in staff turnover.

Overview

Entering a fast paced office environment with limited or no experience can be quite challenging as you may be required to manage many activities at once, deal with internal and external customers, keep your workplace organised and be familiar with all the technology around the office.

These Business courses at certificate II and III level are specifically designed to assist you in developing the critical skills required to be an effective team member. You will learn how to plan and execute tasks, communicate effectively with all stakeholders, manage your time and resources efficiently and become a valued team member.

The Skillup Approach

Skillup Australia is a leader in workplace training programs in the primary, secondary and service industries. We achieve results by ensuring that our training programs are:

- Interesting and engaging
- Driven by workplace projects and outcomes
- Monitored by Key Performance Indicators (KPIs)
- Relevant and work-based
- Flexible, innovative and most importantly,
- A partnership between the trainee, trainer and employer

Call 1300 398 005
or visit:
skillupaustralia.com



Training Program Design

Before commencement of any training program, we undertake an extensive design and development phase which includes:

- Training Needs Assessments
- Business Needs Analysis
- Recognition of Prior Learning (RPL) & Recognition of Current Competencies (RCC)
- Integration of existing workplace systems and programs
- Development and facilitation of workplace projects
- Linking of assessment to project outcomes
- Identifying goals and KPIs for the program
- Ensuring that improvements can be sustained

Key Learning Outcomes

Personal

- Communicating effectively in the workplace
- Managing work priorities
- Demonstrating individual responsibility for completing tasks
- Applying skills and knowledge to problem solving

People

- Contributing to team effectiveness
- Resolving issues and conflicts with team members
- Dealing with internal and external clients
- Linking your goals with team goals

Organisational

- Contributing effectively to workplace planning
- Supporting continuous improvement practices
- Using technology in the workplace
- Championing safety in the workplace

The Certificate III in Business are flexible in the content and delivery and can be designed to meet specific learning outcomes. Additional units can also be imported from other Nationally Recognised Training packages to cater for particular industry skills requirements or to maximise employability of individuals.

Certificate III (BSB30107) in Business

This qualification requires 12 units, consisting of 1 core, plus 11 elective.

CORE UNITS

BSBOHS201A Participate in OHS processes

ELECTIVE UNITS (7 required)

BSBADM311A Maintain business resources

BSBITU301A Create and use database

BSBWRT301A Write simple documents

BSBITU303A Design and produce text documents

BSBITU304A Produce spreadsheets

BSBITU305A Conduct online transactions

BSBITU306A Design and produce business documents

BSBITU309A Produce desktop published documents

BSBSUS301A Implement & monitor environmentally sustainable work practices

BSBPUR301B Purchase goods and services

BSBWOR301A Organise personal work priorities and development

Contact one of our Industry Skills Advisors to discuss your needs.

Training Materials

At Skillup Australia we develop our own training material for many key areas. This ensures that our programs are interesting and effective. We ensure that our training material meets the learning needs of our clients by using easy to understand visuals and everyday examples.

Skillup Australia's work / resources have been published externally by Aspire and CMI.



Please see our website for AQTF policy and procedures.

skillupaustralia.com



National Number

1300 398 005