



# LUMINOUS EDUCATION

Luminous Education PTY LTD

RTO Code 41498

## BSB30115 Certificate III in Business

### A brief description of the qualification

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.

### Licensing/Regulatory Information

No licensing, legislative or certification requirements apply to this qualification at the time of publication.

### Target Cohort

This qualification is targeted for Australian individuals (i.e., 18 years or older) **already working in the office**, but need to upskill. These individuals are working in office environment and use independent judgement and would like to enhance skills pertaining to business technology, writing, communication, business technology, writing, communication, document design, promoting innovation in a team environment, handling customer complaints, organising workplace information, applying knowledge of WHS legislation in the workplace, producing spreadsheets, developing spreadsheets that address a range of data and organisational requirements, using software functions, graphics and support materials to create spreadsheets and applying knowledge of formatting requirements for workplace documents

### Entry Requirements

Applicants must demonstrate during the enrolment process the skills and capability required to successfully undertake and complete the course. Moreover, candidates will be assessed for language, literacy and numeracy (LLN) required to undertake this qualification. If the student has completed an AQF level II qualification delivered in English, LLN requirements are satisfied. For remaining participants, there will be a brief LLN assessment (i.e., oral, written).

### Possible Job Outcomes

Although, the College does not guarantee that the successful completion of this course will lead to vocational outcomes, possible job outcomes for graduates looking for work may include; customer service adviser, data entry operator, general clerk, payroll officer, typist or word processing operator.



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### What skills will you gain?

*Through the provision of classroom-based intensive training students will gain the following practical skills:*

- ✦ Design spreadsheets that address a range of data and organisational requirements
- ✦ Use software functions, graphics and support materials to create spreadsheets
- ✦ Apply knowledge of formatting requirements for workplace documents
- ✦ Prepare a work plan according to organisational requirements and work objectives
- ✦ Use business technology to schedule, prioritise and monitor completion of tasks in a work plan
- ✦ Assess and prioritise own work load and deal with contingencies
- ✦ Monitor and assess personal performance against job role requirements by seeking feedback from colleagues and clients
- ✦ Identify personal development needs and access, complete and record skill development and learning.
- ✦ Maintain daily transactions and identify and respond to discrepancies and errors
- ✦ Transfer and record financial data accurately
- ✦ Reconcile expenditures and revenue in a timely manner
- ✦ Efficiently and effectively gather, assess, organise and use workplace information as part of own job role
- ✦ Provide accurate information for defined purposes
- ✦ Maintain and handle data and documents systematically
- ✦ Use business technology to manage information
- ✦ Communicate with colleagues and clients using effective interpersonal skills to obtain and check workplace information
- ✦ Apply relevant legislation and regulations to workplace information ✦ Monitor, review and modify information processes.
- ✦ Apply practices that promote innovation within a team including:
  - ✦ Modelling open and respectful communications
  - ✦ Contributing to the make-up and rules of the team
  - ✦ Planning and scheduling of activities
  - ✦ Reflecting on activities, feedback and challenges to identify improvement options
  - ✦ Encourage others to contribute to innovation in the team ✦ Implement improvements and communicate about them
- ✦ Adjust language and behavior as required by interactions with diversity
- ✦ Identify and respect individual differences in colleagues, clients and customers
- ✦ Apply relevant regulations, standards and codes of practice
- ✦ Select appropriate technology and software for design and production of business documents
- ✦ Adhere to organisational requirements when:

○ *selecting layout and style*



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- opening and generating files
- producing documents within designated timelines
- naming and storing documents
- printing and presenting documents
  - ✦ Adhere to task requirements when producing documents including:
- applying basic design principles
- applying consistent formatting
- using appropriate styles
- using correct layouts ○ proofreading as required
  - use appropriate data storage options
  - apply knowledge of functions and features of contemporary computer applications ○ print and present completed documents.

### Why choose Luminous Education Pty Ltd?

Luminous Education Pty Ltd offers intensive face-to-face classroom training offering direct interaction between students and training staff. Our facilities (i.e., classrooms, resources, computers) are optimised with essential study aids (e.g., Google hangouts as Virtual platform, fast internet, Lap-tops, printers). This will ensure that you are being trained with up-to-date and current facilities that are prevalent in modern workplace. Since human contact is vital, our trainers / assessors will be available on campus and away from campus (e.g., through phone call or Google Hangouts) to assist you in your important journey with Luminous Education Pty Ltd.

<b>Total Tuition Fees</b>	\$4000.00
<b>Qualification Fees</b>	\$3750.00
<b>Material Fees</b>	All courseware resources and handouts will cost \$150
<b>Non-refundable enrolment processing fees</b>	\$100.00

### Fees required on enrolment

Total fees for training and assessment required on enrolment (including non-refundable admin fees of \$100 + \$150 Material Fees + \$750 tuition fees) are \$1000.

**Remaining course fees** (i.e., \$3000) are payable in 5 easy payments (i.e., \$600 each payment upon invoice)

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### Fees per unit

If the student re-trains in any unit after free assessment attempts and course extensions have been given, the student will need to pay the fees at the level of each unit at pro-rata rates. For this course, the unit fee is \$ 312.50 that will cover complete re-training and assessment.

### RPL Fees

RPL Fees are AUD \$2500 including \$100 non-refundable administration fees.

### Refunds

Learners are to read fees / refund information from the student handbook.

**Note:** The RTO does not accept pre-paid course fees greater than \$1500 (i.e., applicable to all RTO scope).

### Qualification Duration

The volume of learning for the BSB30115 Certificate III in Business will be **1188 hours** over a **52week** period (i.e., 4-week break).

### Breakdown of total volume of learning

- † **The Amount of classroom training (768 hours of training)** at the RTO training facility, **Level 22, 127 Creek Street, Brisbane City, QLD, 4000**
- † **Self-directed learning + assessment task completion = 420 hours**
- † **Learning support and Supplementary online support (Google-hangouts, additional trainer contact).**

### Course Intake

Rolling intake depends on expression of interest from potential students.

Code	Unit of Competence	C/E
BSBWHS302	Apply knowledge of WHS legislation in the workplace	C
BSBCUS301	Deliver and monitor a service to customers	E
BSBADM311	Maintain business resources	E
BSBFIA301	Maintain financial records	E

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BSBINN301	Promote innovation in a team environment	E
BSBDIV301	Work effectively with diversity	E
BSBLDR401	Communicate effectively as a workplace leader	E
BSBLDR403	Lead team effectiveness	E
BSBWOR301	Organise personal work priorities and development	E
BSBINM301	Organise workplace information	E
BSBFLM303	Contribute to effective workplace relationship	E
BSBCMM301	Process customer complaints	E

**Total number of units = 12 | C = Core | E = Elective**

**Note:** The RTO reserves the right to change the elective units within this training as per industry feedback. However, once a student is enrolled, units are not subject to change.

### Career opportunities

As the cohort of learners is already employed they may advance their career to include diverse roles (e.g., customer service adviser, data entry operator, general clerk, payroll officer, typist, word processing operator) in team office environment. Furthermore, graduates may undertake AQF level 4 qualification in Business/administration pathway. Please visit the following website for more information:

<https://www.ibsa.org.au/sites/default/files/downloads/BSB%20pathways%20charts.pdf>

### Award upon completion

Learners obtaining a competent result for all 12 unit (s) of competency will achieve the nationally recognised award, **BSB30115 Certificate III in Business**. Students completing less than 12 Units will receive a statement of attainment.

### Recognition of Prior Learning

All individual students are offered the opportunity to apply for RPL, please see the Student Handbook or enquire at the RTO for the procedure on how to apply. Students eligibility for RPL is scanned **via pre-enrolment survey and enrolment form.**

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### Credit Transfer

All individuals who have completed national recognised training that is on the RTO scope will receive credit transfer (CT) for the previously completed unit(s) of competency.

### Unique Student Identifier (USI)

AQF Certification will be issued to learners only after being in receipt of a valid USI from the learner. Students are required to create their USI if they do not have it already.

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Nationally Accredited RTO delivering qualifications under the Australian Qualifications Framework.

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