

BSB30115 Certificate III in Business Traineeship

**Earn while you're learning the skills
and knowledge you need for a
bright career in business**



MiTraining

How a traineeship works

Put simply, you'll undertake paid employment to learn real job skills while completing nationally recognised training. Traineeships are designed for those entering the workforce to develop skills and knowledge as a foundation for a successful career.

This traineeship includes the qualification **BSB30115 Certificate III in Business** and is often referred to as a business traineeship. It's ideal for anyone seeking a career start in business through an administrative or support role.

DURATION

12 months full time

DELIVERY MODE

Online study with workplace based assessment

EMPLOYMENT

Paid work undertaken at a host employer

SUPPORT

Trainer support and a workplace mentor

At last, a traineeship that offers the best of both worlds...

Real support

MiTraining and MIGAS Apprentices and Trainees are part of one family. MIGAS will support you through the traineeship from day one to completion. Their role is to help you be safe, happy and successful in your work and training.

Quality education

The team at MiTraining are specialists in business, management and leadership training. We understand the skills that make you more employable and successful at work. Our role is to help you develop new skills and knowledge.



MIGAS
APPRENTICES & TRAINEES




MiTraining

BSB30115 Certificate III in Business

Code	Unit Title	Type
BSBWHS302	Apply knowledge of WHS legislation in the workplace	Core
BSBWRT301	Write simple documents	Elective
BSBITU312	Create electronic presentations	Elective
BSBITU306	Design and produce business documents	Elective
BSBWOR404	Develop work priorities	Elective
BSBFLM312	Contribute to team effectiveness	Elective
BSBDIV301	Work effectively with diversity	Elective
BSBINN301	Promote innovation in a team environment	Elective
BSBADM311	Maintain business resources	Elective

Plus three additional electives selected in consultation that reflect the key tasks of your traineeship job role.

These electives may focus on customer service, finance/business resources or working with people and teams.



Did you know that this course is often compared with the Certificate III in Business Administration? There are many similarities and we can help you choose the best option.

About the qualification

This course is designed for those seeking a career in business and administration across a broad range of industries.

Undertaking the training through a traineeship means the skills and knowledge you develop will be put into practice, and assessed, in a real workplace. The training provides a fantastic opportunity to develop real world skills in a supported environment.

Typical job roles related to the training may include administrative assistant, executive support, reception and customer service. You may even perform administrative tasks in specialist business areas such as human resource, marketing or finance.

The topics (units of competency) included in the course will assist you to develop essential administrative skills, and importantly, how to work successfully in a team environment.

Course structure

The qualification comprises 12 units of competency including:

- 1 core unit of competency
- 8 preselected elective units of competency (shown in structure)
- 3 additional elective units of competency

MiTraining delivers this qualification with set electives.

That means the elective units of competency shown in the course structure were chosen to reflect the work outcomes, skills and knowledge required to be successful in a contemporary workplace at this level.

Duration

The duration of the traineeship is 12 months full time but may also be completed part time (up to 24 months) or while still at school.

Once enrolled, a training plan is provided to guide your progress through the course to achieve competency in each unit.

About the qualification

Entry requirements

There are no formal prerequisites or educational requirements for this qualification. On enrolment you may be required to complete a language, literacy and numeracy assessment to inform any learning support needs during your training.

As a general rule only Australian and New Zealand Citizens on a valid passport, and with unrestricted work rights, may undertake the course as part of a traineeship.

Completion of Year 12 is recommended, however individuals who are 13 and over and still enrolled at secondary school may apply.

Recognition of Prior Learning

RPL is an assessment pathway that recognises your existing skills and knowledge. If you believe you are a suitable candidate for RPL please contact MiTraining for support with this process.

Course fees

The course fee is \$2,600 which includes access to all course resources and assessment.

Undertaking the qualification as part of a traineeship may reduce the course fees. Please contact MiTraining to discuss your options.

Delivery mode

The course is delivered as a fee-for-service traineeship with training delivered online and assessment performed in the context of the workplace.

Ongoing support

During the course will you receive three types of support:

1. Feedback and guidance from a trainer & assessor to develop your skills and knowledge.
2. Student support with general enrolment and course needs.
3. On-the-job mentoring and support from a dedicated MIGAS Field Officer.



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