About this Program
This qualification will help you develop a broad range of competencies applicable to your career in business.

The program is beneficial for you if you are motivated to work in a business environment. It will add value to your experience and enhance further education and employment opportunities.

How you will learn
This program is provided as a mix of online and in booklet form. It will include activities, notes, and tutorials. Students receive continuous support from teachers for all course related questions.

Course outcomes
A Certificate III in Business will empower you to undertake varied tasks in business applying theoretical knowledge, using discretion and judgement.

Career opportunities
Graduates will complete the program with the skills and knowledge recognised by business professionals across a range of industries. AQI will support students with career and training advice. Possible jobs for graduates:

- Customer Service Advisor
- Payroll Officer
- Office Manager

Pathways to further learning
Graduates may undertake further study in a higher level qualification such as the Diploma of Business (BSB50215). AQI will provide you with advice and support on further training.

Duration
This course usually takes nine months to a year to complete, but students can complete it in less time if they choose to accelerate their learning. The maximum timeframe is two years.
Entry Requirements
There are no specific entry requirements for this Certificate program except AQI’s requirement that those students who have English as a Second Language must have sound English language skills which generally equate to an IELTS score of 5.5.

Preferred pathways for candidates considering this qualification include either:
- Certificate II in Business or other relevant qualification, or
- Vocational experience assisting in a range of support roles

Program units
To obtain this qualification, students will complete the following units:

- BSBCUS301 Deliver and monitor a service to customers
- BSBFIA301 Maintain financial records
- BSBFLM305 Support operational plan
- BSBFLM309 Support continuous improvement systems and processes
- BSBINN301 Promote innovation in a team environment
- BSBITU302 Create electronic presentations
- BSBITU304 Produce spreadsheets
- BSBMKG414 Undertake marketing activities
- BSBRES401 Analyse and present research information
- BSBSUS301 Implement and monitor environmentally sustainable work practices
- BSBWHS302 Apply knowledge of WHS legislation in the workplace
- BSBWRT301 Write simple documents

National Recognition
This qualification is recognised nation-wide and is taken from the Australian Business Services Training Package.

Recognition of Prior Learning
Recognition of Prior Learning (RPL) takes into account the knowledge and skills you have already gained through your previous education and work. You can earn credit for this qualification if you have:

1. completed relevant formal or informal training, or
2. have developed skills in these areas through experience, or
3. if you can demonstrate the skills required.

For further details refer to www.aqi.edu.au.