

Brisbane College of Horticulture

Certificate III in Business

(BSB30115)

Description

Studying the Certificate III in Business (BSB30115) introduces you to the fundamental business administration skills that can apply across different industry sectors including horticulture.

Depending on your chosen outcome, your study will help you develop a range of skills which includes: organising resources; helping customers; coordinating staff, producing documents, record keeping and preparing reports.



Occupations that relate to this qualification include clerical officers, customer service officers and information officers.

Entry Requirements

All students must have successfully completed Year 12 or equivalent qualification / certificate and received / gained at least a 55% pass mark in the English Subject / or be able to demonstrate English language proficiency at the time of enrolment. A student can demonstrate English language proficiency by taking IELTS exam (minimum score 5.0) or by demonstrating the reading and writing skills to the Brisbane College of Horticulture (BCH).



Pathways into the qualification

Candidates may enter the qualification through a number of entry points demonstrating potential to undertake vocational education and training at the Certificate III level, including:

- BSB20115 Certificate II in Business or
- or vocational experience assisting in a range of support roles without a formal business qualification.

Candidates will be provided with a self-assessment tool to assist in the confirmation of potential RPL, RCC and entry pathways when making an applicant to enrol.

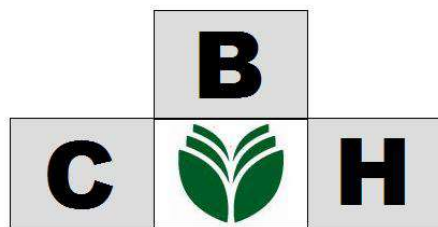
Our credentials.

The Brisbane College of Horticulture was first registered as a training provider in November 2009 (CRICOS Registration number 03226B) offering courses in Horticulture (which it continues to do).

The RTO's registration details are

- National registration
<http://training.gov.au/Organisation/Details/32032>
- CRICOS registration :
<http://cricos.education.gov.au/Institution/InstitutionDetails.aspx?ProviderID=3226>





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The College is also a member of the Australian Council for Private Training and Education (ACPET). ACPET's focus on high standards means only quality independent training organisations are admitted as members, who must adhere to the ACPET Code of Ethics.



The College provides the finest educational opportunity through a commitment to students' success. To achieve this, class sizes are kept relatively small, and do not exceed 10 students at any one time. This permits more active engagement between trainer, student and colleagues.

This is supported by the quality of the training resources and the experience of the trainers which serves to motivate students and fosters a personal approach to studying.

The learning facilities are of the highest standard in presentation creating a friendly and relaxed learning environment.

Program Duration

This course will be delivered full time only being 26 weeks of tuition with 20 hours of face to face delivery per week. Classes are held every week and participants will be required to attend each session.

Candidates will have 12 months in which to complete their studies (but this may be extended by a further 6 months' subject to the circumstances). During the 12-month period of study, candidates will have home based learning activities to complete representing approximately 10 hours per week and assessment activities requiring a further 20 hours per unit **As a consequence candidates can expect to commit approximately 1200 hours to their study.**

There will be holiday breaks every 10 weeks for 2 weeks.

Admission Method

It is best if you can enrol at the college head office although applications by mail are accepted.

At the time of your enrolment you will be asked to complete a self- assessment of your existing business skills. This assessment is designed to ascertain your current learning requirements that helps us design a program best suited to you. It may also highlight any prior experience in business administration or management and you may be eligible for RPL.

Recognition of Prior Learning (RPL)

In addition to helping us design your course, the self-assessment described above may expose opportunities for the recognition of prior learning (RPL). This process enables your past training, (whether formal or informal) and/or work experience to be assessed and matched against the units of competency within this course. This can help reduce the time you need to complete the course.

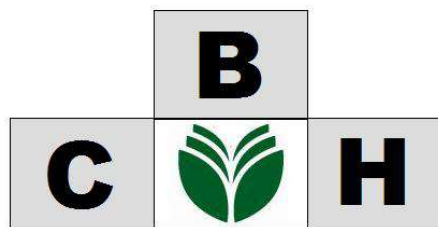
Why study at BCH?

-  *Modern Location*
-  *Close to Public Transport and shops*
-  *Industry Recognised Trainers*
-  *Free Internet Access*

Why wouldn't you study with BCH

Call today to Enrol





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Method of Study

The lessons are conducted in the classroom.

All learners receive a set of learner guides that form part of the program.

The College may be available should you wish to utilise the premises outside normal study hours for additional study time.

If you have any concerns about the methods of study please speak to the college prior to enrolment.

Requirements for Qualification

To successfully complete the course, students must undertake all units, sit and be deemed competent in all assessment tasks.

Students are required to actively participate in all learning activities during the course.

The training will include a series of class lead and home based practical exercises that will be used to guide your progress and the content maybe contextualised to suit those working within the horticulture sector.

Course Costs

International students \$4,000 (AUD)

This includes:

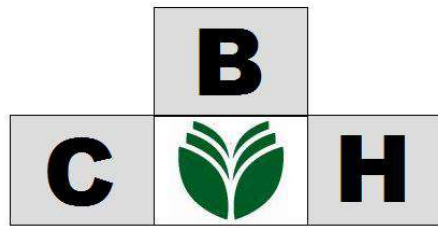
- Learner guides & tuition
- Assessment kits
- Support throughout your course



Course Structure

The Certificate III in Business (BSB30115) contains 12 Units:

Unit code	Unit title
BSBWHS302	Apply knowledge of WHS legislation in the workplace
BSBDM311	Maintain business resources
BSBCUS301	Deliver and monitor a service to customers
BSBDIV301	Work effectively with diversity
BBSFLM303	Contribute to effective workplace relationships
BSBINM301	Organise workplace information
BSBSUS301	Implement and monitor environmentally sustainable work practices
BSBWOR301	Organise personal work priorities and development
BSBWRT301	Write simple documents
BSBITU306	Design and produce business documents
BSBRSK401	Identify risk and apply risk management processes
BSBFIA301	Maintain financial records



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Course Assessment

During your course, you will be required to sit a range of assessments. These will include both practical and written activities and are in addition to the learning activities mentioned previously. Your trainers will provide you sufficient information prior to each assessment activity to ensure you understand your requirements.

You will also be supplied with an assessment kit for each unit of study. Each kit provides all of the information you need to complete each assessment task.

Learning and assessment support assistance will be given to participants who experience learning difficulties.

Location

Brisbane Campus: U6 31 Black St Milton Queensland 4064 Australia

Cairns Campus: 1/15 Lake Street, Cairns QLD 4870

Contact Details

Telephone: 07 3162 1661 and 0413 703 692

Email: info@bch.edu.au

Web: <http://www.bch.edu.au/>

Refer to the College Enrolment Form and of the College Policy & Procedure Manual for further information on the terms and conditions for enrolment and participation including course fees, refunds, equity and other related procedural matters.

