



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



Whilst there are no entry requirements, candidates will be expected to have a good command of English and maths and can access the internet and electronic mail.

Our credentials.

The Brisbane College of Horticulture was first registered as a training provider in November 2009 (Registration number 32032) offering courses in Horticulture (which it continues to do).

The RTO's registration is located at <http://training.gov.au/Organisation/Details/32032>.

The College is also a member of the Australian Council for Private Training and Education (ACPET).



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 1240 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.

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

\$4,000

This includes:

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





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Course Structure

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

BSBWHS302	Apply knowledge of WHS legislation in the workplace
BSBDM31	Maintain business resources
1	Deliver and monitor a service to customers
BSBCUS30	
1	
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

Course Assessment

During your course, you will be required to sit a range of assessments. These will include both practical and written 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.

Financial Assistance

In some instances local residents / applicants may-be eligible for financial assistance provided by the Queensland Government. For information about the eligibility criteria speak with a staff member.

Location

Brisbane: Level 3 97 Creek St Brisbane Qld 4000

Contact Details

Telephone: (+61) 480 123 015

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.

