

BSB30415 Cert III in Business Administration Group B Timetable in 2018/19

Workshop times and Optional Incentre Study Days are 9.15 to 3.15

A total of 13 units of competency must be successfully completed to gain this qualification

C = core unit; AE = group A elective unit; BE = group B elective unit

Unit Code and Title for Workshop	Date
BSBWOR301 Organise personal work priorities and development (BE)	Thursday 31 May 2018
BSBPRO301 Recommend products and services (BE)	Thursday 12 July 2018
BSBCMM301 Process customer complaints (BE)	Thursday 30 August 2018
Program Review	
BSBITU304 Produce spreadsheets (AE)	Thursday 27 September 2018
Optional Study Day	Tuesday 9 October 2018
BSBDIV301 Work effectively with diversity (BE)	Thursday 1 November 2018
Program Review	
BSBWHS201 Contribute to health and safety of self and others (C)	Thursday 14 February 2019
BSBITU302 Create electronic presentations (AE)	Thursday 28 March 2019
Optional Study Day	Tuesday 9 April 2019
BSBCUS301 Deliver and monitor a service to customers	Thursday 9 May 2019
Program Review	
BSBINN201 Contribute to workplace innovation (BE)	Thursday 20 June 2019
Optional Study Day	Tuesday 2 July 2019
BSBWRT301 Write simple documents (AE)	Thursday 1 August 2019
BSBITU306 Design and produce business documents (AE)	Thursday 10 October 2019
BSBADM307 Organise schedules (AE)	Thursday 14 November 2019
Optional Study Day	Tuesday 3 December 2019

Self-paced e-learn unit assessed online – can be completed on an optional study day or at the workplace:
BSBITU307 Develop keyboarding speed and accuracy (C)

*Please note there are a range of e-learn units available to suit the needs of every workplace.
Any elective (BE) unit can be replaced with an online self-paced unit – we can provide more information.*

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