

BSB30115 Cert III in Business Group A Timetable in 2018/19

Workshop times: 9.15 – 3.15

Optional Incentre Study Days: 9.15am – 3.15pm

A total of 12 units of competency must be successfully completed to gain this qualification

C = core unit; E = elective unit

Unit Code and Title for Workshop	Date
BSBWOR301 Organise personal work priorities and development (E)	Thursday 31 May 2018
BSBPRO301 Recommend products and services (E)	Thursday 12 July 2018
BSBCMM301 Process customer complaints (E)	Thursday 30 August 2018
Program Review	
BSBITU304 Produce spreadsheets (E)	Thursday 27 September 2018
Optional Study Day	Tuesday 9 October 2018
BSBDIV301 Work effectively with diversity (E)	Thursday 1 November 2018
Program Review	
BSBWHS302 Apply knowledge of WHS legislation in the workplace (C)	Thursday 14 February 2019
BSBITU302 Create electronic presentations (E)	Thursday 28 March 2019
Optional Study Day	Tuesday 9 April 2019
BSBCUS301 Deliver and monitor a service to customers (E)	Thursday 9 May 2019
Program Review	
BSBINN301 Promote innovation in a team environment (E)	Thursday 20 June 2019
Optional Study Day	Tuesday 2 July 2019
BSBWRT301 Write simple documents (E)	Thursday 1 August 2019
BSBITU306 Design and produce business documents (E)	Thursday 10 October 2019
BSBADM307 Organise schedules (E)	Thursday 14 November 2019
Optional Study Day	Tuesday 3 December 2019

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

For all enquiries please contact Raine Harding or Lyn Flint-Cornell on 6234 1433
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