

Certificate III in Business - Virtual Enterprise

NAME OF COURSE

BSB30107 - Certificate III in Business – Nationally Recognised Qualification

COURSE DESCRIPTION

Designed for the Intermediate participant, a virtual enterprise firm is a simulated business that is set up and run by the participants/trainees with support from an educator (trainer/ facilitator) and a real business. Virtual enterprise firms conduct business with other virtual enterprise firms in a simulated environment on a local, national or international basis. The products and services traded reflect those marketed by their real business partners.

The virtual enterprise firm provides a training environment which enhances the development of business skills, technical skills and interpersonal skills. Although there is no actual transfer of goods or money, all the usual business transactions take place: orders are sent, invoices issued, financial records maintained, employees paid, etc. Participation in a virtual enterprise firm gives trainees real business insights and awareness of business sensitivities. They develop skills in Decision making, in group dynamics and working with clients towards a positive outcome.

Business Administration covers all industries. Certificate III in Business graduates will be able to take responsibility for their own work and apply a range of well developed skills to a variety of predictable problems where discretion and judgment is required. This course aims to develop the administrative skills at a higher level for those seeking employment in a wide range of administrative and office support positions.

UNITS

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| BSBOHS201A Participate in OHS processes | BSBITU309A Produce desktop published documents |
| BSBWOR301A Organise personal work priorities and development | BSBCUS301A Deliver and monitor a service to customers |
| BSBPRO301A Recommend products and services | BSBINM301A Organise workplace information |
| BSBWRT301A Write simple documents | BSBITU303A Design and produce text documents |
| BSBINN201A Contribute to workplace innovation | BSBITU304A Produce spreadsheets |
| FNSICGEN305A Maintain daily financial/business records | BSBITU306A Design and produce business documents |

FEES

\$756.00 Full fee

\$436.50 Concession fee. Proof of concession must be provided at enrolment to receive this rate.

Fees can be paid in installments if requested, however, the Certificate will not be issued until the full fee has been received. Centrepay options are also available.

QUALIFICATIONS & PATHWAYS TO FURTHER STUDY

After successfully completing all the requirements of the course, you will be issued with a Nationally Recognised Certificate.

Students who complete these courses may go on to employment or further education or training such as the Certificate IV in Business (Administration).

DELIVERY STYLE / SERVICES

Activities staff complete whilst working in a practice firm include:

- office administration
- advertising and promotions
- market research
- salaries and accounting practices
- reception; and
- human resources administration.

This training program has been funded by the Department of Education and Training

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SKILLS RECOGNITION - EXEMPTIONS/TRANSFERS

[Recognition of Prior Learning \(RPL\)](#) is available to applicants for this course. RPL is the acknowledgement of skills and knowledge gained through formal training, work experience and life experience.

In order to be granted a credit transfer for any part of the course you will be interviewed by teachers of the course who will assess whether your experience matches the course content.

WITHDRAWAL/REFUNDS

Directions refund policy is in accordance with the Department of Education and Training, VET Fees and Charges Policy 2009.

Students must provide written advice of withdrawal to be eligible for a refund within two weeks of the official withdrawal date. Please contact Directions to obtain a withdrawal form as soon as possible. Please indicate on this form your request for refund.

FULL REFUNDS

Students who withdraw are entitled to a full refund of fees and charges where:

- A course/qualification or unit of competency/module is cancelled or re-scheduled to a time unsuitable to the client;
- A student is not given a place due to maximum number of places being reached; or
- A student accepts an offer of a place in a university. In this situation, students must provide a copy of the letter of offer with their refund application

Directions can approve a full refund of fees at any time during delivery if a class is cancelled because of declining student numbers, no available lecturer, or due to other circumstances caused by Directions.

PART REFUNDS

Students who withdraw for reasons other than those outlined above, and who lodge a withdrawal form within 4 weeks of commencing their unit or their program of study or before 25% of delivery has been concluded (**whichever is sooner**) will be eligible for full refund of their tuition fee paid and 50% of the resource fee paid. 0% of the enrolment fee will be refunded.

PRO RATA REFUNDS

Directions can approve a pro rata refund of fees and charges at any time during the course delivery if students withdraw for reasons of personal circumstance beyond their control. E.g. serious illness resulting in extended absence from classes; injury or disability that prevents the student from completing their program of study; or other exceptional reasons at the discretion of Directions. In all cases, documentary evidence (e.g. Medical Certificate) is required.

CONTACT US TO ENROL

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