Australian Academy of Business & Management

Australian Academy of Business & Management (AABM) delivers nationally recognised courses to Diploma level across Australia. All courses and services are designed with flexible learning in mind and are tailored to meet the developmental needs of employers and individual students.

The quality of an education and training provider can be measured by the standard of its curriculum, the excellence of its academic staff and ultimately the success of its graduates. AABM’s education technology platform enables students to fit study within their busy schedules and facilitates direct access to academic teaching staff and support services.

**Our vision** is to be recognised as one of the leading business education and training providers in Australia and the Asia Pacific region.

**Our mission** is to deliver quality education and training programs that give our students the chance to create an improved future for themselves in the form of employment, career advancement and pathways to further education and self-development.
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Certificate III in Business  
- BSB30112

Description
This qualification reflects the role of individuals who apply a broad range of competencies in a varied work context using some discretion, judgement and relevant theoretical knowledge. They may provide technical advice and support to a team. Participants undertaking the Certificate III in Business will develop skills and knowledge to perform a range of responsibilities, working under minimal supervision in any business environment.

Career Outcomes
- Customer service adviser
- Data entry operator
- General clerk
- Payroll officer
- Typist
- Word processing operator

Course Fees
- Full course fees via Online learning = $900 AUD
- Full course fees via Distance Learning = $1,150 AUD
- Full course fees via RPL = $750 AUD

Payment Options:
1. You can pay the whole amount through secure online payment when you enrol in your course or via payment plan.
2. You can also choose the option to pay for the course on a $50/week payment plan.
Course Commencement

AABM does not have set course dates meaning individuals can enrol and commence their chosen course at any time.

Delivery

**Online** - Your skills and knowledge will be developed through AABMS online educational platform or

**Distance** - You will be assessed online, however you will receive your learning material (i.e Books) in the post.

Duration

- This qualification requires 12 units, consisting of 1 core unit, plus 11 elected units.
- AABM courses are self-paced, giving participants the flexibility of completing the courses in the amount of time best suited to them. **Enrolments are valid for 24 months.** Students can apply for an additional 6-month extension if required.

Entry Requirements

Age Requirements

Minimum age for entry into this qualification is 16 years. If an individual is under 18 years their parent or guardian must sign a consent form.

Education and skills requirements:

Although there are no formal educational requirements needed to attend the course it is encouraged that participants have completed year 10 schooling. A solid understanding of the English Language is required as the course requires students to complete readings as well as written assessments.

Resource Requirements

Students must have access to a computer and may also need access to the following:

- Internet
- Scanner
- Adobe Acrobat reader
- Macromedia flash player
- Printer
BSBWH5302A
Apply knowledge or WHS legislation in the workplace

- Determine the legal framework for the WHS in the workplace
- Contribute to activity that reflects WHS legislative requirements
- Keep up to date with legislation and relevant publications
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Elective Units Group B

**BSBCMM301B**  
Process customer complaints  
- Respond to complaints  
- Refer complaints  
- Exercise judgement to resolve customer service issues

**BSBPUR301B**  
Purchase goods and services  
- Understand purchasing and own requirements  
- Make purchases  
- Receive purchases

**BSBCUS301B**  
Deliver and monitor a service to customer  
- Identify customer needs  
- Deliver a service to customers  
- Monitor and report on service delivery

**BSBITU302B**  
Create electronic presentations  
- Prepare to create presentations  
- Create presentation  
- Finalise presentation

**BSBINN301A**  
Promote innovation in a team environment  
- Create opportunities to maximise innovation within the team  
- Organise and agree affective ways of working  
- Support and guide colleagues  
- Reflect on how the team is working

**BSBITU303A**  
Design and produce text documents  
- Prepare to produce word processed documents  
- Design word processed documents  
- Add tables and other data  
- Produce text documents

**BSBITU309A**  
Produce desktop published documents  
- Prepare to produce desktop published document  
- Set up desktop published document  
- Create desktop published document  
- Finalise desktop published document

**BSBITU304A**  
Produce spreadsheets  
- Select and prepare resources  
- Plan spreadsheet design  
- Create spreadsheet  
- Produce simple charts  
- Finalise spreadsheets
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Elective Units Group B

BSBWOR301A
Organise personal work priorities and development
  - Organise and complete own work schedule
  - Monitor own work performance
  - Coordinate personal skill development and learning

BSBPRO301A
Recommend products and services
  - Develop and maintain knowledge of products and services
  - Recommend products and services
  - Advise on promotional activities

BSBITU306A
Design and produce business documents
  - Select and prepare resources
  - Design document
  - Produce document
  - Finalise document

BSBWRT301A
Write simple documents
  - Plan document
  - Draft document
  - Review document
  - Write final document
Recognition of Prior Learning (RPL)

Skilled but not qualified?

Wanting a new job, a promotion, change career, a pay rise or just to have qualification?

If you have the knowledge and skills but don’t hold a nationally recognized qualification to back it up, this may be holding you back from gaining employment or progressing in your career.

Recognition of Prior Learning (RPL) is a process whereby you demonstrate that you currently have the required skills and knowledge for appropriate units or qualifications within the industry, which you are experienced. RPL focuses on your life and work experiences and how they meet the criteria of the national qualifications.

Through your experiences you may be able to gain a full qualification or partial qualification. However you look at it, RPL may be the solution to this frustrating problem of having the skills but not the qualification.

Recognition of Prior Learning is available in a diverse range of areas, including Business, Small Business Management, Frontline Management, Human Resources, Administration and Bookkeeping. There is no need to attend classes because this service can be provided anywhere within Australia or overseas, at times that suit you.

What sort of skills may be considered for RPL?

- Learning from work or other forms of practical experience
- Learning from life experiences
- Courses studied at other Universities, VET colleges and schools
- Courses provided by professional bodies
- Courses provided by industry
- Courses provided by registered private providers

All of Australian Academy of Business and Managements courses are available via Recognition of Prior Learning.
How we support you

Trainer
At AABM we pride ourselves on providing participants with the best support throughout their course. Our team of highly qualified trainers are available on a daily basis for students requiring assistance in their studies. Our trainers provide valuable feedback to students and are available through email and phone calls during business hours.

Student Support Team
Our student support team are here to answer any general questions about us or about our courses and can be contacted through the website or by phone. Any queries on the website will be followed up by a phone call by our student support team. The team is always available to help you if you have any doubts, questions or queries. They will also provide you with assistance on unit selections and course recommendations in order for you to get the most out of the course.

Coaching
Coaches will be provided to students that require that extra push as they provide extra assistance as well as motivation. Our coaches provide students with helpful tips that will enable students to stay on track during their course.

Counselling
At AABM we understand how stressful and how difficult student life can be, this is why we provide all our students with free and confidential counselling. Our professional counsellor will listen to student’s issues and provide advice on how to best manage them.

Career guidance
Our career guidance team is here to help out all students that are uncertain of which career path they want to take. Our team advises students on which courses to take in order to achieve certain career goals as well as advising students which career is best suited to their skill set.
Why Choose AABM?

- Nationally recognised training
- 24/7 support by phone and email
- All training materials provided
- No hidden costs
- Study where and when it suits you
- Progress at your own pace
- Combine self paced learning with experienced trainer support
- Continue working while you are studying
- Our courses enable participants to apply their learning to their workplace and/or life experience
- Our courses are competency based
- Able to resubmit assessments until complete

Enrol Today!

Online or Distance learning allows students the flexibility of completing their course at their own pace, at times to suit work and other life commitments. Avoiding commutes, classrooms and rigid timetables are just a few good reasons to undertake online or distance learning. Students can “attend” a course at anytime, from anywhere.

Enrolling into the Certificate IV in Business through AABM is a quick and easy process.

1. Read the Student Handbook
2. Register as a student by completing the online enrolment form
3. Log into your student account and select your course.

If you require any additional information or assistance then please don’t hesitate to contact our friendly staff on (07) 5575 7052 or email admin@aabm.edu.au
Other Qualifications Available Through AABM Include:

- Certificate III in Business
- Certificate III in Business Administration
- Certificate IV in Business Administration
- Certificate IV in Business
- Certificate IV in Frontline Management
- Certificate IV in Small Business Management
- Certificate IV in Human Resources
- Certificate IV in Bookkeeping
- Diploma of Business
- Diploma of Management
- Dual Diploma of Management & Business