





Windsor Institute of Commerce

		Certificate III in Business Sales BSB30201 (CRICOS Code 046381B)		
To be awarded a Certificate III learners' must demonstrate competency in 12 units of competency at AQTF level III. The course described here has been developed as a standard course of learning that is suitable for learners progressing to Diploma and Advanced Diploma Level studies and then on to further academic studies. It is also suitable for entry level employees to the workplace where they are expected to apply known solutions to a predictable range of problems and to take responsibility for their own work outputs and some limited responsibility for the outputs of others.				
Subject	Nominal Hours	Competency	Description	
Business Communication	80	BSBADM302A	Produce texts from notes	
		BSBCMN305A	Organise workplace information	
		BSBCMN306A	Produce business documents	
		BSBCMN311A	Maintain workplace safety	
Sales	80	BSBSLS302A	Organise personal work priorities & development	
		BSBSLS301A	Develop product knowledge	
		BSBSLS302A	Identify sales prospects	
		BSBSLS303A	Present a sales solution	
		BSBSLS304A	Secure prospect commitment	
Total Nominal Hours (Core)	400	BSBSLS305A	Support post sales activities	
		BSBSLS306A	Self-manage sales performance	
Delivery	Lectures in support of the competencies may be delivered consecutively or concurrently over a multiple week cycle. Flexible learning pathways are offered within the study sessions to maximise the learning experience.			
<u>Elective units of competency</u> Students are required to demonstrate competency in one of the following clustered units of competency (subjects) to qualify for this course:				
Accounting	80	BSBADM308A	Process payroll	
		BSBADM309A	Process accounts payable and receivable	
		BSBADM310A	Maintain a general ledger	
Client Relationships	80	BSBCMN209A	Provide information to clients	
		BSBCMN309A	Recommend products & services	
		BSBCMN310A	Deliver & monitor a service to customers	
Team Building	80	BSBMKG406A	Build client relationships	
		BSBFLM303B	Contribute to effective workplace relationships	
		BSBFLM304A	Participate in work teams	
		BSBFLM404A	Lead work teams	
Presentations & Meetings	80	BSBCMN404A	Develop teams and individuals	
		BSBCMN301A	Exercise initiative in a business environment	
		BSBMKG407A	Make a presentation	
Introduction to Marketing	80	BSBADM307A	Organize schedules	
		BSBADM405A	Organize meetings	
		BSBCMN304A	Contribute to personal skill development and learning	
		BSBCMN312A	Support innovation & change	
		BSBMKG301A	Research the market	
		BSBMKG302A	Identify marketing opportunities	



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The worker will normally be engaged in a workplace in which they:

- demonstrate some relevant theoretical knowledge;
- apply a range of well-developed skills;
- apply known solutions to a variety of predictable problems;
- perform processes that require a range of well-developed skills where some discretion and judgement is required
- interpret available information using discretion and judgement;
- take responsibility for their own outputs in work and learning;
- take limited responsibility for the output of others.