

Australian Fenestration Training Institute



Certificate III in Business BSB30110



Australian Window Association trading as AFTI

Online Course

Start: Anytime

Length of Course:

Total nominal hours: 315-600 hrs
Avg. Contact time: 10 hrs/month
Avg. Research time: 12 hrs/month
Full time duration: 12-15 months
Part-time duration: 15-18

Fee: \$2,500 (no GST) includes all course materials, training, assessment and support.
Payment schedule: \$1,000 on enrolment
Prior to commencement of 3rd unit: \$1,000
Prior to commencement of 8th unit: \$500

Course Description

This course is designed to meet the needs of a variety of jobs. For this reason there are a number of ways that the course can be packaged. There are four core units plus seven elective units. The units are listed overleaf.

Eligibility

There are no prerequisites for the units of competency. Entry to the qualification can be

- after achieving Certificate II in Business or other relevant qualification/s
- by providing evidence of competency in the majority of units required for the Certificate II in Business or other relevant qualification/s.
- with some vocational experience assisting in a range of support roles without a formal business qualification.

Target Audience

The key clients for this qualification are new or recent entrants to fenestration industry organisations in particular and the building and construction industries in general, typically in customer service, administration or sales / sales support roles, where a limited degree of discretion, judgement and decision making is involved under supervision.

The building and general construction, and fenestration industries are quite broad, so the target group will be within the whole of both sectors.

Participants will need to be sponsored by their employing organisation, or be able to demonstrate that they will have access to sufficient relevant organisational information to enable them to complete the assessment tasks at an appropriate level.

Learner Handbook

The Learner Handbook contains vital information on cancellations, refunds, policies and procedures and must be read prior to enrolment. A copy is available on the AFTI website www.afti.edu.au or a copy can be sent on request.



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Online Delivery

Online delivery provides a very flexible way to study. It means that you can learn at anytime and any place and still have contact with your trainers.

On enrolment you will be provided with course materials for each unit and you will be able to work through them in your own time. In addition you will receive the following support:

- Regular contact with trainer via email
- Scheduled Internet based classroom session
- Contact via phone, email and Skype
- Assessment of each unit upon completion

The course has been designed and developed to be studied online to enable people currently employed to participate and for others living in non-local areas to remove the cost of travel and accommodation associated with regular classroom tuition.

The course materials will be made available via post and through access to a learning management system, where you will also be able to submit assignment work for assessment by your trainer.

Take advantage of this tailor-made course for personnel working in the fenestration industry.

Improve your skills and knowledge and gain a nationally recognised qualification.

Enquiries and Enrolment

Australian Window Association
Trading as Australian Fenestration Training Institute

71 Ridge St, Gordon NSW 2072
T: 02 9498 2768 F: 02 9498 3816
training@awa.org.au
www.afti.edu.au

Units of Competency

Core units (compulsory)

- BSBOHS301B Apply knowledge of OHS legislation in the workplace

Elective units (select eleven)

- CPCCBC4012A* Read and interpret plans and specifications
- CPCCBC4014A* Prepare simple building sketches and drawings
- BSBCUS301A Deliver and monitor a service to customers
- BSBDIV301A Work effectively with diversity
- BSBFIA301A Maintain financial records
- BSBADM311A Maintain business resources
- BSBINM301A Organise workplace information
- BSBINM302A Utilise a knowledge management system
- BSBINN301A Promote innovation in a team environment
- BSBCMM301A Process customer complaints
- BSBITU301A Create and use databases
- BSBITU302A Create electronic presentations
- BSBITU303A Design and produce text documents
- BSBITU304A Produce spreadsheets
- BSBITU305A Conduct online transactions
- BSBITU306A Design and produce business documents
- BSBITU309A Produce desktop published documents
- BSBPRO301A Recommend products and services
- BSBPUR301B Purchase goods and services
- BSBSUS301A Implement and monitor environmentally sustainable work practices
- BSBWOR301A Organise personal work priorities and development
- BSBWOR302A Work effectively as an off-site worker
- BSBWRT301A Write simple documents

*Note that the Construction Industry units are completed by attending and completing all assessment tasks in the AWA Level 1 and Level 2 training courses together with evidence gathered from your employment. These units are not available online currently.