

BSB30120 CERTIFICATE III in BUSINESS

All items below **MUST** be present for the duration of the placement.

- All relevant policies, procedures, and workplace documentation to carry out tasks including those related to:
 - Sustainability in workplace
 - Customer complaints
 - Diversity in workplace
- Policies and procedures related to work health and safety (WHS), including those for lock downs, fire evacuation and other emergencies
- Safe work environment
- Workplace resources required for your role
- Relevant software applications required for your role, including for spreadsheets
- Workplace documentation relevant to your role
- Legislation and regulations relevant
- Acts and codes of practice
- Personal protective equipment appropriate to the role and work area
- Workplace manuals, reference materials and sample forms
- Sources of expert knowledge such as:
 - Office equipment and technology i.e. Computers, printers, telephones
 - Diaries, planners and calendars to record and schedule appointments
 - Examples of correctly formatted text documents
- Style guides and user manuals
- Work schedules and performance improvement plans
- Interaction with others
- People with expert knowledge
- Access to a qualified supervisor with a minimum of Cert III in Business