



## BSB30415 Certificate III Business Administration

Mode of Delivery		Classroom / Distance /Online	
Qualification Hours and Duration		52 Weeks ( 1 Year)	
Qualification Level		Certificate III	
Nationally Recognized		Yes	
Location		409 Logan Rd, Greenslopes, Brisbane, QLD or any other Accredited Training Centre of Australia's approved location.	
Fees	Government Funded*	Tuition Fees	With Concession: \$100 Without Concession: \$200
	Fee for Service	Tuition Fees	\$ 3000
	Materials/Resources/Student Services & Amenities	No Cost*	
	Administration Fees	No Cost	

*\*Funding is available for Eligible individuals. This training is delivered with Queensland Government Funding through the Certificate 3 Guarantee Guarantee and Fee-Free year 12 graduate's initiatives. For more information about vocational training in Queensland, and to check your eligibility for funding please visit the following website:*

<http://www.training.qld.gov.au/>

[http://www.skillsgateway.training.qld.gov.au/Eligibility#citizen\\_permanent](http://www.skillsgateway.training.qld.gov.au/Eligibility#citizen_permanent)

<http://www.training.qld.gov.au/resources/training-organisations/pdf/c3g-factsheet-student.pdf>

*\*There are no costs associated for classroom based delivery; however, candidates enrolling for Online delivery will be charged fees per unit. The fees range from \$10 to \$20 per unit.*

### Qualification Overview

This qualification applies to a range of administrative roles in varied contexts. Individuals in these positions use some discretion and judgement and may provide technical advice and support to a team.

Occupational titles may include:

- General administration officer
- Junior personal assistant,
- Receptionist,
- Office administrator
- Work processing operator.



## Qualification Structure

The BSB30415 Certificate III Business Administration qualification is made up of 13 units of competence, **2 core unit** plus **11 elective** units as outlined below:

<b>CORE UNITS</b>
BSBITU307 Develop keyboarding speed and accuracy
BSBWHS201 Contribute to health and safety of others
<b>ELECTIVE UNITS</b>
BSBADM307 Organise schedules
BSBFIA302 Process payroll
BSBFIA303 Process accounts payable and receivable
BSBFIA304 Maintain a general ledger
BSBITU302 Create electronic presentations
BSBITU303 Design and produce business documents
BSBITU304 Produce spreadsheets
BSBADM311 Maintain business resources
BSBCMM301 Process customer complaints
BSBCUS301 Deliver and monitor a service to customers
BSBDIV301 Work effectively with diversity

### Note:

- *the Elective Units can be changed depending on clients needs and in accordance with training package rules.*

## Assessment Methods

A wide variety of assessments methods will be employed to assess student competence in each unit. These include but are not limited to:

- Demonstrations & Observations
- Case Studies
- Written Tests
- Role Plays
- Group Assignments
- Individual Projects/Portfolios



## **Entry Requirements**

1. Applicants 18 years and above who have satisfactorily completed year 10 or equivalent or,
2. Applicants 18 years and above with no formal qualifications who can be assessed for skills that would qualify to undertake this training.
3. Must complete literacy and numeracy test and the pre-training review. As a result of the pre-training review, any learners with identified barriers will be referred to the appropriate support services/office or referred externally where required. If a learner is unable to, meet the inherent requirements of the qualification, even with reasonable adjustment, Accredited Training Centre of Australia will offer counselling regarding alternative training and/or career path options.

## **Licensing and Regulatory Information**

No licensing, legislative or certification requirements apply to this qualification at the time of publication.

## **Completion of the Qualification**

Upon successful completion of this qualification, you will receive a nationally recognised qualification BSB30415 Certificate III Business Administration issued by Accredited Training Centre of Australia Pty Ltd

Accredited Training Centre of Australia is a Registered Training Organisation (Provider Number: 4236) registered with the Australian Skills and Qualifications Authority (ASQA).

## **Qualification Availability**

Accredited Training Centre of Australia has regular monthly intakes for each of its qualifications. Please contact the college for confirmation of the commencement date for the next available intake.

## **Future Study Pathways**

After successful completion of your Certificate III, you will have many other study options available to you. These may include Certificate IV or Diploma in Accounting, Business and Management.

## **Recognition of Prior Learning (RPL)**

Candidates may be able to shorten the length of their chosen qualification by supplying evidence of their previous training, employment experience or other life skills that directly relate to the qualification competencies. The evidence must be valid, sufficient and authentic.

Contact Accredited Training Centre of Australia directly on (07) 3847 8471 to discuss your previous experience and we will be able to guide you through the RPL process.



## **Credit Transfer (CT)**

Students may be able to shorten the length of their chosen qualification by taking into account previous studies. Accredited Training Centre of Australia accepts and provides credit to learners for units of competency and/or modules (unless licensing or regulatory requirements prevent this) where these are evidenced by:

- AQF certification documentation issued by any other RTO or AQF authorised issuing organisation, or
- authenticated VET transcripts issued by the Registrar.

Credit Transfers will be granted upon the receipt of sufficient evidence to support the application and prior to the commencement of training.

## **Special Requirements**

It is expected that all students will have access to their own personal computer and the internet. This is essential for regular research and also on-line based assessment work throughout the qualification.