

BSB30415

Certificate III in Business Administration



This qualification is suited for individuals working in a range of administrative roles in different industry areas and who may provide technical advice and support to a team.

Employment Opportunities

The completion of this qualification could lead to employment as a:

- Junior administration
- Office Clerk
- Office Assistant

How is this course delivered?

Our courses are delivered through a range of flexible arrangements including on-the-job training, online learning and self-directed learning. We also offer Recognition of Prior Learning (RPL).

Jobs and Skills WA funded training (WA only)

Jobs and Skills WA is a WA Government program focused on providing training for skills areas and to help create new jobs for Western Australians. Australian College of Training is able to access funded training for eligible persons.

To find out if you are eligible contact us now on (08) 9472 6111.

Why study with Australian College of Training?

- We offer training across 8 different industry areas which allows us to customise training to suit a variety of job roles and employment situations.
- We have flexible training and study options to suit individual learner and employer needs.
- High quality, industry-experienced trainers and support staff are here to support training in all study modes.

Duration

12-18 Months

Traineeship

Yes

Apprenticeship

No

Cost (approx.)

Fee for Service - \$2950

Traineeship – \$1400

Student tuition fees are indicative only and are subject to change given individual circumstances at enrolment. Additional fees may apply such as student services and resource fees

Other Business Qualifications

BSB30715 Certificate III in Work Health & Safety

BSB40215 Certificate IV in Business

BSB50215 Diploma of Business

Talk to our training specialists today or visit
auscollege.edu.au

ABN 48 106 641 767



Qualification Outline

This qualification covers the skills and knowledge of a broad range of competencies required for a role in business administration and customer service.

To achieve a Certificate III in Business Administration (BSB30415), a total of **thirteen (13) units** of competency must be completed, including:

- **Two (2) core units**
- **Eleven (11) elective units**

Unit Code	Core Unit
BSBITU307	Develop keyboarding speed and accuracy
BSBWHS201	Contribute to health and safety of self and others

Elective Units

- Seven (7) Elective Units must be chosen from Group A list below.
- Four (4) units may be selected from Group A or Group B lists below or other Training Package at Certificate III.
- Two (2) electives may be from a Certificate II or Certificate IV qualification.

Unit Code	Group A Elective Units
BSBADM307	Organise schedules
BSBFIA303	Process accounts payable and receivable
BSBITU312	Create electronic presentations
BSBITU313	Design and produce digital text documents
BSBITU314	Design and produce spreadsheets
BSBITU306	Design and produce business documents
BSBITU309	Produce desktop published documents
BSBWRT301	Write simple documents

Unit Code	Group B Elective Units
BSBADM302	Produce texts from notes
BSBADM311	Maintain business resources
BSBCMM301	Process customer complaints
BSBCUS301	Deliver and monitor a service to customers
BSBDIV301	Work effectively with diversity
BSBINM301	Organise workplace information
BSBINN201	Contribute to workplace innovation
BSBITU311	Use simple relational databases
BSBITU315	Purchase goods and services online
BSBSUS201	Participate in environmentally sustainable work practices
BSBWOR204	Use business technology
BSBWOR301	Organise personal work priorities and development
BSBWHS401	Implement and monitor WHS policies, procedures and programs to meet legislative requirements