

BSB30415 - Certificate III in Business Administration

Current 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.

Licensing/Regulatory Information

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

Entry Requirements

There are no specific academic entry requirements for this qualification.

Applicants for the Certificate III in Business Administration are expected to:

- Be able to use a personal computer, including basic word processing, spreadsheet, email programs and internet search engines
- Have a demonstrated capacity in learning, reading, writing, oracy and numeracy competencies to Level 3 of the Australian Core Skills Framework (ACSF). See [Australian Core Skills Framework](#).

The above requirements could be demonstrated by applicants in a variety of ways such as:

- Having completed secondary school to year 11;
- Successful employment in a position that required use of computers in an office situation;
- Verified references from an employer indicating that the applicant has demonstrated the above requirements in their workplace;
- Via an interview process that assesses the applicant's skills.

Work Placement Requirements

Not required

Licensing Requirements

Not required

Other Course Requirements

Students may be required to complete the written assessments outside of class time, which depending on the students underpinning knowledge, may be approximately 6-10 hours per week,

Course Length

Course length is 18 months

Course Locations

Whyalla, Port Lincoln, Roxby Downs, Adelaide

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Delivery Modes Available

Full-time or part-time attendance at a group delivery in a venue conducted by a facilitator

Course Fees

Total course cost \$3,000.00

Packaging Rules

Total number of units = 13

2 core units plus

11 elective units, of which:

7 elective units must be selected from the Group A units listed below

4 elective units may be selected from the Group A or Group B elective units listed below, or any currently endorsed Training Package or accredited course at the same qualification level

if not listed below, 2 of the elective units may be selected from a Certificate II or Certificate IV qualification.

Elective units must be relevant to the work environment and the qualification, maintain the integrity of the AQF alignment and contribute to a valid, industry-supported vocational outcome.

Suggested Units

BSBITU307	Develop keyboarding speed and accuracy
BSBWRT301	Write simple documents
BSBWHS401	Implement and monitor WHS policies, procedures and programs to meet legislative requirements
BSBDIV301	Work effectively with diversity
BSBITU311	Use simple relational databases
BSBITU313	Design and produce digital text documents
BSBITU314	Design and produce spreadsheets
BSBITU312	Create electronic presentations
BSBADM307	Organise schedules
BSBFIA301	Maintain financial records
BSBFIA303	Process accounts payable and receivable
BSBFIA302	Process payroll
BSBWHS201	Contribute to health and safety of self and others

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Pathways



Questions

If you have any questions regarding this course or would like to enrol, please contact us on:

Phone: 1300 885 697

Email: trainingpartnerships@ceg.net.au