



Customised Training Pty Ltd

BSB30407

Certificate III in Business Administration

Course Overview

Certificate III in Business Administration provides participants with the skills and knowledge necessary to contribute effectively in the workplace and to exercise initiative in a corporate environment. This qualification reflects the role of individuals who apply a broad range of administrative tasks.

Qualification

Upon successful completion of this course participants will be awarded the nationally recognised qualification Certificate III in Business Administration BSB30407.

Course Requirements

13 units of competency must be completed including 2 core units, 7 administrative units and 4 electives.

| CORE UNITS | |
|------------|--|
| Code | Unit Title |
| BSBOHS201A | Participate in OHS processes |
| BSBITU307A | Develop keyboarding speed and accuracy |

| SPECIALIST ADMINISTRATION UNITS (Select a minimum of 7 units) | |
|---|---|
| Code | Unit Title |
| BSBADM302B | Produce text from notes |
| BSBITU303A | Design and produce text documents |
| BSBITU304A | Produce spreadsheets |
| BSBITU302A | Create electronic presentations |
| BSBADM307A | Organise schedules |
| BSBFIA302A | Process payroll |
| BSBFIA303A | Process accounts payable and receivable |
| BSBFIA304A | Maintain a general ledger |

The 4 elective units should be selected from the units listed below or from an equivalent AQF qualification in the BSB07 Business Services Training Package or any other currently endorsed national Training Package. If not listed below, a maximum of 2 electives may be selected from a Certificate II or Certificate IV qualification.

| ELECTIVE UNITS (Select 4 units) | |
|---------------------------------|---|
| Code | Unit Title |
| BSBWOR301A | Organise personal work priorities and development |
| BSBINM301A | Organise workplace information |
| BSBADM311A | Maintain business resources |
| BSBFIA301A | Maintain financial records |
| BSBPRO301A | Recommend products and services |
| BSBCUS301A | Deliver and monitor a service to customers |

The above elective units are a guide only. Our experienced and highly qualified training staff will be able to conduct a Training Needs Analysis and indicate elective units appropriate to the individual's vocational aspirations.

Customised Training Pty Ltd

Level 1, The Business Block
11b Gell Street
Bacchus Marsh Vic 3340

Dawson House
15 Dawson Street South
Ballarat Vic 3350

email: info@ctcs.com.au
web: www.ctcs.com.au

tel: (03) 5367 1630
fax: (03) 5367 1607

tel: (03) 5364 2910
fax: (03) 5364 2911

ABN: 88 112 522 077
ACN: 112 522 077

BSB30201 Certificate III in Business Administration

Vocational Outcomes

Administration Support roles such as Administration Officer, Human Resources Clerk, Accounts Clerk, Data Entry Operator, Officer Administrator, Administration Assistant, Procurement Officer, Tender Administrator, Receptionist, Word Processing Operator and Invoicing Officer.

Develop your Employability Skills

The development of Employability Skills is integrated into the delivery and assessment of this qualification. Employability Skills are skills that apply across a variety of jobs and life contexts. There are eight Employability Skills: communication, teamwork, problem solving, initiative and enterprise, planning and organising, self-management, learning, and technology. The Employability Skills Summary lists the elements of each skill that have been identified for this qualification. The summary can be downloaded from <http://employabilityskills.training.com.au/>

Delivery Strategy

Customised Training offers a variety of delivery options including classroom based and on-the-job, allowing participants the freedom to complete this qualification at their own pace under the guidance of one of our trainers. Participants will also be required to complete written assessment tasks.

Prerequisites

No formal learning is required for this qualification; however participants are to be employed in a position relevant to the qualification or will need to arrange a suitable practical placement.

Learning Pathway

Customised Training encourages you to continue learning through either formal or informal pathways. Informal ways of learning include finding a mentor, becoming a member of your industry association or participating in short courses. The formal pathway for this qualification is the Certificate IV in Business Administration (BSB40507) or you may want to consider a higher education degree or diploma. A helpful career website to refer to is www.myfuture.gov.au

Recognition of Prior Learning/ Recognition of Current Competency

Recognition of Prior Learning/ Recognition of Current Competency enable a participant to receive recognition for the current skills, knowledge and experience they possess regardless of where the learning was obtained. These skills can be gained from:

- Previous study
- Work experience
- General life experience
- Prior qualifications and/or results

RPL/RCC ensures the knowledge and skills previously gained are applied to the qualification criteria. RPL/RCC can assist in identifying what training may be required to complete the qualification, avoiding any unnecessary training.

Participants are encouraged to discuss possible RPL/RCC application prior to commencement of training

For more information, please contact CTCS today.

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