



Certificate III in Business Administration (BSB30407)

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 administration units and 4 electives.

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

SPECIALIST ADMINISTRATION UNITS (Complete all 7 units)	
Code	Unit Title
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.

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, Office Administration Assistant, Junior Personal Assistant 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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