

BSB30415 Certificate III in Business Administration

(Release 1)



Qualification Description

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.

How will you learn?

The program has been designed to give students a range of flexible training options, to meet their needs, these include face to face classroom based, distance learning or blended delivery. Face to face training includes a range of practical activities in a simulated work environment, along with theory components – some of which may need to be completed by students outside of class times. Actual delivery method and timing will be agreed prior to the program commencing.

Eligibility/Entry Requirements

There are no entry requirements for this qualification.

Length of the course

This program is delivered over 2 years part time.

Program Content & Accreditation

This training program covers 13 units of competency taken from the BSB Business Services Training Package and are recognised nationwide. There are 2 core unit and 11 elective units.

Unit Code	Unit Name	Unit Type
BSBWHS201	Contribute to health and safety of self and others	Core
BSBITU307	Develop keyboarding speed and accuracy	Core
BSBWOR204	Use business technology	Elective
BSBCUS301	Deliver and monitor a service to customers	Elective
BSBADM302	Produce texts from notes	Elective
BSBITU309	Produce desktop published documents	Elective
BSBWRT301	Write simple documents	Elective
BSBADM307	Organise schedules	Elective
BSBWOR301	Organise personal work priorities and development	Elective
BSBITU306	Design and produce business documents	Elective
BSBFIA303	Process accounts payable and receivable	Elective
BSBFIA304	Maintain a general ledger	Elective
BSBITU304	Produce Spreadsheets	Elective

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Recognition of Prior Learning (RPL)

RPL recognises your existing experience gained through life or work for which you may not have obtained a formal qualification. We will work with you to identify your existing skills and knowledge and assess if you can then achieve a full or part qualification which will save time and avoid unnecessary duplication of training.

Career Pathways

Jobs titles vary across industries, however possible job titles relevant to this qualification include -

- Customer Service Adviser
- Data Entry Operator
- General Clerk
- Payroll Officer
- Typist
- Word Processing Operator
- Accounts Receivable Clerk
- Accounts Payable Clerk
- Junior Personal Assistant
- Receptionist
- Office Administration Assistant
- Office Administrator



For further information

Contact Kellie Walker, Training Coordinator at GTNT Training Plus on **(08) 8980 0600** (extension 138) or email training@gtnt.com.au

Unique Student Identifier

From 1 January 2015, all students participating in Nationally Recognised Training in Australia will need to have a Unique Student Identifier, or USI. This includes students completing an apprenticeship, skill set, and certificate or diploma course. A USI gives you access to your online USI account and will contain all of your nationally recognised training records and results from 1 January 2015 onwards. Your results will be available in your USI account in 2016.

When applying for a job or enrolling in further study, you will often need to provide your training records and results. One of the main benefits of the USI is that you will have easy access to your training records and results throughout your life.

It is free and easy for you to create your own USI online at www.usi.gov.au.
Your local Customer Service office can also provide further information and assistance.
For assistance please call us on our admin desk line 04 2660 3503/02 8872 8903.



GTNT Training Plus is a Recognised Training Organisation that issues nationally recognised qualifications and statements of attainment. RTO number: 0381