

BSB30415 - Certificate III in Business Administration (Release 2)



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?

Delivery will be over 18 months that consists of a combination of on-line training (Catapult), face-to-face work place visits, third party reports and contact via phone and email during working hours for questioning and support with your trainer.

This course is also offered through a Recognition of Prior Learning Pathway. Your learning has occurred over your years of working in a role which reflects the units of competency below.

Recognition of Prior Learning (RPL)

RPL is an assessment process that involves assessment of an individual's relevant prior learning (including formal, informal and non-formal learning) to determine the credit outcomes of an individual application for credit. We will work with students to identify any relevant existing skills and knowledge they may have to determine their eligibility for recognition for any components of the qualification which may save time and avoid unnecessary duplication of training.

Course Outline

This qualification consists of 13 units of competency and is detailed below. There are 2 core unit and 11 elective units that can be select from the list on page 2.

Locations of Delivery

The online delivery will be completed within your place of employment.

The Recognition of Prior Learning will be completed at GTNT Training, 38 Wood Street, Darwin.

Eligibility/Entry Requirements

There are no entry requirements for this qualification.

Assessment

Assessment strategies vary with each unit of competency and are inclusive of on-line assessments, work place observations, third party reports and the completion of the student's journal.

Recognition of Prior Learning assessment strategies will consist of self-assessment, resume, evidence portfolio, competency conversation and if applicable practical activities.

Thank you for choosing GTNT Training to further your skills and knowledge. We look forward to walking alongside you on your journey.

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Course Outline

Unit Code	Unit Name	RPL Only	Unit Type
BSBITU307	Develop keyboarding speed and accuracy	Y	Core
BSBWHS201	Contribute to health and safety of self and others	Y	Core
BSBWRT301	Write simple documents	Y	Elective
BSBITU312	Create electronic presentations	Y	Elective
BSBITU313	Design and produce digital text documents	Y	Elective
BSBITU314	Design and produce spreadsheets	Y	Elective
BSBITU306	Design and produce business documents	Y	Elective
BSBITU309	Produce desktop published documents	Y	Elective
BSBADM307	Organise schedules	Y	Elective
BSBADM311	Maintain business resources		Elective
BSBCUS301	Deliver and monitor a service to customers	Y	Elective
BSBWOR204	Use business technology	Y	Elective
BSBDIV301	Work effectively with diversity		Elective
BSBCMM301	Process customer complaints		Elective
BSBWOR301	Organise personal work priorities and development	Y	Elective
BSBINM301	Organise workplace information	Y	Elective

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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, Accounts Receivable/Payable Clerk, Junior Personal Assistant, Receptionist or Office Administration Assistant.

Cost

Nil

Government subsidies and entitlements

This course is subsidised by the NT Government for eligible students who sign up with Australian Apprenticeships NT. To download a sign up request form and find further information on the NT Government funding follow the link to <https://www.australianapprenticeshipsnt.com.au/>

GTNT will provide the following

Fully operational training rooms with free Wi-Fi access.

Student to provide the following

Workplace suitable to undertake qualification.

Laptop with compatible Microsoft products and Wi-Fi connectivity.

General Information

GTNT Complaints and Appeals policy refer to [GTNT Complaints and Appeals Policy](#)

GTNT Training Student Handbook refer to [GTNT Training Student Handbook](#)

GTNT Training Enrolment Form refer to [GTNT Training Enrolment Form](#)

For further information and enrolment

Contact Kellie Walker, Training Coordinator at GTNT Training on **(08) 8980 0600**, email training@gtnt.com.au, or visit our website www.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.

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