

BSB30415

CERTIFICATE III

IN BUSINESS ADMINISTRATION



OVERVIEW

This qualification reflects the role of individuals to work in an administrative environment. To develop and build a broad range of knowledge and skills to carry out a range activities. To complete administrative tasks and provide support to the team in New South Wales.

This course can be delivered in a flexible program of classroom training and self-paced learning activities.

QUALIFICATION STRUCTURE

There are thirteen (13) units of competency to complete, comprising of two (2) core units and eleven (11) elective units of competency. Please see the next page for our standard BSB30415 Certificate III in Business Administration program.

Keep in mind, one of our ARC representatives will be happy to discuss unit selection.

ARC Training offers the opportunity to go through a Recognition of Prior Learning (RPL) process. Please talk to an ARC Training representative about applying for RPL or a credit transfer.

Entry Requirements:

There are no entry requirements for this qualification. Student will be required to provide their USI and complete a language, literacy and numeracy test.

ARC Training has policies, procedures and information to help create a safe and healthy, culturally diverse, friendly and non-discriminatory learning environment.

Pathways

On completion of this qualification you may wish to further your education by enrolling in any of the following qualifications:

- ✓ BSB40315 - Certificate IV in Customer Engagement
- ✓ BSB40515 - Certificate IV in Business Administration

Where will the training take place?

Training and Assessment will take place:

Classroom: Training and assessment takes place in a classroom and involves discussions and activities.

Self-directed learning: Further study and assessment activities are done by participants in their own time.

Assessment: The methods in which students are assessed may include written questions, scenarios, projects and observations.

What ARC Training provides?

We provide learning materials, assessment tools and a qualified trainer and assessor.

How long will the program run?

Students have up to 12 months to complete the course.

Possible job roles

- ✓ General clerk
- ✓ Receptionist
- ✓ Office assistant

How much will it cost?

Subsidised Training: funding may be available for eligible participants under the NSW Smart and Skilled Program.

To be eligible for a subsidised place, you must be:

- ✓ an Australian Citizen, Australian Permanent Resident, Humanitarian Visa Holder or NZ Citizen
- ✓ 15 years old or over
- ✓ Living or working in NSW
- ✓ No longer be at school or equivalent.

This training is subsidised by the NSW Government.

Total student fee:

Exemption \$0 Concession \$240
First Qualification \$1,320
Subsequent Qualification \$1,580

BSB30415 CERTIFICATE III IN BUSINESS ADMINISTRATION

01

CORE

BSBWHS201
BSBITU307

Contribute to health and safety of self and others
Develop keyboarding speed and accuracy

02

ELECTIVE

BSBITU314
BSBITU312
BSBITU313
BSBWRT301
BSBADM307
BSBFIA302
BSBFIA303
BSBDIV301
BSBWOR301
BSBADM302
BSBINM301

Design and produce spread sheets
Create electronic presentations
Design and produce digital text documents
Write simple documents
Organise schedules
Process payroll
Process accounts payable and receivable
Work effectively with diversity
Organise personal work priorities and development
Produce texts from notes
Organise workplace information

Please note: electives may change, depending on organisational and student needs.

Why participate in training?

- ☒ To receive a nationally recognised qualification.
- ☒ To further develop your career.
- ☒ To formalise your skills and knowledge.
- ☒ To learn to perform your job easier and better.

Learning Support

Students to have access to a Trainer/Assessor and the Student Services team to provide course and assessment support.