

BSB30415

Certificate III in Business Administration



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 advise and support to a team.

Entry Requirements

There are no entry requirements

Must be employed in a relevant position if undertaking through a traineeship program

Course Requirements

13 units of competency are required to complete this qualification, including 2 core units and 11 elective units. Certificate III in Business Administration has a 12 month term for full-time employees and a 24 month term for part-time employees under a traineeship arrangement.

Recommended course structure*

Code	Title	Core/Elective
BSBITU307	Develop keyboarding speed and accuracy	Core
BSBWHS201	Contribute to health and safety of self and others	Core
BSBFIA302	Process payroll	Elective
BSBFIA303	Process accounts payable and receivable	Elective
BSBADM307	Organise schedules	Elective
BSBITU303	Design and produce text documents	Elective
BSBITU304	Produce spreadsheets	Elective
BSBITU306	Design and produce business documents	Elective
BSBWRT301	Write simple documents	Elective
BSBCUS301	Deliver and monitor a service to customers	Elective
BSBADM311	Maintain business resources	Elective
BSBINM301	Organise workplace information	Elective
BSBCMM301	Process customer complaints	Elective

*Please speak to one of our Regional Training Consultants about alternative elective units available.

Pathways

After achieving this qualification, candidates may undertake a range of Certificate IV level qualifications within the Business Services Training Package.



NATIONALLY RECOGNISED TRAINING

Job Roles

Possible job roles in this qualification are;

- Accounts Receivable Clerk
- Accounts Payable Clerk
- Clerk
- Data Entry Operator
- Junior Personal Assistant
- Receptionist
- Office Administration Assistant
- Office Administrator
- Word Processing Operator

Further details on Qualifications and Job Pathways are available from Australian Apprenticeships Training Information Service website: www.aatinfo.com.au, click on Search then select your State and Industry.

Call Access Group Training today

Phone: 1300 784 408

Fax: 02 6884 4478

Email: admin@agt.edu.au

www.agt.edu.au



Quality ISO 9001

SAI GLOBAL

MAR-BSB30415 V1. 16/04/15

Australian Qualifications Framework