

COURSE CODE

BSB30415

COURSE

Certificate III in Business Administration

ENROL TODAY

TAFENSW.EDU.AU or 131 601

WHY CHOOSE TAFE NSW?



Opens career doors. Our industry relationships lead many students directly into work with a range of employers including agencies, studios, galleries and fashion houses.



Global prospects. TAFE NSW graduates possess the technical knowledge, creative-thinking and specialised skills that are highly sought after by employers around the world.



State-of-the-art facilities. Purpose-built creative studios and industry standard software mean you will master the same tools of the trade as leading professionals.



Industry exposure. TAFE NSW partners with industry to provide you with hands-on experience through networking, sponsor programs, competitions, talks, lectures and other creative industry events.



Recognised and respected. TAFE NSW has built its reputation on delivering trusted, industry aligned and nationally recognised training for over 130 years.

Certificate III in Business Administration

National Course Code: BSB30415 | TAFE NSW Code: BSB30415-01V03-19BAT-041

Qualification Level	Certificate III
Study Type	Blended
Course Start Date	Anytime
Hours Per Week	2
Duration	52 Weeks
Delivery Locations	Bathurst
Course Fees	Subsidised Prices First Qualification: \$1,320.00 Second Qualification: \$1,580.00 Traineeship: \$1,000.00 Concession: \$240.00 Non-subsidised Prices Full Fee: \$5,840.00
Course Features	Nationally Recognised Training Traineeship Allowed This training is subsidised by the NSW Government

Course Description

Great administration, personal and executive assistants are highly sought after in nearly every industry. The nationally accredited Certificate III in Business Administration will give you the professional office administration skills to help keep teams organised and business operations running smoothly.

LEARN NEW SKILLS

Through theoretical and practical course work, you will learn:

- A broad range of administrative skills
- To touch type
- To use Business Enterprise software such as Microsoft Office
- To create and use spreadsheets, prepare presentations and other business documents
- How to write business documents
- How to organise paper-based and electronic schedules
- How to offer outstanding customer service
- Strategies to support your team
- The fundamentals of health and safety in the workplace

DEVELOP YOUR TALENT

Develop the qualities and skills you need to get ahead in this field:

- A keen eye for detail
- The ability to work as a part of team

- Confidence to communicate with peers, management and senior leadership
- The know-how to relate to customers in a professional manner

ACHIEVE YOUR GOALS

Successfully complete this course and you will gain a Certificate III qualification that:

- Prepares you for entry level administrative support roles in a variety of industries
- Sets you up for achieving your next qualification

GROW YOUR CAREER

Continue your ambition in administration and business with a vocational pathway:

- BSB40515 Certificate IV in Business Administration
- BSB50415 Diploma of Business Administration
- BSB40215 Certificate IV in Business
- BSB50215 Diploma of Business

INDUSTRY DEMAND

There is high demand for administrative assistants in nearly every industry.

The projected employment growth in Australia for administrative and support services is 6.6% (Australian Government, Department of Jobs and Small Business).

Entry Requirements

When you study with TAFE NSW, we want you to succeed. Entry requirements allow us to make sure that you have the right pre-existing knowledge and skills to achieve your chosen qualification. You will need to provide evidence that you meet the requirements listed in this section

TRAINING PACKAGE REQUIREMENTS

There are no Training Package entry requirements for this qualification.

TAFE NSW REQUIREMENTS

There are no TAFE NSW entry requirements for this qualification.

LICENSING REQUIREMENTS

No licensing, legislative or certification requirements apply to this qualification.

BE PREPARED

To be prepared for this course, it is recommended that you have:

- Basic experience with computer software programs, like Microsoft Word
- Typing skills

If you need support in preparation for study, contact us to learn more about the options available. You may also consider the BSB20115 - Certificate II in Business which will give you the skills you need to complete the Certificate III.

ADDITIONAL REQUIREMENTS

With 130 locations across the state, TAFE NSW tailors qualifications to meet the needs of the local community and specific student groups (like apprentices, fast-tracked and online students). To make sure this course is the right fit for you, we may need you to demonstrate that you can meet any additional requirements. If this section is empty, there are no additional requirements for this course.

Information Sessions and more about the course

It's all happening at TAFE NSW InfoFest. Register for an information session, head to

www.tafensw.edu.au/infofest. Can't attend the Information Session? [Enquire Online](#) or call 131601

This course is designed to help learners to further develop their administrative skills in an office

environment. It is an ideal course for job seekers, independent learners, employers for staff training and career changers to assist them in gaining a qualification to apply for positions in the fields of office administration.

Once learners have successfully completed this course they will be entitled to a Nationally recognised qualification in BSB30415 - Certificate III in Business Administration. Units of competence in this qualification will give them the skills for:

- Using word processing packages, spreadsheets or databases to produce written correspondence and reports
- Providing office administration services
- Developing practical responses to common breakdowns in workplace systems and procedures
- Rectifying discrepancies or errors in documentation and transactions
- Allocating resources to workplace tasks and requirements
- Collecting, analysing and organising workplace data
- Identifying risk factors and taking action to minimise risk
- Organising meeting schedules for clients and colleagues and negotiating alternative arrangements

Learners will then be able to articulate to Certificate IV in Business Administration or Diploma in Business Administration.

For successful completion of this course you will need:

- USB
- folder
- notepad
- pen

TAFE West conditions of entry to this course are the ability to work independently.

We offer student services and study support to ensure you can achieve your goals. Learn about TAFE NSW [Student Services](#)

As a TAFE NSW student in this course, you will have access to:

- LinkedIn Learning (formerly Lynda.com)
- Studiosity - online access to a real life tutor
- Easy computing online short courses
- Access to local TAFE libraries

Attendance

Part time course. Expectations are students will complete study outside of these hours and adhere to the training plan which sets out start and completion dates of course and units. 1 evening per week (Tuesday). Hours - 6pm to 8pm.

Fee Details

SMART AND SKILLED FEES

This course is government-subsidised, meaning you pay a portion of the full course fee to TAFE NSW and the NSW Government will pay the balance. However, you must meet certain eligibility criteria for this to apply.

Depending on your previous qualifications and experience, your fee may be less than the maximum fee

quoted. Your actual fee and eligibility for concession/exemption will be calculated and confirmed during the enrolment process. Payment plans are available through TAFE NSW for Smart and Skilled eligible qualifications.

For further information about eligibility and explanations of the different fee categories, visit [Are You Eligible?](#)

READ BEFORE YOU ENROL

Learn about TAFE NSW [Fees](#)

Learn about TAFE NSW [Payment/Funding](#)

RECOGNITION

Recognition is a process of acknowledging previously completed qualifications, skills, knowledge or experience relevant to your course. This may reduce the amount of learning required, reduce your course fees and allow you to achieve your qualification faster.

Learn about Recognition at TAFE NSW [Recognition](#)

How to Enrol

Please contact the TAFE West Region Hotline 131601

Find out more about [Applying and Enrolling](#)

Units

BSBITU307	Develop keyboarding speed and accuracy
BSBWHS201	Contribute to health and safety of self and others
BSBADM307	Organise schedules
BSBCUS301	Deliver and monitor a service to customers
BSBDIV301	Work effectively with diversity
BSBFIA302	Process payroll
BSBFIA303	Process accounts payable and receivable
BSBITU211	Produce digital text documents
BSBITU212	Create and use spreadsheets
BSBITU306	Design and produce business documents
BSBITU309	Produce desktop published documents
BSBITU312	Create electronic presentations
BSBITU313	Design and produce digital text documents
BSBITU314	Design and produce spreadsheets
BSBWOR204	Use business technology
BSBWRT301	Write simple documents

Career Opportunities

Accounts Officer Administration Officer Administrative Assistant Bookkeeper Clerical Officer
Credits>Returns Officer Data Entry Operator Receptionist Office Administration Assistant Secretary

Information as of 18 Oct 2019