

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: BSB30415-01V03-19WWY-050

Qualification Level	Certificate III
Study Type	Part Time Day
Course Start Date	Anytime
Hours Per Week	7
Duration	1 Year
Delivery Locations	West Wyalong
Course Fees	<p><b>Subsidised Prices</b>            First Qualification: \$1,320.00            Second Qualification: \$1,580.00            Traineeship: \$1,000.00            Concession: \$240.00</p> <p><b>Non-subsidised Prices</b>            Full Fee: \$5,840.00</p>
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](http://www.tafensw.edu.au/infofest). Can't attend the Information Session? [Enquire Online](#) or call 131601

The first day of class is Tuesday 23 July 2019 or if you have enrolled post this date, the next intake into

this qualification will be, for 2019: 12 August, 2 September, 14 October, 4 November and in 2020: 3 February, 23 February, 16 March, 27 April, 18 May.

You will be contacted by the teaching department to arrange an orientation time and to discuss your commencement date.

Students will be expected to spend approximately 6 hours per week outside the classroom on directed activities and self-directed learning, engaging in a range of activities to support the supervised learning, eg independent study, research, preparation of assessment tasks, learning support, online learning.

Entry requirements: students have technology skills to access and navigate the internet and be able to create, open and save electronic files.

You need to complete 13 units, BSBWHS201 and BSBITU307 and 11 electives which have been pre-selected after consultation with industry to ascertain the skills and knowledge required for the job role. Students should bring a USB Thumb drive, writing paper, pens, folder and headset with microphone to their first lesson.

The expectation is that by enrolling in this qualification you commit to the time frame in which the qualification is being delivered. The proposed study schedule will be discussed and an individual training plan will be established. Should you fall behind your agreed schedule you will be required to complete additional work and learning outside scheduled class time.

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

Class commences Tuesday 23 July 2019. Attendance is Tuesday and Thursday, 9.30am to 1.00pm in Block B, Room BG.03 for 36 weeks at TAFE NSW West Wyalong, plus approximately 6 hours per week outside the classroom

## 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?](#)

This training is subsidised by the NSW Government, and as a result your fee is determined through Training Services NSW formal eligibility criteria. This criteria will determine your exact fee. Students who meet additional specified criteria, may be eligible for a concession fee or a fee exemption. In claiming the concession or exemption students will be required to supply the required evidence to support the claim in accord with the requirements of Smart and Skilled eligibility.

Payment Plans are available through TAFE NSW for Smart and Skilled eligible qualifications.

To activate your eligibility you must pay the student fee component PRIOR to commencement of the learning activity.

## 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

Congratulations on deciding to enrol with TAFE NSW!

Enrolling with us is easy, though the exact process does depend on your course and any prerequisites that go with it. The following steps will set you up to study with us: Choose your course and where you want to study Assess your eligibility Obtain your Unique Student Identifier (USI)

If you have any queries, one of our friendly Customer Service Consultants would be happy to assist you. Call 131 601 or send us an enquiry. We can help talk you through all your options.

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
BSBADM311	Maintain business resources
BSBCUS301	Deliver and monitor a service to customers
BSBDIV301	Work effectively with diversity
BSBIND201	Work effectively in a business environment
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
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 21 Oct 2019