

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: BSB30415-01V03-20G0S-200

Qualification Level	Certificate III
Study Type	Full Time
Course Start Date	Enquire Now
Hours Per Week	29.7
Duration	18 Weeks
Delivery Locations	Gosford
Course Fees	<p><b>Subsidised Prices</b>            First Qualification: \$1,320.00            Subsequent Qualification: \$1,580.00            Traineeship: \$1,000.00            You may be eligible for the NSW Smart &amp; Skilled <b>Fee Free</b> Traineeship which will be verified at enrolment.            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 further study:

- 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

TAFE NSW offers the Certificate III in Business Administration as either a traineeship or non-traineeship, so you can create the career you want.

### Non-traineeship

There are no entry requirements for non-trainees. You can enrol in this course now.

### Traineeship

To be eligible for this course you must:

- Be in relevant employment as this course is delivered in the workplace
- Have a signed traineeship contract

Thinking about a traineeship? Enquire today.

IS THIS COURSE RIGHT FOR YOU?

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

- Basic experience with computer software like Microsoft Word
- Typing skills
- Time management and organisational skills

If you need help preparing for study, contact us about your options.

## **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 will need you to demonstrate that you can meet the additional requirements below.

To successfully complete this course, you will need:

Language, Literacy and Numeracy (LLN) skills as defined in the Australian Core Skills Framework (ACSF). If you haven't studied at this level or above before, you may be required to undertake an assessment of your LLN skills so that we can better understand your academic capabilities and identify areas where you may need support. If you do not meet these requirements a Teacher will discuss alternative options or support services available to help you achieve your study goals.

# **Information Sessions and more about the course**

## **INFORMATION SESSIONS**

There are no information sessions currently scheduled for this course

## **STUDY COMMITMENT**

This is a Full Time, Face to Face course. You will need to attend approximately 20.3 hours of class, over 3 days a week, for 18 weeks. As well as the in-class component, you will need to complete approximately 9.4 hours of other study per week.

You may also be required to complete approximately 6.8 hours of additional study each week outside of class hours, including private study, research and assignment preparation

## **IS THIS COURSE RIGHT FOR YOU?**

This course has been designed for new entrant career starters and is tailored to meet the needs of students who want to learn hands-on computing, administration and communications skills in order to gain employment in a business administration support role, or to go on to study business administration at higher levels.

Although the target student group are new to the industry sector, they typically enter the course with some basic administration, communication and computing skills, gained either as a result of life experience in an increasingly technology-savvy world and the need to be able to interact using these technologies as a part of day-to-day life, or from formal learning such as completion of the Certificate II in Business. The existing skills these students possess are typically not at the level required to perform competently in an entry level office administration support role.

## **SERVICES AND STUDY SUPPORT**

There are additional learning and study tools available for this course, including:

- Aboriginal and/or Torres Strait Islander Student Support and Services
- Accessibility and Disability Services
- Personal Counselling
- Vocational Counselling
- Learning Support
- International Student Support
- Scholarships
- Multicultural Support

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
- Accessibility and Disability Support Services
- Access to Read&Write learning support software at TAFE and at home

## Attendance

To keep you safe while studying, some of our face to face classes may be replaced with online or connected learning. We have also modified our face to face classes to meet physical distancing requirements and increased cleaning on campus. As restrictions ease, the way you attend your class may change again. If work placement and the demonstration of practical skills are requirements of your course, due to the impacts of COVID 19 there may be a delay or modification in being able to undertake these aspects of your course in the planned timeframe. Be assured, we'll keep you informed every step of the way.

This course is currently scheduled on Wednesday, Thursday and Friday from 9.00am to 4.00pm. This timetable may change and will be confirmed by your teacher.

## 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

Enrolments for this course have now closed.

[Enquire now](#) and we will contact you when enrolments open. Visit our [Online Courses](#) to view our range of study options that you can start anytime.

# Units

BSBITU307	Develop keyboarding speed and accuracy
BSBWHS201	Contribute to health and safety of self and others
BSBITU313	Design and produce digital text documents
BSBITU306	Design and produce business documents
BSBDIV301	Work effectively with diversity
BSBWRT301	Write simple documents
BSBITU314	Design and produce spreadsheets
BSBIND201	Work effectively in a business environment
BSBCUS301	Deliver and monitor a service to customers
BSBITU312	Create electronic presentations
BSBITU309	Produce desktop published documents
BSBADM307	Organise schedules
BSBADM311	Maintain business resources

# Career Opportunities

Accounts Officer  
Administration Officer  
Administrative Assistant

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