

COURSE CODE

BSB30915

COURSE

Certificate III in Business Administration (Education)

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 (Education)

National Course Code: BSB30915 | TAFE NSW Code: BSB30915-01V03-20ULL-005

Qualification Level	Certificate III
Study Type	Full Time
Course Start Date	Enquire Now
Hours Per Week	29.5
Duration	18 Weeks
Delivery Locations	Ulladulla
Course Fees	<p>Subsidised Prices First Qualification: \$1,740.00 Subsequent Qualification: \$2,080.00 Traineeship: \$1,000.00 You may be eligible for the NSW Smart & Skilled Fee Free Traineeship which will be verified at enrolment. Concession: \$240.00</p> <p>Non-subsidised Prices Full Fee: \$6,290.00</p>
Course Features	Nationally Recognised Training Traineeship Allowed This training is subsidised by the NSW Government

Course Description

This qualification is suitable for individuals who may provide technical advice and support to a team using some discretion and judgement across broad range of administrative competencies in an educational or school support context.

Licensing/Regulatory Information

No licensing, legislative or certification requirements apply to this qualification at the time of publication.

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.

There are no entry requirements for this qualification.

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 to 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, BSBIND301, BSBITU307 and 10 electives. Electives have been pre-selected from the units displayed.

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.

Information Sessions and more about the course

INFORMATION SESSIONS

To find out more about this course, meet our teachers and receive information about enrolment and next steps, attend an information session.

Date: Wednesday, 22 January 2020

Time: 10.00am to 12.00pm

Location: TAFE NSW Ulladulla, Block A, Room A.4.

STUDY COMMITMENT

This is a full time, face to face course. You will need to attend approximately 20 hours of class, over 4 days a week, for 18 weeks. As well as the in-class component, you will need to complete approximately 9.5 hours of other study per week.

You may also be required to complete approximately 7 hours of additional study each week outside of class hours, including independent study, research, preparation of assessment tasks, learning support and online learning.

IS THIS COURSE RIGHT FOR YOU?

This course offering is designed for people who want to learn hands-on computing, administration and communications skills in order to gain employment in a business administration support role in the education sector, or to go on to study business administration at higher levels.

SERVICES AND STUDY 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 in room A.G.4 on Tuesday, Wednesday, Thursday and Friday from 9.30am to 3.00pm.

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

BSBIND301	Work effectively in an educational environment
BSBITU307	Develop keyboarding speed and accuracy
BSBWHS201	Contribute to health and safety of self and others
BSBADM307	Organise schedules
BSBADM405	Organise meetings
BSBADM406	Organise business travel
BSBCUS301	Deliver and monitor a service to customers
BSBDIV301	Work effectively with diversity
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
ICTICT103	Use, communicate and search securely on the internet

Career Opportunities

Education Administration; Education Support