

CERTIFICATE III IN BUSINESS ADMINISTRATION



COURSE CODE:

BSB30415

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.

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COURSE CODE

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QUALIFICATION

Certificate III in Business Administration

CAREER AREA

Access Education (Further Study For Employment)

TRAINING PACKAGE ENTRY REQUIREMENTS:

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.



NATIONALLY RECOGNISED
TRAINING

■ Traineeship Allowed
■ Blended, Full Time,
Part Time, Part Time
Day, Part Time
Evening, FT
Connected, PT
Connected, PTE
Connected

CAREER OPPORTUNITIES

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

OVERVIEW

The nationally recognised Certificate III in Business Administration will prepare you with the professional office administration skills you need to start your career in administration, personal or executive assistant roles. Keep teams organised and business operations running smoothly when you launch your career in this in-demand industry.

This is a fully government subsidised JobTrainer course. Eligibility criteria applies.

LEARN NEW SKILLS

Learn a broad range of administrative skills, including:

- Touch typing
- Business Enterprise software such as Microsoft Office
- How to create and use spreadsheets, prepare presentations and other business documents
- Writing business documents

- Organising 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 personal attributes that will help you get ahead:

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

ACHIEVE YOUR GOALS

Gain a nationally accredited certificate III qualification that:

- Prepares you for entry level administrative support roles and pathways to continue your administration studies

GROW YOUR CAREER

Take your learning to the next level with these study options:

- Certificate IV in Business Administration
- Diploma of Business Administration
- Certificate IV in Business
- Diploma of Business

INDUSTRY DEMAND

Administration professionals are sought after in a wide range of industries including education, healthcare and government. According to the Department of Jobs and Small Business, the projected employment growth for administrative and support services in Australia is 6.6%.

CAMPUS	STUDY MODE	START DATE	DURATION	MAX FEE IF ELIGIBLE FOR SUBSIDY	HOURS PER WEEK
TAFE Digital	Online	Anytime	1 Year	\$1,580.00	24
TAFE Digital (Traineeship)	Online	01 Jan 2021	1 Year	\$1,580.00	30
Albury	PT Connected	Anytime	36 Weeks	\$1,580.00	16
Albury	Full Time	08 Feb 2021	18 Weeks	\$1,580.00	30
Albury	PT Evening	Anytime	36 Weeks	\$1,580.00	16
Albury	Part Time Day	Anytime	36 Weeks	\$1,580.00	16
Albury	Part Time Day	Anytime	36 Weeks	\$1,580.00	16

Armidale	Blended	Anytime	36 Weeks	\$1,580.00	16.1
Ballina	Full Time	08 Feb 2021	18 Weeks	\$1,580.00	31.9
Ballina	Part Time Day	Anytime	36 Weeks	\$1,580.00	16.1
Bankstown	PT Evening	02 Feb 2021	36 Weeks	\$1,580.00	16
Bathurst	Blended	Anytime	36 Weeks	\$1,580.00	16.1
Bathurst	Full Time	15 Feb 2021	17 Weeks	\$1,580.00	32.3
Baulkham Hills	Full Time	01 Feb 2021	18 Weeks	\$1,580.00	36.4
Bega	PT Connected	Anytime	36 Weeks	\$1,580.00	16
Bega	Part Time Day	11 Feb 2021	36 Weeks	\$1,580.00	16
Belmont	Full Time	Anytime	18 Weeks	\$1,580.00	32.4
Belmont	PT Evening	Anytime	36 Weeks	\$1,580.00	16.2
Blacktown	PT Evening	02 Feb 2021	36 Weeks	\$1,580.00	7.9
Blacktown	Full Time	08 Feb 2021	18 Weeks	\$1,580.00	32.3
Blue Mountains, Wentworth Falls	Full Time	01 Feb 2021	18 Weeks	\$1,580.00	32.3
Broken Hill	Blended	Anytime	36 Weeks	\$1,580.00	16.1
Broken Hill	Blended	Anytime	36 Weeks	\$1,580.00	16.1
Casino	PT Evening	Anytime	36 Weeks	\$1,580.00	16.1
Casino	Part Time Day	Anytime	36 Weeks	\$1,580.00	16.1
Cessnock	Full Time	08 Feb 2021	18 Weeks	\$1,580.00	29.6
Cessnock	PT Evening	09 Feb 2021	36 Weeks	\$1,580.00	9.9
Cobar	Blended	Anytime	36 Weeks	\$1,580.00	16.1
Cobar	Blended	Anytime	36 Weeks	\$1,580.00	16.1
Coffs Harbour	Full Time	Anytime	18 Weeks	\$1,580.00	28
Condobolin	Blended	Anytime	36 Weeks	\$1,580.00	16.1
Cooma	PT Connected	Anytime	36 Weeks	\$1,580.00	16
Cooma	Part Time Day	Anytime	36 Weeks	\$1,580.00	16
Coomealla	Blended	Anytime	36 Weeks	\$1,580.00	16.1
Coomealla	Blended	Anytime	36 Weeks	\$1,580.00	16.1
Cootamunda	PT Connected	Anytime	36 Weeks	\$1,580.00	16
Cootamundra	Part Time Day	08 Feb 2021	36 Weeks	\$1,580.00	16

Corowa	PT Connected	Anytime	36 Weeks	\$1,580.00	16
Corowa Connected Learning Centre	Part Time Day	Anytime	36 Weeks	\$1,580.00	16
Cowra	Blended	Anytime	36 Weeks	\$1,580.00	16.1
Cowra	Full Time	08 Feb 2021	17 Weeks	\$1,580.00	32.3
Deniliquin	PT Connected	Anytime	36 Weeks	\$1,580.00	16
Deniliquin Connected Learning Centre	PT Evening	Anytime	36 Weeks	\$1,580.00	16
Deniliquin Connected Learning Centre	Part Time Day	Anytime	36 Weeks	\$1,580.00	16
Dubbo, Myall Street	Blended	Anytime	36 Weeks	\$1,580.00	16.2
Finley	PT Connected	Anytime	36 Weeks	\$1,580.00	16
Finley	Part Time Day	Anytime	36 Weeks	\$1,580.00	16
Forbes	Blended	Anytime	36 Weeks	\$1,580.00	16.1
Glen Innes Connected Learning Centre	Blended	Anytime	36 Weeks	\$1,580.00	16.1
Glendale	Full Time	02 Feb 2021	18 Weeks	\$1,580.00	28
Glendale	PT Evening	02 Feb 2021	36 Weeks	\$1,580.00	17.3
Glendale (focused on Bookkeeping)	Full Time	02 Feb 2021	18 Weeks	\$1,580.00	28
Gosford	FT Connected	01 Feb 2021	18 Weeks	\$1,580.00	32.3
Goulburn	PT Connected	Anytime	36 Weeks	\$1,580.00	16
Goulburn	Part Time Day	Anytime	36 Weeks	\$1,580.00	16
Grafton	Full Time	01 Mar 2021	18 Weeks	\$1,580.00	32.3
Grafton	Blended	09 Feb 2021	36 Weeks	\$1,580.00	16.1
Great Lakes	Part Time	01 Feb 2021	18 Weeks	\$1,580.00	32.3
Grenfell Connected Learning Centre	Blended	Anytime	36 Weeks	\$1,580.00	16.1
Griffith	PT Connected	Anytime	36 Weeks	\$1,580.00	16
Griffith	Full Time	08 Feb 2021	18 Weeks	\$1,580.00	30
Griffith	PT Evening	Anytime	36 Weeks	\$1,580.00	16
Griffith	Part Time	Anytime	36 Weeks	\$1,580.00	16

	Day				
Gunnedah	Part Time Day	08 Feb 2021	18 Weeks	\$1,580.00	32.3
GyMEA	Full Time	01 Feb 2021	18 Weeks	\$1,580.00	32.5
GyMEA	PT Evening	01 Feb 2021	36 Weeks	\$1,580.00	16
GyMEA	Part Time Day	01 Feb 2021	36 Weeks	\$1,580.00	16
GyMEA (Traineeship)	Part Time Day	01 Feb 2021	36 Weeks	\$1,580.00	16
Hay	PT Connected	Anytime	36 Weeks	\$1,580.00	16
Hornsby	Full Time	02 Feb 2021	18 Weeks	\$1,580.00	32.5
Hornsby	PTE Connected	02 Feb 2021	36 Weeks	\$1,580.00	16
Hornsby	Part Time Day	02 Feb 2021	36 Weeks	\$1,580.00	16
Inverell	Blended	Anytime	36 Weeks	\$1,580.00	16.1
Kempsey	Full Time	01 Feb 2021	18 Weeks	\$1,580.00	28
Kingscliff	Full Time	01 Feb 2021	18 Weeks	\$1,580.00	26.8
Lake Cargelligo	Blended	Anytime	36 Weeks	\$1,580.00	16.1
Leeton	PT Connected	Anytime	36 Weeks	\$1,580.00	16
Leeton	Part Time Day	Anytime	36 Weeks	\$1,580.00	16
Lismore	Full Time	08 Feb 2021	18 Weeks	\$1,580.00	31.9
Lismore	PT Evening	Anytime	36 Weeks	\$1,580.00	16.1
Lismore	Part Time Day	Anytime	36 Weeks	\$1,580.00	16.1
Lithgow	Full Time	15 Feb 2021	17 Weeks	\$1,580.00	32.3
Macksville	Full Time	Anytime	18 Weeks	\$1,580.00	28
Maitland	Full Time	08 Feb 2021	18 Weeks	\$1,580.00	29.6
Maitland	PT Evening	09 Feb 2021	36 Weeks	\$1,580.00	9.9
Meadowbank	Full Time	02 Feb 2021	18 Weeks	\$1,580.00	32.5
Meadowbank	PTE Connected	02 Feb 2021	36 Weeks	\$1,580.00	16
Menindee	Blended	Anytime	36 Weeks	\$1,580.00	16.1
Menindee	Blended	Anytime	36 Weeks	\$1,580.00	16.1
Moree	Blended	Anytime	36 Weeks	\$1,580.00	16.1
Moruya	PT	Anytime	36 Weeks	\$1,580.00	16

	Connected				
Moruya	Part Time Day	11 Feb 2021	36 Weeks	\$1,580.00	16
Moss Vale	PT Connected	Anytime	36 Weeks	\$1,580.00	16
Moss Vale	Full Time	09 Feb 2021	18 Weeks	\$1,580.00	30
Moss Vale	Part Time Day	09 Feb 2021	36 Weeks	\$1,580.00	16
Mount Druitt	Full Time	01 Feb 2021	18 Weeks	\$1,580.00	22.8
Mount Druitt	Part Time	05 Feb 2021	36 Weeks	\$1,580.00	7.4
Mudgee	Full Time	Anytime	36 Weeks	\$1,580.00	16.2
Muswellbrook	Full Time	08 Feb 2021	18 Weeks	\$1,580.00	29.6
Muswellbrook	PT Evening	09 Feb 2021	36 Weeks	\$1,580.00	9.9
Narrabri	Blended	Anytime	36 Weeks	\$1,580.00	16.1
Narrandera	PT Connected	Anytime	36 Weeks	\$1,580.00	16
Narrandera	Part Time Day	Anytime	36 Weeks	\$1,580.00	16
Nepean, Kingswood	Full Time	01 Feb 2021	18 Weeks	\$1,580.00	29.6
Nepean, Kingswood	PT Evening	01 Feb 2021	36 Weeks	\$1,580.00	14.8
Newcastle	Full Time	Anytime	18 Weeks	\$1,580.00	32.3
Newcastle	Full Time	02 Feb 2021	18 Weeks	\$1,580.00	30.9
Newcastle	Part Time	Anytime	36 Weeks	\$1,580.00	16.1
Northern Beaches	Full Time	02 Feb 2021	18 Weeks	\$1,580.00	32.5
Northern Beaches	PTE Connected	02 Feb 2021	36 Weeks	\$1,580.00	16
Nowra	PT Connected	Anytime	36 Weeks	\$1,580.00	16
Nowra	Full Time	09 Feb 2021	18 Weeks	\$1,580.00	30
Nowra	Part Time Day	11 Feb 2021	36 Weeks	\$1,580.00	16
Orange, March Street	Blended	Anytime	36 Weeks	\$1,580.00	16.1
Orange, March Street	Full Time	15 Feb 2021	17 Weeks	\$1,580.00	32.3
Parkes	Blended	Anytime	36 Weeks	\$1,580.00	16.1
Parkes	Full Time	15 Feb 2021	17 Weeks	\$1,580.00	32.3
Port Macquarie	Full Time	01 Feb 2021	36 Weeks	\$1,580.00	28
Queanbeyan	PT Connected	Anytime	36 Weeks	\$1,580.00	16
Queanbeyan	Part Time	Anytime	36 Weeks	\$1,580.00	16

	Day				
Richmond	Full Time	20 Apr 2021	18 Weeks	\$1,580.00	31.9
Richmond	Full Time	01 Feb 2021	18 Weeks	\$1,580.00	18
Shellharbour	PT Connected	Anytime	36 Weeks	\$1,580.00	16
Shellharbour	Full Time	09 Feb 2021	18 Weeks	\$1,580.00	30
Shellharbour	PT Evening	08 Feb 2021	36 Weeks	\$1,580.00	16
Singleton	Full Time	08 Feb 2021	18 Weeks	\$1,580.00	29.6
Singleton	PT Evening	09 Feb 2021	36 Weeks	\$1,580.00	9.9
St George	Full Time	02 Feb 2021	18 Weeks	\$1,580.00	40
St Leonards	PT Evening	02 Feb 2021	36 Weeks	\$1,580.00	16
Tamworth	Blended	Anytime	36 Weeks	\$1,580.00	16.1
Tamworth	Part Time Day	08 Feb 2021	18 Weeks	\$1,580.00	32.3
Taree	Part Time	01 Feb 2021	18 Weeks	\$1,580.00	32.3
Temora	PT Connected	Anytime	36 Weeks	\$1,580.00	16
Temora	Part Time Day	Anytime	36 Weeks	\$1,580.00	16
Tenterfield Connected Learning Centre	Blended	Anytime	36 Weeks	\$1,580.00	16.1
Tomaree	Full Time	01 Feb 2021	18 Weeks	\$1,580.00	28
Tomaree (focused on Bookkeeping)	Full Time	01 Feb 2021	18 Weeks	\$1,580.00	28
Tumut	PT Connected	Anytime	36 Weeks	\$1,580.00	16
Tumut	Part Time Day	08 Feb 2021	36 Weeks	\$1,580.00	16
Ulladulla	PT Connected	Anytime	36 Weeks	\$1,580.00	16
Ulladulla	Part Time Day	11 Feb 2021	36 Weeks	\$1,580.00	16
Ultimo	Full Time	01 Feb 2021	17 Weeks	\$1,580.00	34
Ultimo	PTE Connected	02 Feb 2021	36 Weeks	\$1,580.00	16
Wagga Wagga	PT Connected	Anytime	36 Weeks	\$1,580.00	16
Wagga Wagga	Full Time	08 Feb 2021	18 Weeks	\$1,580.00	30
Wagga Wagga	PT Evening	08 Feb 2021	36 Weeks	\$1,580.00	16
Wagga Wagga	Part Time	09 Feb 2021	36 Weeks	\$1,580.00	16

	Day				
West Wyalong	PT Connected	Anytime	36 Weeks	\$1,580.00	16
West Wyalong	Part Time Day	Anytime	36 Weeks	\$1,580.00	16
Western NSW multiple locations: Connected	Blended	Anytime	36 Weeks	\$1,580.00	16.1
Wilcannia	Blended	Anytime	36 Weeks	\$1,580.00	16.1
Wilcannia	Blended	Anytime	36 Weeks	\$1,580.00	16.1
Wollongong	PT Connected	Anytime	36 Weeks	\$1,580.00	16
Wollongong	Full Time	09 Feb 2021	18 Weeks	\$1,580.00	30
Wollongong	PT Evening	08 Feb 2021	36 Weeks	\$1,580.00	16
Wyong	FT Connected	01 Feb 2021	18 Weeks	\$1,580.00	32.3
Yamba Connected Learning Centre	Full Time	21 Apr 2021	18 Weeks	\$1,580.00	32.3
Yass	PT Connected	Anytime	36 Weeks	\$1,580.00	16
Yass	Part Time Day	Anytime	36 Weeks	\$1,580.00	16
Young	PT Connected	Anytime	36 Weeks	\$1,580.00	16
Young	PT Evening	08 Feb 2021	36 Weeks	\$1,580.00	16
Young	Part Time Day	09 Feb 2021	36 Weeks	\$1,580.00	16