

CERTIFICATE III IN BUSINESS ADMINISTRATION (EDUCATION)



COURSE CODE:

BSB30915

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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TAFENSW.EDU.AU
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QUALIFICATION

Certificate III in Business Administration (Education)

CAREER AREA

Access Education (Further Study For Employment)

TRAINING PACKAGE ENTRY REQUIREMENTS:

There are no entry requirements for this qualification.



NATIONALLY RECOGNISED
TRAINING

■ **Traineeship Allowed**
■ **Part Time Day, Part
Time Evening, PTE
Connected**

CAREER

OPPORTUNITIES

Education
Administration;
Education Support

OVERVIEW

Are you starting out in your career in administration in a school or educational environment? Do you need to build on your existing organisational and administrative skills?

The Certificate III in Business Administration (Education) will give you all the practical and theoretical knowledge you need to become an Enrolment Assistant, Education Program Support Worker, Enrolment Administrator, School Administration Officer or Student Services Officer.

You will learn how to:

- Organise meetings and schedules
- Process payroll
- Contribute to workplace innovation
- Use business technology
- Develop critical and analytical thinking skills, and more!

This qualification will put you in a great position to become part of the rewarding Education Administration and Education Support sector.

CAMPUS	STUDY MODE	START DATE	DURATION	MAX FEE IF ELIGIBLE FOR SUBSIDY	HOURS PER WEEK
Online	Online	09 Feb 2021	36 Weeks	\$2,080.00	13
Albury	PT Evening	Anytime	36 Weeks	\$2,080.00	16
Albury	Part Time Day	Anytime	36 Weeks	\$2,080.00	16
Murwillumbah	PTE Connected	19 Apr 2021	36 Weeks	\$2,080.00	12.4
Scone	PTE Connected	19 Apr 2021	36 Weeks	\$2,080.00	12.4
Singleton	PTE Connected	19 Apr 2021	36 Weeks	\$2,080.00	12.4

Yamba	PTE Connected	19 Apr 2021	36 Weeks	\$2,080.00	12.4
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