

CERTIFICATE III IN BUSINESS ADMINISTRATION (LEGAL)



COURSE CODE:

BSB31015

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 (Legal)

CAREER AREA

Access Education (Further Study For Employment)

TRAINING PACKAGE ENTRY REQUIREMENTS:

There are no entry requirements for this qualification



■ Traineeship Allowed
■ Full Time, Part Time
Day, PTE Connected

CAREER
OPPORTUNITIES

Legal receptionist

OVERVIEW

New to the legal environment, but want to build on your skills? The Certificate III in Business Administration (Legal) is for you.

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

Designed and taught by legal professionals, this qualification is perfect for people who are working at entry level in the industry. The course specialises in legal administration and includes:

- Applying knowledge of the legal system
- Carrying out searches of public records
- Delivering court documentation
- Using legal terminology to carry out tasks

You will also learn:

- Basic office administration, including practising keyboard efficiency
- Microsoft Office software applications

Completion of this course can open up opportunities in roles such as Legal Receptionist, Secretary or Clerk.

This qualification offers flexible delivery options and is suitable for an Australian Traineeship pathway.

CAMPUS	STUDY MODE	START DATE	DURATION	MAX FEE IF ELIGIBLE FOR SUBSIDY	HOURS PER WEEK
Ultimo	Full Time	01 Feb 2021	18 Weeks	\$1,580.00	32.5
Ultimo	PTE Connected	02 Feb 2021	36 Weeks	\$1,580.00	8
Ultimo	Part Time Day	03 Feb 2021	36 Weeks	\$1,580.00	16

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