BSB30415

CERTIFICATE III

IN BUSINESS ADMINISTRATION

Nationally Recognised Training

ARC TRAINING
Making career development easy

OVERVIEW

This qualification reflects the role of individuals to work in an administrative environment. To develop and build a broad range of knowledge and skills to carry out a range activities. To complete administrative tasks and provide support to the team in New South Wales.

This course can be delivered in a flexible program of classroom training and self-paced learning activities.

QUALIFICATION STRUCTURE

There are thirteen (13) units of competency to complete, comprising of two (2) core units and eleven (11) elective units of competency. Please see the next page for our standard BSB30415 Certificate III in Business Administration program.

Keep in mind, one of our ARC representatives will be happy to discuss unit selection.

ARC Training offers the opportunity to go through a Recognition of Prior Learning (RPL) process. Please talk to an ARC Training representative about applying for RPL or a credit transfer.

Entry Requirements:

There are no entry requirements for this qualification. Student will be required to provide their USI and complete a language, literacy and numeracy test.

ARC Training has policies, procedures and information to help create a safe and healthy, culturally diverse, friendly and non-discriminatory learning environment.

Pathways

On completion of this qualification you may wish to further your education by enrolling in any of the following qualifications:

- ☑ BSB40315 - Certificate IV in Customer Engagement
- ☑ BSB40515 - Certificate IV in Business Administration

Where will the training take place?

Training and Assessment will take place:

Classroom: Training and assessment takes place in a classroom and involves discussions and activities.

Self-directed learning: Further study and assessment activities are done by participants in their own time.

Assessment: The methods in which students are assessed may include written questions, scenarios, projects and observations.

What ARC Training provides?

We provide learning materials, assessment tools and a qualified trainer and assessor.

How long will the program run?

Students have up to 12 months to complete the course.

Possible job roles

- ☑ General clerk
- ☑ Receptionist
- ☑ Office assistant

How much will it cost?

Subsidised Training: funding may be available for eligible participants under the NSW Smart and Skilled Program.

To be eligible for a subsidised place, you must be:

- ☑ an Australian Citizen, Australian Permanent Resident, Humanitarian Visa Holder or NZ Citizen
- ☑ 15 years old or over
- ☑ Living or working in NSW
- ☑ No longer be at school or equivalent.

This training is subsidised by the NSW Government.

Total student fee:

Exemption $0 Concession $240

First Qualification $1,320 Second Qualification $1,580

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1300 793 146
arctraining.com.au

BSB30415 CERTIFICATE III IN BUSINESS ADMINISTRATION

01

CORE

BSBWHS201	Contribute to health and safety of self and others
BSBITU307	Develop keyboarding speed and accuracy

02

ELECTIVE

BSBITU304	Produce spreadsheets
BSBITU302	Create electronic presentations
BSBITU303	Design and produce text documents
BSBWRT301	Write simple documents
BSBADM307	Organise schedules
BSBFIA302	Process payroll
BSBFIA303	Process accounts payable and receivable
BSBDIV301	Work effectively with diversity
BSBWOR301	Organise personal work priorities and development
BSBADM302	Produce texts from notes
BSBINM301	Organise workplace information

Please note: electives may change, depending on organisational and student needs.

Why participate in training?

- ☑ To receive a nationally recognised qualification.
- ☑ To further develop your career.
- ☑ To formalise your skills and knowledge.
- ☑ To learn to perform your job easier and better.

Learning Support

Students to have access to a Trainer/Assessor and the Student Services team to provide course and assessment support.

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Assessments will be carried out throughout the duration of the qualification. Feedback will be given to students as they progress through the qualification.