BUSINESS ADMINISTRATION

COURSE GUIDE

BSB30415 Certificate III in Business Administration

Our Certificate III in Business Administration equips you with skills to work across a broad range of industries. We will teach you to apply administrative competencies to support and advise a team that will see you become an outstanding business administrator.

YWCA CANBERRA
RTO 1373

Study with YWCA Canberra - what's the difference?

YWCA Canberra's Education and Training provides a safe and enjoyable learning environment, our students are supported by the quality of our educational experiences, provided by a team of dedicated Trainers. Our Trainers provide face to face training in groups along with one on one support and mentoring.

Our Certificate III in Business Administration places emphasis on providing you with a wide range of core skills required in the business administration field. Skills you will gain through the Certificate include IT techniques, customer service, workplace relationship building, and working as an effective team member. On completion of the Certificate, you will be prepared for roles such as an Accounts Receivable and Payable Clerk, an Office Administrator or Office Administration Assistant, a Receptionist, and a Junior Personal Assistant.

Who should enrol in this course?

BSB30415 Certificate III in Business Administration is designed for individuals who want to learn to apply a broad range of administrative competencies in varied work contexts, and jumpstart their career within the business administration industry.

What does our training cost?

YWCA Canberra's Education and Training Fees Schedule outlines how our fees and charges are collected. YWCA Canberra Education and Training offers training as Fee for Service and through government funding.

For a copy of our fee schedule please visit our website at www.ywca-canberra.org.au.

What are the entry requirements?

There are no formal entry requirements but students will be expected to have:

- appropriate language, literacy and numeracy levels to be able to meet the knowledge and skill requirements of this qualification (this is assessed through a pre-training assessment that identifies learners' language, literacy and numeracy levels and their ability to meet the requirements)
- computer skills
- access to a computer with the Microsoft Office Suite and an internet connection.

Is this qualification nationally recognised?

Yes, this qualification is nationally recognised within the Vocational Education and Care (VET) sector. YWCA Canberra is a Registered Training Organisation (RTO 1373).

How long will it take to complete the program?

The BSB30415 Certificate III in Business Administration is expected to take six months to complete.

However, depending on the learning model you undertake, such as workshop or self-paced learning, you may be able to complete the program requirements in a shorter or longer period of time.

At YWCA Canberra, we understand that every person learns in a different way, and in a different style. As such, each unit within the Certificate is accompanied with a learner's resource, which you work through at your own pace. To complete this Certificate, you will be required to read the workbook, research the assignment tasks, and complete exercises. A Trainer will monitor your work, assist where necessary, and assist you to develop a personal assessment timeline.

How will I be assessed?

Assessment is through the completion of a series of written and practical assignments. The assessment tasks are designed to build your skills and knowledge, assist you to demonstrate business administration competencies, and grow your confidence to be a highly capable and effective worker.

How will we support you?

You will be provided with reading materials and access to an online platform for messaging and file sharing, and support between classes from our Trainers.

What we expect from you?

Each module has various tasks needing to be completed, this may include set reading, homework, individual and group activities, and assessment tasks. We expect you to attend each class and actively participate, support, encourage, and share your ideas.

Can I apply for Recognition of Prior Learning (RPL) / Recognition of Current Competencies (RCC)?

Yes, you are encouraged to seek recognition for competencies rather than duplicating training. See our Student Handbook for more information.

Course content

BSB30415 Certificate III in Business Administration

BSB30415 Certificate III in Business Administration qualification comprises of 13 units of competency (two (2) core units plus 11 elective units). To complete the Certificate III in in Business Administration, students are required to show competence in all 13 units.

BSBITU307	Develop keyboarding speed and accuracy (Core)
BSBWHS201	Contribute to health and safety of self and others (Core)
BSBWOR301	Organise personal work priorities and development
BSBADM307	Organise schedules
BSBINN201	Contribute to workplace innovation
BSBCUS301	Deliver and monitor a service to customers
BSBWRT301	Write simple documents
BSBITU303	Design and produce text documents
BSBITU306	Design and produce business documents
BSBITU304	Produce spreadsheets
BSBITU302	Create electronic presentations
BSBWHS401	Implement and monitor WHS policies, procedures and programs to meet legislative requirements
BSBITU309	Produce desktop published documents

Note: Elective units will be selected to contribute to and combine to form a work outcome that meets learner needs

TESTIMONIALS

The Trainer made the course enjoyable, her knowledge on the subjects is excellent, and she is always approachable when I needed some extra mentoring.

www.ywca-canberra.org.au

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YWCA CANBERRA

NATIONALLY RECOGNISED TRAINING

CORRECT AS AT 12 JULY 2017