

Business Administration

About the Course

The BSB30415 Certificate III in Business Administration is a nationally recognised training course designed to provide you with the skills and knowledge to help you develop a successful career in business administration. Using a variety of training situations and activities the course will expose you to a range of theoretical and practical situations that support a wide variety of business administration roles. Throughout your course you will develop fast and accurate touch typing skills, learn to use a variety of computer applications to support the administration of a business, develop organisational and scheduling skills and apply safe work practices.

Entry Requirements

There are no formal entry requirements for this course, however students are expected to have or be able to achieve written and spoken English skills to the certificate level of the course, or the ability to develop these skills whilst in training to meet the requirements of the qualification.

Online students also require access to the internet and a computer in order to enrol in this course.

To allow our trainers to support your learning, you will need to complete a student profile, including a language, literacy and numeracy indicator before your enrolment application is accepted.

Delivery Method and Course Duration

This course is available through face to face training, under a traineeship agreement or in an online environment. Online students will be supported one-on-one by your trainer via email and phone. Students undertaking traineeships will have regular site (workplace) and contact support from your trainer.

Students without prior skills, knowledge and experience can undertake training, either part-time or full-time with an expected course duration of 1 year full-time and up to 2 years part-time. Students with previous skills, knowledge and experience can complete the course earlier than 1 – 2 years if they are able to provide evidence and demonstrate competency earlier.

Course Structure

Number of units requiring successful completion for the qualification is thirteen (13).

Two (2) Core Units:

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

Eleven (11) Elective Units:

- › **BSBWOR301**
Organise personal work priorities and development
- › **BSBADM307**
Organise schedules
- › **BSBDIV301**
Work effectively with diversity
- › **BSBWRT301**
Write simple documents
- › **BSBITU313**
Design and produce digital text documents
- › **BSBITU306**
Design and produce business documents
- › **BSBITU312**
Create electronic presentations
- › **BSBITU314**
Design and produce spreadsheets
- › **BSBINM301**
Organise workplace information
- › **BSBPRO301**
Recommend products and services
- › **BSBITU309**
Produce desktop published documents

Note: Students undertaking a workplace traineeship may complete different electives which meet the needs of the workplace. This is decided on a case by case basis with agreement from the employer, the student and MAX Solutions.

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AQF Certification Outcome

Only students who successfully complete all required units of competency will be issued with an AQF Certificate III qualification. Students who complete one or more units, but do not complete the whole qualification will be issued with a statement of attainment for the completed units only.

Additional Pathways

Possible job opportunities from this qualification vary across many industries and can include Accounts Clerk, Data Entry Clerk, Office Administrator, Receptionist, Logistics Clerk, Junior Personal Assistant, or Support Services Officer.

Students who successfully complete the qualification may be eligible to continue in higher level certificate courses, with any registered training organisation which holds the higher level qualification on its scope of registration.

Recognition of Prior Learning (RPL) and Credit Transfers (CT)

Recognition of prior learning (RPL) is a process that assesses your competency - acquired through formal and informal learning - to determine if you meet the requirements for a unit of study. Students with previous skills, knowledge or experience are entitled to apply for RPL for a full qualification or individual units of competency. Students will be required to produce evidence and undertake assessment as part of the RPL process.

If you have previously completed a unit/s of competency and can provide valid evidence of AQF certification (issued by an RTO), you are eligible to apply for a credit transfer and would not be required to undertake further study for the unit.

You can learn more about RPL and Credit Transfer processes at www.maxsolutions.com.au/training.

Unique Student Identifier

It is mandatory for all students undertaking Nationally Recognised Training in Australia to have a, Unique Student Identifier (USI).

You will need your USI in order to apply to enrol for training.

Visit www.usi.gov.au for more information.

More Information

For upcoming course dates, delivery locations, student handbook information (including relevant policies and procedures such as our privacy, access and equity, complaints and appeals and refund policies) please visit our website or contact our team.

Contact Us

Phone 1800 021 560

Email info@maxsolutions.edu.au

Web maxsolutions.com.au/training