



BSB30412 Certificate III in Business Administration

What's it about

This qualification reflects the role of individuals who apply a broad range of administrative competencies in varied work contexts, using some discretion and judgement. They may provide technical advice and support to a team.

What job could it help me to get

- Accounts Receivable Clerk
- Accounts Payable Clerk
- Clerk
- Data Entry Operator
- Junior Personal Assistant
- Receptionist
- Office Administration Assistant
- Office Administrator
- Word Processing Operator.

Then what

Pathways from the qualification

- BSB40507 Certificate IV in Business Administration.

What needs to be completed

13 units of competence are required to complete this qualification within the specific requirements as set out below:

2 core units: **BSBWHS201A** Contribute to health and safety of self and others and **BSBITU307A** Develop keyboarding speed and accuracy.

7 Business Administration elective units at Certificate III level, as per the BSB30412 Training Packaging Rules.

4 elective units may be selected from the recommended generic business elective units or remaining administration elective units, as per the BSB30412 Training Package Rules; from the Business Services Training Package; or from any other currently endorsed national Training Package.

If not listed in the BSB30412 elective list, a maximum of **2** units may be selected from either a Certificate II qualification or from a Certificate IV qualification.

NB: Elective units must be relevant to the work outcome, local industry requirements and the qualification level. Where the packaging rules of this qualification meet the rules of a specialist qualification, the specialist qualification and not the generic qualification must be awarded.

OK so how do I do it

Option One: One on One Training

You can have the training as an individual. This allows you to have the training delivered at your own pace in a timeframe that suits you. We come to you and deliver training that fits into your work/life requirements. All assessments are completed at a pace that suits your needs.

Option Two: Classroom Training

All your learning and assessment for each of the units is delivered in a classroom environment with other students.

For classroom training to occur we need a minimum of **5** students.

We can deliver our training in a number of QLD locations. We have a portable classroom set-up whereby we have 10 computers and a Trainer available.

Option Three: Recognition of Prior Learning (RPL)

If you've had lots of experience in this industry or similar in the past; you may be eligible for RPL?

Recognition of Prior Learning means that you don't require the training but rather you just need to be assessed on each unit. You will need to draw on all your past experiences so that you can demonstrate that you have already acquired the knowledge and skills. You may be eligible for some units through the RPL process whilst other units may require some training.

See below an example of BSB30412 Certificate III in Business Administration training plan(s) for core, stream, recommended and elective units, (if applicable) as per Grouping Requirements as offered by Work Skills

BSB30412 Certificate III in Business Administration Example

BSB30412 Certificate III in Business Administration

<u>Code</u>	<u>Unit Name</u>
Compulsory Units	
BSBWHS201A	Contribute to health and safety of self and others
BSBITU307A	Develop keyboarding speed & accuracy

BSB30412 Certificate III in Business Administration

Administration Elective Units Group A Choose 7

<u>Code</u>	<u>Unit Name</u>
BSBWRT301A	Write simple documents
BSBITU304A	Produce spreadsheets
BSBFIA303A	Process accounts payable and receivable
BSBFIA304A	Maintain a general ledger
BSBADM307B	Organise schedules
BSBITU302B	Create electronic presentations
BSBITU303A	Design and produce text documents
BSBITU306A	Design and produce business documents
BSBITU309A	Produce desktop published documents

BSB30412 Certificate III in Business Administration

Administration Elective Units options Group B choose 4

<u>Code</u>	<u>Unit Name</u>
BSBCMM301B	Process customer complaints
BSBINM301A	Organise workplace information
BSBPRO301A	Recommend products and services
BSBADM311A	Maintain business resources
BSBWOR204A	Use business technology
BSBWOR301B	Organise personal work priorities and development
BSBCUS301B	Deliver and monitor a service to customers
BSBSUS301A	Implement and monitor environmentally sustainable work practices



Language, Literacy and Numeracy

Every qualification has an expected level of language, literacy and numeracy requirement. Therefore at the commencement of a qualification we will ensure that the student's ability to comprehend LL&N is recognised and any issues that may impact on the opportunity to succeed in completing the qualification are identified. Work Skills works offers support solutions i.e. additional training time, additional support from an industry or LL&N specialist, different methods of assessment and more. Essentially we do all we can so that you achieve your qualification.

How long will it take?

A flexible approach is offered by Work Skills to deliver the training and assessment. The nominal duration to complete this qualification is **12 months** fulltime.

If this qualification is completed as part time or as a School based student (SAT) then the nominal period of **24 months** applies and in the case of SAT's the maximum "time completion framework per year" applies.

As this training is competency based, students are able to complete the volume of learning at a pace that sees completion before the expiry of these time frames however the completion dates can vary from student to student but will not exceed the nominal duration.

What Now?

Train them...don't blame them!

Phone us on :

Email for more info:

Go to:

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www.workskills.com.au

or

or

or

Scan this QR and go straight to us for more

Its really that easy and you can be on your way

