



LEARN THE SKILLS TO  
**BECOME JOB READY**

## BSB30415 CERTIFICATE III IN BUSINESS ADMINISTRATION

Funded by the Queensland government.

### WHAT IS QUEENSLAND CERTIFICATE 3 GUARANTEE?

The Certificate 3 Guarantee supports eligible individuals to complete their first post-school Certificate III level qualification and increase their skills to move into employment, re-enter the workforce or advance their career. The program also supports school students to access training and Queensland's Year 12 graduates to transition to employment by providing fee-free training in high priority qualifications.

### ELIGIBILITY

1. Must be 15 years or over
2. No longer at school (with the exception of VET in Schools students)
3. Australian or New Zealand citizen or Australian permanent resident (including humanitarian entrants), or a temporary resident with the necessary visa and work permits on the pathway to permanent residency
4. Must not have or be enrolled in a Certificate III level or higher qualification (not including qualifications completed at school and foundations skills training)

### CO-CONTRIBUTION FEES

Total course concessional price	<del>\$50</del>	\$25
Total course non-concessional price	<del>\$150</del>	\$50

### COURSE OVERVIEW

This qualification applies to a range of administrative roles in varied contexts.

Individuals in these positions use some discretion and judgement and may provide technical advice and support to a team.

### JOB OPPORTUNITIES

Job roles that may be available to you after successful completion of the course include:

- Accounts Payable Clerk
- Administration Officer
- Personal Assistant
- Accounts Receivable Clerk
- Data Entry Operator
- Receptionist

### ENTRY REQUIREMENTS

Nil

### AUSTRALIAN ACADEMY ELIGIBILITY REQUIREMENTS

- Satisfactorily complete a pre-training review interview to determine student's suitability for the chosen course.
- Having access to the following is desirable for the successful completion of assessments and for research purposes:
  - Desktop computer, laptop or tablet
  - Microsoft Office or equivalent
  - Internet connection
  - A web camera and a speaker
  - Access to software to view online videos and images, such as Adobe Reader, Windows Media Player, Windows Photo Viewer, which are available as a download from the internet.

### COURSE MODE OF DELIVERY AND DURATION

At Australian Academy we work with individuals and companies to offer a range of flexible delivery options. Delivered direct to you through our online learning system, via workbooks, in workshops or in a classroom this course is nationally recognised and fully supported by a dedicated trainer. This course will be delivered and assessed in 12 months.

### RECOGNITION OF PRIOR LEARNING

Many of our students already have a high level of skills, knowledge and expertise that can be recognised through a Recognition of Prior Learning (RPL) process. Students seeking recognition can apply for RPL on enrolment into a qualification or throughout the duration of their study.

### CREDIT TRANSFER

If you have completed previous study that is the same industry as your intended qualification, you may be able to apply for a credit transfer. A copy of the original transcript must be provided when applying for a credit transfer.

WORLD-CLASS TRAINING

# WORLD-CLASS LEADERS



## COURSE OUTLINE (UNITS OF COMPETENCY)

TOTAL NUMBER OF UNITS = 13

- 2 core units
- 11 elective units

### CORE UNITS

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

### ELECTIVE UNITS

BSBADM307	Organise schedules
BSBFIA303	Process accounts payable and receivable
BSBITU302	Create electronic presentations
BSBITU303	Design and produce text documents
BSBITU304	Produce spreadsheets
BSBITU306	Design and produce business documents
BSBCMM301	Process customer complaints
BSBADM302	Produce texts from notes
BSBADM303	Produce texts from audio transcription
BSBADM311	Maintain business resources
BSBFIA301	Maintain financial records

### ASSESSMENTS

To be assessed as competent, learners need to provide satisfactory evidence to all the assessment requirements relating to their knowledge and skills relevant to the unit of competence. Assessment methods may include:

- Written activities
- Case studies
- Projects
- Role plays / observations

### HOW TO ENROL

Applying to Australian Academy (AA) is easy. You can submit your enrolment application at [australianacademy.edu.au/enrol](http://australianacademy.edu.au/enrol) or call the Gold Coast campus on **1300 656 693** or the Sydney campus on **1300 083 832**. You will be contacted by AA to arrange a follow up appointment for a pre-training review.

Once we receive your enrolment form, we will send you a Letter of Offer including all the enrolment conditions. When you accept it and return a signed copy along with payment, we will secure your place.

**Enrol Now**



[australianacademy.edu.au](http://australianacademy.edu.au)



### Gold Coast (QLD)

10 Scarborough Street  
Southport, Gold Coast  
QLD 4215  
P 1300 656 693

### Brisbane (QLD)

Level 3, 12 Mount Gravatt  
Capalaba Road, Upper  
Mount Gravatt QLD 4122  
P (07) 3343 3776

### Sunshine Coast (QLD)

Sunshine Coast Stadium  
31 Sportsmans Parade  
Bokarina QLD 4575  
P 1300 656 693