



BSB30415 Certificate III in Business Administration

National ID: BSB30415 | State ID: AVS2

About this course

Do you want the skills for a flexible career that could take you anywhere?

When you complete the Certificate III in Business Administration you'll have skills that employers are looking for, making you ideal for roles in data entry, customer service, or as an office or accounts clerk, secretary or receptionist.

You will gain skills and knowledge in basic MYOB, workplace organisation, workplace health and safety, spreadsheets, and organising schedules, word processing, electronic presentations and much more.

With industry and government forecasting a growing demand for office workers in coming years, you'll be ready for recruiting.

This course is also offered as a dual qualification with Certificate III in Business.

Full-time attendance is equivalent to three days a week and this includes one day a week in a simulated business at some locations (Murdoch, Mandurah, Rockingham, Thornlie).

A full study pathway to diploma level is available.

This Qualification is also available as a Traineeship. To study as a Trainee, you must be employed in a training contract by an appropriate organisation. Please see the Apprenticeships/Traineeships section for more information.

Overview

Semester 2, 2019

Bentley Campus - Full Time-Classroom



Duration: **1 Semester**



When: **Semester 2, 2019**



How: **Full Time**

Units

Core

Unit Title	National ID
Develop keyboarding speed and accuracy	BSBITU307
Contribute to health and safety of self and others	BSBWHS201

Elective

Unit Title	National ID
Organise schedules	BSBADM307
Deliver and monitor a service to customers	BSBCUS301
Process payroll	BSBFIA302
Process accounts payable and receivable	BSBFIA303
Organise workplace information	BSBINM301
Create electronic presentations	BSBITU312

Unit Title	National ID
Design and produce digital text documents	BSBITU313
Design and produce spreadsheets	BSBITU314
Apply knowledge of WHS legislation in the workplace	BSBWHS302
Organise personal work priorities and development	BSBWOR301
Write simple documents	BSBWRT301

Entrance requirements

School Leaver	Non-School Leaver	AQF
OLNA or NAPLAN 9 Band 8	C Grades in Year 10 English and Maths or equivalent	Certificate I or Certificate II

This course is available as a traineeship.

Entrance requirements for traineeships

You must be employed in a training contract by an appropriate organisation to study an apprenticeship or traineeship.

In a traineeship you also gain hands-on skills and work experience, and improve your employment prospects, while earning a wage. On successful completion you will gain a nationally recognised qualification which can lead to rewarding career options. The difference between a traineeship and an apprenticeship is that a traineeship can be either a full time or part time employment based training arrangement, usually for a nominal duration of 12 months or more, generally in a non-trade related area.

To find out how to arrange a traineeship and study at South Metropolitan TAFE, please contact the [Jobs and Skills Centre](#) closest to you.

Job opportunities

- When you complete the Certificate III in Business you'll have skills that employers are looking for, making you ideal for roles in data entry, customer service, office or accounts clerk and administration assistant.

For information about jobs and pathways, please see <http://joboutlook.gov.au/>

Further study opportunities:

- BSB40215 Certificate IV in Business, State ID AVV9
- BSB40415 Certificate IV in Business Administration, State ID AVS9
- BSB41015 Certificate IV in Human Resources, State ID AVT3
- BSB41515 Certificate IV in Project Management Practice, State ID AVR2
- BSB42415 Certificate IV in Marketing and Communication, State ID AZJ8

Fees and charges

Indicative fees and charges

[2019 general admission fees list](#)

[2019 apprenticeship/traineeship fees list](#)

Fees and charges published on our website are indicative. Your fees will depend on your eligibility for government funding or a concession rate, and the units you choose to study or seek to be recognised under Recognition of Prior Learning (RPL). Our Indicative fees lists show fees that are:

- Based on the full possible study plan of units, including the recommended electives
- Based on full time study in 2019
- Charged at the government funded rate for over 18 years of age students
- Based on unit electives designed to meet localised industry demand for skills
- Made up of course fees and resource fees, or RPL fees. Course fees are the cost of your tuition, while resource fees pay for consumables provided to you to aid your study (such as printing and paper). You may also be required to purchase text books or equipment that are not part of our tuition or resource fees.

Fees may vary between students and between educational providers. Other charges may apply.

Visit our [Fees and payment options](#) page for more information.

Call 1800 001 001 to get a more accurate fee indication based on your eligibility and study plan before applying.

VET Student Loans

Selected courses are VET Student Loan eligible courses.

A VET Student Loan creates a debt that must be repaid to the Commonwealth and is only available to students who are eligible.

To find out if you are eligible or to see the list of eligible courses visit our [Student Loans](#) page.

International students

Selected courses are available to International students for full time study only.

Fees, charges, available locations, applications and enrolment procedures for International students are different to those for students who have Australian permanent residency.

For more information or to find a course visit the [TAFE International WA](#) website.

Apprenticeships and traineeships

Fees for apprenticeships and traineeships are charged at a rate per nominal hour of study.

This means that your fees will vary depending on the units you study as part of your training plan.

Apprentices and trainees are liable to pay for their own fees but some industrial agreements (awards) dictate that employers are required to reimburse their apprentice upon receipt of satisfactory progress. An employer may also opt to pay on behalf of the apprentice or trainee.

For more information visit our [Apprenticeships and traineeships](#) page.

Recognition of Prior Learning

Recognition of Prior Learning (RPL) enrolments are charged at \$3.25 per nominal hour of study.

No concession fees apply to RPL enrolments. Refer to the institutional or apprenticeship/traineeship fee lists for an indicative RPL course fee.

Please note, fees are subject to change.