



## **BSB30415 Certificate III in Business Administration**

This course develops initiative in a business environment, organising workplace information, producing business documents, maintaining financial records, delivering and monitoring a service to customers and organising schedules.

Learn office skills in our supportive learning environment. You will learn how to use office equipment, reception skills and customer service. Develop skills in finance including banking, petty cash and accounts payable and receivable. Learn computing skills including keyboarding, electronic presentations, spreadsheets, databases and desktop publishing.

### **Career opportunities**

- Accounts receivable/payable clerk
- Data entry operator
- Receptionist
- Office administrator
- Personal Assistant

*Please note: Completion of this qualification does not guarantee an employment outcome.*

### **Core Units of Competency**

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

### **Group A Elective Units of Competency**

- BSBFIA303 - Process accounts payable and receivable
- BSBADM307 - Organise schedules
- BSBITU302 - Create electronic presentations
- BSBITU304 - Produce spreadsheets
- BSBITU306 - Design and produce business documents
- BSBITU309 - Produce desktop published documents
- BSBWRT301 - Write simple documents

### **Group B Elective Units of Competency**

- BSBCUS301 - Deliver and monitor a service to customers
- BSBDIV301 - Work effectively with diversity
- BSBWOR301 - Organise personal work priorities and development
- BSBWOR204 - Use business technology

### **Other Units of Competency**

- BSBITU201 - Produce simple word processed documents





### **Duration**

BSB30415 Certificate III in Business Administration runs three (3) days a week Tuesday to Thursday 9 am - 3 pm and can be completed over a twelve (12) month period with full-time study.

### **Training Location & Modes of Delivery**

Training is conducted onsite at Tauondi Aboriginal College. Training is self-directed and progresses at each student's individual pace.

### **Work Placements**

Students are required to undertake a ten (10) day work placement. Prior to the commencement of work placement, host employers may require students to have:

- A National Criminal History Check
- Manual Handling Certificate
- Child Safe Environments.

Tauondi Aboriginal College will support students in gaining any of these requirements. Tauondi Student Services will assist students with mentors for work experience and employment.

Please note that work placements will require students to wear appropriate professional attire.

### **Entry Requirements**

The eligibility criteria is vital in ensuring successful completion of the Certificate. Applicants must meet the minimum requirements for enrolment, including:

- Be a minimum of 16 years of age
- Be of Aboriginal or Torres Strait Islander descent
- Possess a valid Unique Student Identifier (USI)
- Complete a Tauondi LL&N assessment
- Interview with Business Trainer to assess suitability

### **Fees**

This qualification is provided to Aboriginal and Torres Strait students at no charge. However, please be aware that here are limitations on the number of qualifications a person may study under the Abstudy program. For further details please contact Centrelink in person or by phone on 132 307.





### **Recognised Prior Learning**

Tauondi Aboriginal College recognises the importance of skills and knowledge that you bring to the college. You may have gained these in the workforce, through previous study or even life experience.

Recognition of Prior Learning (RPL) is a process that tries to match these skills and knowledge to the outcomes of your chosen course.

Tauondi will recognise any qualifications and statements of attainment gained from other registered training organisations.

If you are interested in RPL opportunities, contact student services at Tauondi or refer to the Student Handbook for more details.

### **Enrolment**

For further details on BSB30415 Certificate III in Business Administration please go to [www.tauondi.sa.edu.au](http://www.tauondi.sa.edu.au) or contact Student Services:

- in person
- by email [studentservices@tauondi.sa.edu.au](mailto:studentservices@tauondi.sa.edu.au)
- by phone on 08 8240 0300

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### **Tauondi Aboriginal College (RTO Code: 2370)**

Tauondi is a Kurna word, meaning to penetrate or break through. The name of the College acknowledges the Kurna people, our hosts and the traditional owners of this land.

We acknowledge Aboriginal and Torres Strait Islander Peoples as the Traditional Owners of this country throughout Australia, and their connection to Land and Community. We pay our respect to them and their cultures, and to the Elders both past and present.

Address: 1 Lipson Street, Port Adelaide SA 5015  
Telephone: 08 8240 0300  
Web: [www.tauondi.sa.edu.au](http://www.tauondi.sa.edu.au)

