



BSB30415 Certificate III in Business Administration

This course is a nationally recognised training product delivered by Tauondi Aboriginal College (RTO code 2370). Learners will develop skills in a business environment, organising workplace information, producing business documents, delivering services to customers, organising schedules, office equipment, reception skills, accounts payable and receivable, banking and petty cash. Learn office skills in our supportive and nurturing learning environment, including computing skills like keyboarding, creating electronic presentations, spreadsheets and desktop publishing.

Career opportunities

- Accounts receivable/payable clerk
 - Data entry operator
 - Receptionist
 - Office administrator
 - Personal Assistant
- **BSB30415** Certificate III in Business Administration qualification comprises of Thirteen (13) units to be completed. Package rules are Two (2) Core units plus Eleven (11) elective units.

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

- BSBITU303 Design and produce digital text documents
- 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

Optional Units of Competency

- BSBITU201 - Produce simple word processed documents



Course Duration

BSB30415 Certificate III in Business Administration is timetabled four (4) days a week, **Monday to Thursday 9 am - 3 pm**. It can be completed over a twelve (12) month period with full-time study, totalling **600** training (*contact*) hours. There are Four (4) Terms for the 2019 Academic calendar year at Tauondi as below:

2019 Student Academic Calendar			
Term	Start	End (inclusive)	Weeks
1	Monday 04 February 2019	Fri 12 April 2019	10
2	Monday 29 April 2019	Friday 05 July 2019	10
3	Monday 22 July 2019	Friday 27 September 2019	10
4	Monday 14 October 2019	Friday 06 December 2019	8
2019 Student Term Break Periods			
End Term 1	Monday 15 April 2019 to Friday 26 April 2019 inclusive		2 weeks
End Term 2	Monday 08 July 2019 to Friday 19 July 2019 inclusive		2 weeks
End Term 3	Monday 30 Sept 2019 to Friday 11 October 2019 inclusive		2 weeks

Training Location & Modes of Delivery

Training is conducted onsite at Tauondi Aboriginal College. Training is delivered through a blend of Trainer led classes, sessions, presentations, practical demonstrations and workshops. Students work through manuals, learning activities, group work, online learning activities and accredited assessments* in a supported and nurturing environment. Your course may also include excursions and external visits to partner organisations to further your learning. *Note 2

Work Placements

Students are required to undertake a ten (10) day work placement* (Note 3). Prior to the commencement of work placement, host employers may require students to have:

- Department of Human Services (National Criminal History Report Check)
- Manual Handling Certificate
- Child Safe Environments and/or RAN-EC

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.



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 17 years of age unless exemption approval provided
- 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 there 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 **1800 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. Credit Transfer (**CT**) will be applied. If you are interested in RPL/CT opportunities, contact Student Services at Tauondi or refer to the Student Handbook for more details.

Study Pathways

- BSB40515 Certificate IV in Business Administration
- BSB41915 Certificate IV in Business (Governance)
- BSB40215 Certificate IV in Business

Enrolment

For further details on **BSB30415** Certificate III in Business Administration please contact Student Services:

- in person at: 1 Lipson Street Port Adelaide SA 5015
- by email to: studentservices@tauondi.sa.edu.au
- by phone on: (08) 8240 0300
- website: www.tauondi.sa.edu.au

Note 1: Completion of this qualification does not guarantee an employment outcome.

Note 2: Enrolment in this qualification does not guarantee successful completion.

Note 3: Work placements will require students to wear appropriate professional attire suitable or our industry. Tauondi does not supply business attire for work placements, however on request we can refer you to relevant partner organisations for assistance.