



## **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, contributing to health and safety of self and others, organising workplace information, designing and producing business documents, delivering services to customers, organising schedules, designing and producing digital text documents, office equipment, and reception skills. Learn office skills in our supportive and nurturing learning environment, including computing skills like keyboarding, creating electronic presentations, spreadsheets and desktop publishing.

### **Career opportunities**

- Data entry operator
- Receptionist
- Administration assistant
- Personal Assistant

**BSB30415** Certificate III in Business Administration qualification comprises of thirteen (13) units to be completed. To attain this qualification the packaging 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**

- BSBITU313      Design and produce digital text documents
- BSBADM307      Organise schedules
- BSBITU312      Create electronic presentations
- BSBITU314      Design and 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
- BSBINM301      Organise workplace information

### **Optional Units of Competency**

- BSBADM405      Organise meetings



## 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 **780** training (*contact*) hours. There are four (4) terms for the 2020 Academic calendar year at Tauondi as shown below:

2020 Student Academic Calendar			
Term	Start	End (inclusive)	Weeks
1	Monday 03 February 2020	Fri 09 April 2020	10
2	Monday 27 April 2020	Friday 03 July 2020	10
3	Monday 20 July 2020	Friday 25 September 2020	10
4	Monday 12 October 2020	Friday 11 December 2020	9
2020 Student Term Break Periods			
End Term 1	Monday 13 April 2020 to Friday 24 April 2020 inclusive		2 weeks
End Term 2	Monday 06 July 2020 to Friday 17 July 2020 inclusive		2 weeks
End Term 3	Monday 28 Sept 2020 to Friday 09 October 2020 inclusive		2 weeks

## Training Location & Modes of Delivery

Training is conducted onsite at Tauondi Aboriginal College and 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 Record 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 Islander 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 132 317**

## 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: \*Note 2

- in person at: 1 Lipson Street Port Adelaide SA 5015
- by email to: [studentservices@tauondi.sa.edu.au](mailto:studentservices@tauondi.sa.edu.au)
- by phone on: (08) 8240 0300
- website: [www.tauondi.sa.edu.au](http://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 for our industry. Tauondi does not supply business attire for work placements, however on request we can refer you to relevant partner organisations for assistance.*

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