



BSB30415 Certificate III in Business Administration (Superseded)

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

- Receptionist
- Personal Assistant
- Clerical Officer
- Support Services Officer
- Administration Assistant
- Administration Officer

BSB30415 Certificate III in Business Administration (Superseded) qualification comprises of thirteen (13) units to be completed.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Core Units of Competency (Superseded)

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

Group A Elective Units of Competency (Superseded)

- 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Group B Elective Units of Competency (Superseded)

- 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Optional Units of Competency (Superseded)

- BSBADM405 Organise meetings



Course Duration

BSB30415 Certificate III in Business Administration (Superseded) for the Traineeship students is timetabled as: Four (4) days' Work and one (1) day Training (in class on campus).

BSB30415 Certificate III in Business Administration (Superseded) is timetabled four (4) days a week, **Monday to Thursday 9 am - 3 pm**.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 2021 Academic calendar year at Tauondi as shown below:

2021 Student Academic Calendar			
Term	Start	End (inclusive)	Weeks
1	Monday 01 February 2021	Friday 09 April 2021	10
2	Monday 26 April 2021	Friday 02 July 2021	10
3	Monday 19 July 2021	Friday 24 September 2021	10
4	Monday 11 October 2021	Friday 10 December 2021	9
2021 Student Term Break Periods			
End Term 1	Monday 12 April 2021 to Friday 23 April 2021 inclusive		2 weeks
End Term 2	Monday 05 July 2021 to Friday 23 July 2021 inclusive		2 weeks
End Term 3	Monday 27 Sept 2021 to Friday 08 October 2021 inclusive		2 weeks
End Term 4	Friday 10 December 2021		

Training Location and 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, online learning 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

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

- BSB40120 Certificate IV in Business
- BSB40520 Certificate IV in Leadership and Management
- BSB50120 Diploma of 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
- 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.

Note 4: BSB30415 Certificate III in Business Administration has been superseded and students enrolling in this course will be 'transitioned' into the new qualification BSB30120 Certificate III in Business.