

## **BSB30412 Certificate III Business Administration Certificate 3 Guarantee**

### **What is the course about?**

This qualification reflects the role of individuals who apply a broad range of administrative competencies in varied work contexts, using some discretion and judgment. They may provide technical advice and support to a team. Job roles and titles vary across different industry sectors. **This course is subsidised under the 2014-2015 Queensland VET Investment Plan administered by the Department of Education, Training and Employment.**

### **Job roles**

Individuals with this qualification are able to perform roles such as:

- Data Entry Operator
- Junior Personal Assistant
- Receptionist
- Office Administration Assistant
- Office Administrator
- Word Processing Operator

### **How long does it go for?**

This course requires completion of 13 units of competency over 7wks, 2days/w. There are no pre-requisites to this

### **Where can it take me? What can I do next?**

As a graduate of this course you are eligible to enrol in: Certificate IV in Business Administration

### **What will I study?**

Units of Competency

To complete this qualification, participants must complete 2 core and 11 elective units

### **Core Units**

BSBITU307A Develop keyboarding speed and accuracy

BSBWHS201A Contribute to health and safety of self and others

### **Elective Units**

BSBFIA302A Process payroll

BSBFIA303A Process accounts payable and receivable

BSBADM307B Organise schedules

BSBITU302B Create Electronic Presentations

BSBITU304A Produce spreadsheets

BSBFIA304A Maintain a general Ledger

BSBWRT301A Write simple documents

BSBCUS301B Deliver and Monitor a service to customers

BSBDIV301A Work effectively with diversity

BSBADM311A Maintain business resources

BSBINM303A Handle receipt and despatch of information

### **Do I need to have completed previous study?**



There are no prerequisites for entry into BSB30412 Certificate III Business Administration. Participants are required to be competent in written and spoken English and will undertake a Language, Literacy, and Numeracy test prior to commencing the training.

### Assessment

Competency based training is concerned with assisting people to gain specific competencies relevant to the purpose of their program of study. A participant will be assessed by performing set tasks at specified standards, under prescribed conditions. A range of assessment methods will be used to enable participants to demonstrate competency

### Recognition of Prior Learning

If what you have learned at work, from other programs, courses, from life experience or training provided at work is relevant to this program, you may be entitled to gain subject credits or exemptions. The College is obliged to recognise the AQF qualifications and statements of attainment issued by other registered training organisations. For further details contact the Administration Officer.

### Eligibility Criteria under Certificate 3 Guarantee

Participants must:

- be aged 15 years or above, and no longer at school (with the exception of VET in School (VETiS) students
- permanently reside in Queensland
- be an Australian citizen, Australian permanent resident (includes humanitarian entrant), temporary resident with the necessary visa and work permits on the pathway to permanent residency, or a New Zealand citizen
- not hold, and not be enrolled in, a certificate III or higher level qualification, not including qualifications completed at school and foundation skills training.

Employment status does not matter. A participant can be unemployed and seeking work, or working on a full-time, part time or casual basis. There is no minimum education requirement, only the standard minimum course entry requirements for the selected qualification.

### Co-Contribution fee under Certificate 3 Guarantee

STUDENT CONTRIBUTIONS	NON-CONCESSIONAL STUDENTS	CONCESSIONAL STUDENTS
<b>BSB30412</b> CERTIFICATE III IN BUSINESS ADMINISTRATION	\$ 2.30 PER UNIT \$ 30.00 TOTAL	\$ 1.53 PER UNIT \$ 20.00 TOTAL

*Co-contribution Fee represents the total non-government subsidised portion of essential training costs for the participant to undertake the qualification. This fee includes enrolment charges, tuition, services, materials fees and all other costs associated with delivering the training and assessment services and awarding the qualification to the participant.*

### Participant Support

Sherwood Institute of Australia offers a range of support services to assist prospective participants with course, career or fee advice. If you need assistance in any of these aspects please let Sherwood staff member know so that we can arrange assistance where appropriate.

### Terms and Conditions



Campus: 3/1 Akenside Street, Wacol, Queensland 4076 email: [info@sherwood.edu.au](mailto:info@sherwood.edu.au) web: [www.sherwood.edu.au](http://www.sherwood.edu.au) Ph: 07 3180 2300

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Prior to enrolling on any course with SIA, participants should familiarise themselves with our specific Code of Practice. These are detailed within information that may be obtained from SIA upon request.

**Course Location & Dates:**

**Please contact our office for details and bookings on 07 3180 2300**

