

BSB30415 Certificate III in Business Administration

What is the course about?

This certificate is designed to give the student a broad set of skills but with more focus on the day to day functions behind running a business. It differs from Certificate III in Business (BSB 30115) with more emphasis on the financial aspects of running a business.

Job titles may include: **Office Administrator & Receptionist.**

What is it going to do for me?

This qualification will expand your knowledge and skills and hence your employability in this field

Depending on the units chosen, you will be able to:

- Develop essential computer skills
- Write simple documents
- Work with spread sheets
- Design a database
- Develop your customer services skills
- Keep financial records

How long is it going to take?

As a student who is not studying under a Contract of Training as a trainee the learning is self-paced, so the length of time to complete the qualification is dependent on your current skills and capacity to commit time to your studies. The learning and assessment time of this qualification for a non-traineeship is 800 hours over a 1 year period. As a Trainee (studied under a Contract of Training) this qualification must be completed within your traineeship period of 12 months (1 year).

The length of study may be lessened where you can evidence relevant current competency for skills and knowledge. This may go towards recognition of prior learning (RPL) resulting in credit for one or more units of competency. ARO can provide assistance with the RPL process. Please contact our office and/or indicate your desire for RPL on the enrolment form.

How is the qualification delivered?

Traineeship: If you are currently employed in a business and your employer agrees to a traineeship relationship ARO will provide a combination of training modes. Trainers and Assessors will conduct training and verification of competencies achieved through on-job training (provided by your employer) at your workplace; you are provided a workbook to complete for each unit of competency and additional off-job training will be provided to help you achieve your qualification.

Non-Traineeship: If you are not currently employed in a business, ARO delivers the qualification completely off-job or ARO may be able to assist you to gain a traineeship. Please note ARO does not guarantee placement in traineeships.

What does the course contain?

- 13 units in total are required to complete this qualification (comprised of 2 core units and 11 elective units)

Elective Units

- **7 elective units** must be selected from the **Group A** units listed below.
- The remaining **4 elective units** may be selected from the **Group A** or **Group B** elective units listed below, or any currently endorsed Training Package or accredited course at the same qualification level. If not listed below **2 of the electives units** may be selected from a Certificate II or Certificate IV qualification.
- Elective units must be relevant to the work outcome, local industry requirements and the qualification level.

As a general guideline we have the following suggestion of units, if you wish to choose alternative elective units please speak to ARO upon enrolling.

| | |
|--------------------------|--|
| CORE | |
| BSBWHS201 | Contribute to health and safety of self and others |
| BSBITU307 | Develop keyboarding speed and accuracy |
| ELECTIVES Group A | |
| BSBADM307 | Organise schedules |
| BSBFIA302 | Process payroll |
| BSBFIA303 | Process accounts payable and receivable |
| BSBFIA304 | Maintain a general ledger |
| BSBITU302 | Create electronic presentations |
| BSBITU303 | Design and Produce text documents |
| BSBITU304 | Produce spreadsheets |
| BSBITU306 | Design and Produce business documents |
| ELECTIVES Group B | |
| BSBADM311 | Maintain business resources |
| BSBWOR204 | Use business technology |
| BSBWHS401 | Implement and monitor WHS policies, procedures and programs to meet legislative requirements |

Fees: Please see our most recent [Fee Schedule](#) on our website.

Policies and Enrolment process: Please see our student hand book, this can be found on our website or by contacting ARO office and we can send one out to you.