

# Info Pack

BSB30415

## Certificate III in Business Administration



### Duration

6-24 months including workshop and self-paced activities



### Entry Requirements

No



### Delivery

Blended learning, Live Class, Online, RPL, Traineeship



### Accreditation

This is a nationally recognised qualification

Gain skills and knowledge that you can utilise across a range of business environments. This qualification addresses functional business administration skills and can be customised through the choice of electives to suit specific roles. Our standard program includes electives that give students diverse practical skills that are in demand by general businesses.

### Who is this for?

It is ideal for trainees (including school based), school leavers, people wanting to develop the skills for employment or parents refreshing their skills to return to work.

### What You'll Learn

When you finish this course, you'll be able to:

- Operate a computer using basic keyboarding
- Perform duties safely
- Interact professionally with colleagues and customers
- Design and produce spreadsheets and simple documents
- Create electronic presentations
- Use business technology

## Career Opportunities

This qualification provides a pathway to work in a range of administrative roles in various contexts. Possible job titles include:

- Data entry operator
- Receptionist
- Secretary
- Customer service
- Administration assistant

## Entry Requirements

It is recommended that participants have a minimum level 2 in the ACSF for learning, reading, writing, oral communication and numeracy.

## Delivery Options

### 1. Live Class

- i) Group workshop with a trainer to support and guide you through activities. Ask us for scheduled course dates at locations convenient to you.
- ii) We can also come to your workplace and deliver a customised program to meet your workplace needs (Minimum numbers apply. Contact us to discuss your particular needs).

### 2. Blended Learning

This is a flexible and efficient way to complete your qualification. It may include live classes, online study, self-paced activities and webinars.

### 3. Online

The entire course is offered electronically through Uplearn - our Learning Management System.

### 4. Recognition of Prior Learning (RPL)

Recognition of Prior Learning is the process that is used to recognise the skills and knowledge you have acquired through personal and work experience - the "University of Life". The evidence you provide is matched to a complete qualification where possible or alternatively, to part of a qualification. A successful RPL application means that you could receive certification without further study or may be able to fast track through a qualification. Please contact us to organise an individual assessment of your current knowledge and skills.

### 5. Traineeship

Traineeships are a combination of "earning and learning" and can be offered to new and existing staff in a part or full time capacity. Trainees are employed whilst completing their qualification under the supervision of experienced Blueprint trainers and assessors. Contact us for more information.

## Duration

You have 12 months from course commencement to complete this qualification. This qualification is allocated 2 years for completion if undertaken as a full time traineeship.

## Course Outline

To complete this qualification you must demonstrate competency in a total of 13 units. Two of these units are core and there are 11 electives. The table below shows the content of our standard course, however other electives are available.

Units of Competency	Core/ Elective
BSBITU307 Develop keyboarding speed and accuracy	Core
BSBWHS201 Contribute to health and safety of self and others	Core
BSBITU312 Create electronic presentations	Elective
BSBITU314 Design and produce spreadsheets	Elective
BSBITU306 Design and produce business document	Elective
BSBITU309 Produce desktop published documents	Elective
BSBADM311 Maintain business resources	Elective
BSBCUS301 Deliver and monitor a service to customers	Elective
BSBWOR204 Use business technology	Elective
BSBWOR301 Organise personal work priorities and development	Elective
BSBWRT301 Write simple documents	Elective
BSBADM307 Organise schedules	Elective
BSBITU309 Produce desktop published documents	Elective

## Course Materials

Your learning resources will include:

- Training Manual
- Resource Library containing document templates, samples, fact sheets and explainer videos
- Access to live and recorded webinars and online discussion forums
- Access to the Uplearn Learning Management System

You will also be able to access our "Homework Club" tutorials and individual support calls.



## Technology Requirements

During your studies, you will need access to the following:

- Computer with compatible operating system (Windows 8 or higher, Mac)
- Printer, scanner and phone
- Current web browser (Chrome, Safari or Firefox)
- Email address and stable Internet connection access (with a reliable speed of at least 5mbps)
- Microsoft Office - including Word, Excel and PowerPoint
- Adobe reader

## Assessment

Assessment is a combination of:

- Written questions
- Case studies
- Practical assessment
- Portfolio of digital work

## Further Training Options

If you successfully complete this qualification you could continue your studies in higher level business qualifications within the VET or university sectors.

## Fee Information

Please see our full Fee Schedule for information about unit costs (where applicable), RPL fees and Refund Policy.

Live Class	Blended	Online	RPL	Traineeship
\$2,995	\$2,995	\$1,995	\$1,695	\$0-\$1,500

Full and partial funding is also available through the Certificate III Guarantee, Year 12 Graduate Fee Free Training and Traineeships. Funding varies depending on the eligibility of the student.