



Certificate III in Business Administration (BSB30407)

This qualification is designed to educate individuals who apply a broad range of administrative competencies in varied work contexts, using some discretion and judgement. They also may provide technical advice and support to a team. There are various job roles to which this qualification relates, including Accounts Receivable Clerk, Accounts Payable Clerk, Receptionist and Office Administrator.

On successful completion of the program you will be issued with a nationally recognised certificate that will confirm your skills and competence in business administration. This qualification can also lead to Certificate IV in Business Administration or a range of other certificate IV qualifications.

Delivery Methods

An ATEC Trainer will meet with you to arrange a training program that can be delivered entirely on the job and will, wherever possible, be directly relevant to the day to day tasks that you practice within your organisation. The trainer will also conduct scheduled visits, provide ongoing support via telephone and/or email, and offer additional mentoring to assist you to achieve a quality learning outcome.

Assessment Methods

May include questioning, demonstrated previous experience, observation in the workplace, tests, written reports, project examinations and other appropriate assessment methods depending on the unit requirements.

Pre-requisites

There are no pre-requisites for individual units of competency that make up this qualification. However, completion of a Certificate II in Business Administration or similar qualifications, or experience in an administration role in the workplace would be beneficial prior to undertaking this qualification.

Course Fees

\$930 (includes learning resources and manual and is subject to confirmation of government funding)

For this qualification you are required to select 2 Core units, 7 Administration units and 4 Elective units from the following.

Course Outline (Example Training Plan*)

Core Units

BSBOHS201A	Participate in OHS processes	Core
BSBITU307A	Develop keyboarding speed and accuracy	Core

Administration Units

BSBADM311A	Maintain Business Resources	Elective
BSBFIA301A	Maintain Financial Records	Elective
BSBWOR301A	Organise personal work priorities & development	Elective
BSBADM307B	Organise schedules	Elective
BSBINM301A	Organise workplace information	Elective
BSBITU303A	Design and produce text documents	Elective
BSBITU304A	Produce spreadsheets	Elective
BSBITU306A	Design and produce business documents	Elective
BSBITU309A	Produce desktop published documents	Elective
BSBWRT301A	Write simple documents	Elective
BSBPRO301A	Recommend products and services	Elective

* Please note: The above program is an example only and an ATEC Trainer can negotiate a training program that includes units that are relevant to the job role in your organisation.

For further details please contact Course Administration on (08) 8240 1233

