



## BSB30415 CERTIFICATE III IN BUSINESS ADMINISTRATION

This Course is subsidised under the 2020-2021 Queensland VET Investment Plan administered by the Department of Employment, Small Business and Training's (DESBT)



### DESCRIPTION

Our **BSB30415 Certificate III in Business Administration** will teach you how to employ business skills and knowledge in an organised fashion so you can excel in a range of admin-related roles. If you're organised, have a kind and welcoming personality and presentation and have excellent communication skills, then a Certificate III in Business Administration is the perfect qualification to obtain for a career in the business administration field.

### CAREER OUTCOME:

- Accounts Receivable Clerk
- Accounts Payable Clerk
- Data Entry Operator
- Office Administration Assistant
- Word Processing Operator

### MODE OF DELIVERY

- Face to face

### FEES

Domestic Full fee: **\$2100**

Co-Contribution Fee under Qld **Certificate 3 Guarantee Program:**

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| • Non – Concessional Student:<br><b>\$ 3.00 PER UNIT - \$39.00 TOTAL</b> | • Concessional Student:<br><b>\$ 2.00 PER UNIT - \$26.00 TOTAL</b> |
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### DURATION

12 Months

### LOCATION

**QLD:** Logan Central

## STUDENT ELIGIBILITY CRITERIA

To be eligible for the **Certificate 3 Guarantee program**, individuals must:

- Be aged 15 years or over
- Be no longer at school (with the exception of school students in Years 10, 11 and 12 undertaking a VET in School (VETiS) program — see the VETiS fact sheet for more information)
- 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.

## STUDENT INFORMATION:

- You will be enrolled with SITS directly and NO third-party arrangements are made.
- As a condition of receiving this funded training, you must complete a Student Employment Survey within three (3) months of completing or discontinuing their training and return to SITS.
- You will no longer be eligible for a government subsidised training place under the Certificate 3 Guarantee once you complete a certificate III level vocational qualification.
- SITS will take every possible action to ensure we support you throughout your training and assessment process. If at any point through-out your course you require any assistance or support, please discuss these needs with SITS staff and we will do our best to help. If you have any special needs, including Language and Literacy, learning, mobility, visual impairment or hearing please notify staff prior to enrolment to allow us to cater for your needs. SITS support services available to assist students to complete training. If you do not notify us of any condition that may affect your learning, we will not be able to assist you if the need arises.

## REFUND POLICY

The policy of the organisation is at all times to be fair and equitable to registered students. Applications for refunds can be made to the Director or CEO of the organisation.

### **Certificate 3 Guarantee Program**

Certificate 3 Guarantee Co-contribution refunds must be requested in writing 7 days prior to withdrawal. Withdrawal request must be made on the Withdrawal Request Form. This must be signed by the student and where applicable, referring 3rd Party. Units will be refunded on a unit-by-unit basis for all non-commenced units. Refunds will be processed via Electronic Funds Transfer (EFT) 7 days after the request has been received.

SITS will ensure that it will assist a student to complete the qualification once the student has enrolled with the organization

## RPL/CT

### **Recognition of Prior Learning**

Students may be eligible to apply for recognition of their chosen qualification by providing evidence of their previous training, employment experience or other life skills that meet qualification requirements. Successful applications may result in a reduced training time.

### **Credit Transfer**

Students may be eligible to apply for credit transfer. This is where you can provide evidence of previous studies where there is equivalence to the units of competency within the course. *(Please refer to student handbook).*

## UNITS OF COMPETENCY

**Total number of units = 13**

- 2 core units
- 11 elective units

These are listed below:

UNIT CODE	UNIT NAME
BSBITU307	Develop keyboarding speed and accuracy
BSBWHS201	Contribute to health and safety of self and others
BSBFIA303	Process accounts payable and receivable
BSBFIA304	Maintain a general ledger
BSBADM307	Organise schedules
BSBITU312	Create electronic presentations
BSBITU314	Design and produce spreadsheets
BSBITU313	Design and produce digital text documents
BSBWRT301	Write simple documents
BSBCUS301	Deliver and monitor a service to customers
BSBCMM301	Process customer complaints
BSBDIV301	Work effectively with diversity
BSBADM311	Maintain business resources

## CONTACT US

**Step Into Training Services (SITS)**

**RTO No 91533: CRICOS Code 03474G**

**QLD Office:** Unit 9, 91 Wembley Road, Logan Central 4114

**P:** 1300 467 487 | **E:** info@sits.edu.au | **W:** www.sits.edu.au

