



BSB30415 Certificate III in Business Administration

Course Outline

52 weeks

This qualification applies to a range of administrative roles in varied contexts. Individuals in these positions use some discretion and judgement and may provide technical advice and support to a team.

Course Content

Units of Competency
BSBITU307 Develop keyboarding speed and accuracy
BSBWHS201 Contribute to health and safety of self and others
BSBCMM201 Communicate in the workplace
BSBADM307 Organise schedules
BSBCMM301 Process customer complaints
BSBCUS301 Deliver and monitor a service to customers
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

Target Group and Selection Criteria

Domestic Students

This course is suitable for students who demonstrate that they meet the selection criteria below:

- those who wish to develop skills to increase their job opportunities, or
- those who wish to have their existing skills recognised or upgrade their skills, or
- those wishing to work as accounts receivable/payable clerk; personal assistants, data entry operators, office junior and Office administrators or assistants.

International Students

This course is suitable for international students who demonstrate that they meet the selection criteria (including IELTS requirements) and wish to gain skills in business administration but who have limited knowledge and/or work skills in a business environment. The specific IELTS requirements are set out in the Student Entry Requirements, Selection and Induction Policy. .



Delivery mode

Delivery will be:

- Face to face
- Online/Correspondence/Distance Education
- On-the-job (number of hours and/or days will be determined in consultation with the Trainee's employer.)
- Combination (International Students will undertake 75% of their training in a face-to-face mode and 25% via Online and/or Distance Education.)

Assessments and RPL

Assessment for this qualification may include written reports, case studies, projects, role plays, written assessments and third party reports as well as portfolios of evidence and workplace reports.

Recognition of Prior Learning (RPL) is available to all students applying for this qualification. Recognition of prior learning is the recognition of your current skills and knowledge acquired through prior learning from other training, work or life experience

International Student English Entry Requirements

International students must have an appropriate visa and an English Language score of IELTS 5.5 or equivalent. See also selection criteria above.

English language proficiency:

International students wishing to enrol must have:

- an IELTS band score of 5.5 (academic test version) or equivalent internationally recognised exam result in line with DIBP (Department of Immigration and Border Protection) regulations for direct entry into a course; or
- 4.5 with an ELICOS course to be taken before your main course. You can study an English for Speakers of Other Languages (ESOL) course for up to 40 weeks' duration at our sister college, English Academy; or
- within two years of your application date have successfully completed in Australia a substantial part of a Certificate IV or higher level qualification from the Australian Qualifications Framework

If the student does not meet the English language proficiency requirements, a condition of their enrolment must be enrolling in an English language course offered by our sister college, English Academy or another NEAS Approved Centre.

For further information, please refer to the College's Pre-Enrolment Information which is available to download from our website along with the Student Entry Requirements, Selection and Induction Policy.

Students on a student visa MUST be enrolled in a full-time course.

Domestic students:

There are no entry requirements for this course for domestic students. There are no licensing pre-requisites. However, please see selection criteria above to determine whether this would be a suitable course for you.

Completion:



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Upon successful completion of this course you will receive a nationally-recognised BSB30415 Certificate III in Business Administration. Students who do not complete the course but complete some units of this course, may receive a Statement of Attainment for the Units of Competency they have completed.