

# CERTIFICATE III IN BUSINESS ADMINISTRATION

## BSB30415

### CERTIFICATE 3 GUARANTEE

An administration skill base can be applied to almost any industry and provides you with a great career launch pad, not to mention a host of transferable skills that may just give you the edge! The modern office relies on staff that are multi skilled and can add real value to their organisation through prioritising tasks, preparing financial documents, utilising customer service skills and even designing and creating business documents. The Certificate III in Business Administration opens a wide variety of doors for anyone wishing to pursue a career in a variety of industry sectors.

#### EMPLOYMENT OPPORTUNITIES

- Receptionist
- Junior Personal Assistant
- Office Administrator
- Administration Assistant

#### COURSE REQUIREMENTS

To achieve a Certificate III in Business Administration 13 units must be completed.

#### UNITS:

Organise schedules	BSBADM307
Deliver and monitor a service to customers	BSBCUS301
Maintain a general ledger	BSBFIA304
Organise workplace information	BSBINM301
Create electronic presentations	BSBITU312
Design and produce text documents	BSBITU313
Produce spreadsheets	BSBITU314
Design and produce business documents	BSBITU306
Develop keyboarding speed and accuracy	BSBITU307
Contribute to health and safety of self and others	BSBWHS201
Use business technology	BSBWOR204
Organise personal work priorities and development	BSBWOR301
Write simple documents	BSBWRT301

#### COURSE DELIVERY

The Certificate III in Business Administration is delivered over 12 weeks. In order to provide flexible options, students can choose one of the following delivery options:

- **Classroom environment:** Suitable for unemployed students. Content is delivered with weekly classroom sessions at the Gold Coast and Toowoomba campuses.
- **Flexible delivery:** Self-paced learning with one-on-one contact with a trainer

Call or email us and enrol today!

1300 936 864

[admin@aurora.edu.au](mailto:admin@aurora.edu.au)



### CERTIFICATE 3 GUARANTEE PROGRAM

The Certificate 3 Guarantee program is funded by the Queensland Government to give eligible individuals a government subsidy toward the training costs for a range of Certificate level III qualifications.

Aurora Training Institute is a Pre-Qualified Supplier under this program for the delivery of this Certificate III qualification.

As you can only access the Certificate 3 Guarantee subsidy once, it is important that you consider and compare your training options and ensure they align with your chosen career pathway.

Every student that completes or discontinues a Certificate 3 Guarantee course must complete a Student Training and Employment Survey within 3 months.

### STUDENT CONTRIBUTION FEE

The Student Contribution Fee under the Certificate 3 Guarantee program is \$15. This fee represents the total cost to the student to enrol, undertake training and be awarded the qualification.

### ELIGIBILITY CRITERIA

To be eligible to enrol in the Certificate 3 Guarantee program, you must:

- Be aged 15 years or above and;
- Be no longer at school and;
- Be a Queensland resident permanently residing in Queensland i.e. an Australia Citizen or permanent resident or a New Zealand citizen
- Not have previously completed or currently be enrolled in a Certificate III level qualification (or higher)  
\* *Certificate III Qualifications completed at secondary school are not counted*

### MORE INFORMATION

For more information on the Certificate 3 Guarantee program visit the [Queensland Government](http://www.training.qld.gov.au) website at [www.training.qld.gov.au](http://www.training.qld.gov.au) where you can find Frequently Asked Questions or download the Certificate 3 Guarantee [Student Fact Sheet](#).

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