

# CERTIFICATE III IN BUSINESS ADMINISTRATION

## BSB30415

### TRAINEESHIP

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 including 2 core units and 11 elective units. 7 units must be selected from Group A and the remaining 4 units must be selected from Group B.

#### CORE UNITS:

Develop keyboarding speed and accuracy	BSBITU307
Contribute to health and safety of self and others	BSBWHS201

#### ELECTIVE UNITS:

##### Group A

Create electronic presentations	BSBITU312
Design and produce business documents	BSBITU306
Design and produce text documents	BSBITU313
Maintain a general ledger	BSBFIA304
Organise schedules	BSBADM307
Produce spreadsheets	BSBITU314
Write simple documents	BSBWRT301

##### Group B

Organise workplace information	BSBINM301
Work effectively with diversity	BSBDIV301
Maintain financial records	BSBFIA301
Organise personal work priorities and development	BSBWOR301
Maintain business resources	BSBADM311
Process customer complaints	BSBCMM301
Deliver and monitor a service to customers	BSBCUS301
Recommend products and services	BSBPRO301
Participate in environmentally sustainable work practices	BSBSUS201
Use business technology	BSBWOR204

#### COURSE DELIVERY

The Certificate III in Business Administration is delivered over 12 months. Trainers will deliver training on the job with regular workplace visits.

**USER CHOICE (APPRENTICESHIP AND TRAINEESHIP FUNDING)**

The User Choice program provides a public funding contribution towards the cost of training for eligible Queensland apprentices and trainees.

Aurora Training Institute is a Pre-Qualified Supplier under this program for the delivery of this Certificate III qualification as a traineeship pathway for new and existing employees.

**CO-CONTRIBUTION FEE**

The Co-Contribution Fee under the User Choice program is dependent on the elective choice. Fees are paid at a rate of \$1.60 per nominal hour. This fee represents the total cost to the student to enrol, undertake training and be awarded the qualification.

**MORE INFORMATION**

For more information on the User Choice program visit the [Queensland Government](http://www.qld.gov.au) website at [www.training.qld.gov.au](http://www.training.qld.gov.au).

Call or email us and enrol today!

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