



Certificate 3 Guarantee Program

BSB30415

Certificate III in Business Administration



Aurora
TRAINING INSTITUTE



Within 12 months



Weekly Sessions



Classroom & Flexible Delivery



\$26*

An administration skill base will give you an edge!

The modern office relies on staff that are multi skilled and can add real value to their organisation through utilising customer service skills and even designing and creating business documents.

This qualification opens a wide variety of doors for career opportunities.

Course Delivery

The BSB30415 - Certificate III in Business Administration is delivered within 12 months. Students can choose one of the following delivery options:

- **Classroom environment:** Weekly classroom sessions at our delivery locations.
- **Flexible delivery:** Self-paced learning with one-on-one contact with a trainer.

Eligibility Criteria*

The Certificate 3 Guarantee Program has the following eligibility requirements:

- ✓ Be a permanent resident of Queensland aged 15 years or above, and
- ✓ No longer at school (with the exception of VET in school students) and,
- ✓ Not have completed or be enrolled in a certificate III (or higher qualification), this does not include qualifications completed at school, and
- ✓ Be an Australian or New Zealand citizen or Australian permanent resident (including humanitarian entrants), or a temporary resident with the necessary visa and work permits on the pathway to permanent residency.

Career Pathways



Receptionist



Personal Assistant



Office Administrator



Administration
Assistant

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Course Requirements

To achieve a BSB30415 - Certificate III in Business Administration 13 units must be completed.

Units:

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



Certificate 3 Guarantee Program

The Certificate 3 Guarantee Program supports eligible individuals to complete their first post-school certificate III level qualification and increase their skills to move into employment, re-enter the workforce or advance their career.

The program also supports school students to access training and Queensland's Year 12 graduates to transition to employment by providing free training in high priority qualifications.

Aurora Training Institute is a pre-qualified supplier for the delivery of this Certificate III qualification. As you can only access the Certificate 3 Guarantee Program funding once, it is important that you consider your training options carefully and ensure they align with your chosen career pathway.

As a condition of your enrolment, you will be required to complete a student training and employment survey within three months of finishing or discontinuing your training.

For more information on the Certificate 3 Guarantee Program, including eligibility requirements, subsidy information, concessional student status and program related documents, visit www.desbt.qld.gov.au/training/providers/funded/certificate3.

Student Contribution Fee

The Student Contribution Fee under the Certificate 3 Guarantee Program is \$26. This fee represents the total cost to the student to enrol, undertake training and be awarded the qualification.