

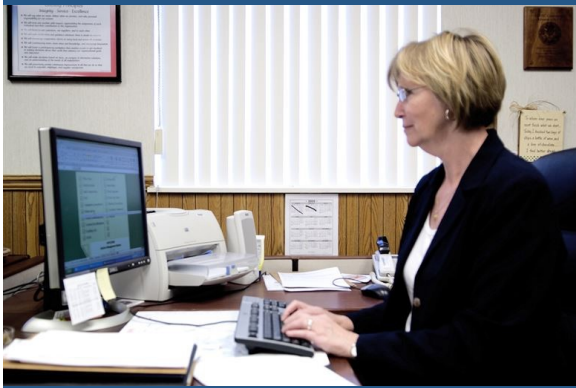
# BSB30415 Certificate III in Business Administration



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RTO No 40467

Course Brochure



# BSB30415 Certificate III in Business Administration

## Course Overview

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.

## Career Opportunities

- Clerk
- Data Entry Operator
- Junior Personal Assistant
- Receptionist
- Office Administration Assistant
- Office Administrator
- Word Processing Operator.

## Modes of Delivery

- Face to face in the workplace
- Correspondence in a self-paced model (using text-based resources in a self-paced model and supported by our dedicated trainers)
- Online (supported by our dedicated trainers).
- Recognition of Prior Learning (for people who have evidence to support their current competence in the relevant units of competency which comprise the qualification).



## Key Outcomes

- Work in a manner that is healthy and safe in relation to self and others and to respond to emergency incidents. .
- Manage appointments and diaries for personnel within an organisation, using manual and electronic diaries, schedules and other appointment systems.
- Recognise and interact productively with diversity in the workplace. It covers sensitive responses to, and interactions with, all manner of diversity that might be encountered during the course of work.
- Gather, organise and apply workplace information in the context of an organisation's work processes and knowledge management systems.
- Design and produce electronic presentations for speakers, for self access and online access.
- Design and develop text-based documents using advanced features of word processing software.
- Develop spreadsheets through the use of spreadsheet software.
- Design and produce various business documents and publications. It includes selecting and using a range of functions on a variety of computer applications.
- Design and produce desktop published documents.
- Elect and use computer software and organise electronic information and data.
- Organise own work schedules, to monitor and obtain feedback on work performance and to maintain required levels of competence.
- Plan, draft and finalise a basic documents



Further detailed information on your course, fees and charges, relevant student policies and procedures and to view the student handbook, please visit our website at [www.dynamiclearningservices.com.au](http://www.dynamiclearningservices.com.au) or contact Dynamic Learning Services on 02 4365 0040.



There are 13 units in the BSB30415 Certificate III in Business These are divided into 2 core units and 11 electives units..

The units in the Dynamic Learning Services program are listed below:

#### **Core Units**

BSBWHS201 Contribute to health and safety of self and others

BSBITU307 Develop keyboarding speed and accuracy

#### **Elective Units**

BSBADM307 Organise schedules

BSBDIV301 Work effectively with diversity

BSBINM301 Organise workplace information

BSBITU302 Create electronic presentations

BSBITU303 Design and produce text documents

BSBITU304 Produce spreadsheets

BSBITU306 Design and produce business documents

BSBITU309 Produce desktop published documents

BSBWOR204 Use business technology

BSBWOR301 Organise personal work priorities and development

BSBWRT301 Write simple documents

#### **Assessment**

The assessment in this qualification involves a variety of workbook activities, practical tasks and project work. Participants will be supported by their trainer throughout their journey.

#### **Entry Requirements**

There are no pre-requisite entry requirements for this course of study. Students must undergo a Language, Literacy & Numeracy evaluation prior to commencement of studies.

#### **Volume of Learning**

Learners should expect a duration between 12 and 24 months to meet the requirements of BSB30415 Certificate III in Business Administration which is consistent with the AQF volume of learning indicators for a Certificate III qualification.

Decisions about the duration of this qualification take into account the candidates' likelihood of successfully achieving the learning outcomes and ensure that the integrity of the qualification's outcomes are maintained.

#### **Pathways**

Qualifications that may be considered after successful completion include:

BSB40515 Certificate IV in Business Administration

# Smart and Skilled

This training is subsidised by the NSW Government

Further detailed information on Smart and Skilled in relation to your eligibility, fees and consumer protection visit :

<https://smartandskilled.nsw.gov.au/for-students>

or talk to one of our friendly consultants who can answer all your questions on 43650040



## About Smart and Skilled

Smart and Skilled is a New South Wales (NSW) government funding incentive for those wanting to gain new skills needed to find a job or advance their careers.

As course costs are an important factor when deciding to undertake a study

Smart and Skilled provides eligible students with:

- an entitlement to government-subsidised training up to and including Certificate III
- government funding for higher-level courses (Certificate IV and above) in targeted priority areas.

### Are you eligible for Smart and Skilled training?

Are you:

- 15 years old or over?
- No longer at school?
- Living or working in NSW?
- An Australian citizen, Australian permanent resident, Australian permanent humanitarian visa holder or New Zealand citizen?

If you answered 'Yes' to all four questions, then you may be eligible to enrol in a government-subsidised course with an approved Smart and Skilled training provider and registered training organisation, like DLS.

### Fees

#### Full Qualification

1st Qualification \$1,320

2nd Qualification \$1,580

Traineeship \$1,000

Eligible concession card holders \$240