

BSB30415 - CERTIFICATE III BUSINESS ADMINISTRATION

Do you have great attention to detail and enjoy working at the hub of a business environment or do you simply have a desire to improve your career options in administration?

JHI's Certificate III in Business Administration is ideal for those wanting to begin a career in administration, looking to up-skill proficiencies that they previously learned on the job, or those seeking a career change. Business administration is required across all industries and the professional skills learned during this course are easily transferable to a variety of roles. We consult with local employers to discover what skills they require in a valuable employee and teach our students the skills identified.

UNITS OF COMPETENCY:

To achieve this qualification, students must be deemed competent in the following core units and must select 11 elective units (13 units in total), which meet the requirements of the training package:

CORE UNITS:

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

ELECTIVE UNITS:

- BSBSUS201 - Participate in environmentally sustainable work practices
- BSBWOR204 - Use Business Technology
- BSBWRT301 - Write simple documents
- BSBITU309 - Produce desktop published documents
- BSBITU303 - Design and produce text documents
- BSBADM307 - Organise schedules
- BSBITU302 - Create electronic presentations
- BSBITU304 - Produce spreadsheets
- BSBITU306 - Design and produce business documents
- BSBCUS201 - Deliver a service to customers
- BSBITU301 - Create and use databases
- BSBFIA302 - Process payroll
- BSBFIA303 - Process accounts payable and receivable
- BSBINN201 - Contribute to workplace innovation

MODE OF DELIVERY:

This training program is delivered by a combination of face-to-face learning, on the job delivery and self-paced home learning.

ASSESSMENT METHOD:

Competency based assessment will be conducted through written theory tasks, case studies and practical demonstrations/role plays. The training will be delivered in a fully equipped business facility by our qualified and industry experienced trainers/assessors.

John Henry Institute is responsible for compliance of training and/or assessment and will issue competent students with their AQF certification.

WHAT TO BRING TO CLASS:

- Blue or black pen
- Notebook or laptop + charger
- Refreshments, morning tea and lunch – a fridge and microwave is available for student use.

ENTRY REQUIREMENTS:

Although students may enter JHI's Certificate III in Business Administration with limited or no vocational experience and without a lower level qualification, they do need to have a level of literacy and numeracy that will help them complete the course. Students are required to complete a language, literacy and numeracy assessment (LLN) during the enrolment process.

STUDY PATHWAYS:

Students who successfully complete this course may undertake BSB40515 Certificate IV in Business Administration before continuing to a diploma or advanced diploma course from the BSB Business Services Training Package.

CAREER OPPORTUNITIES:

Successfully securing this qualification provides students with the foundation skills and knowledge they need to work across a broad range of job roles across different industry sectors.

Possible job titles include:

- Accounts Receivable Clerk
- Accounts Payable Clerk
- Administrative Assistant
- Receptionist
- Clerical Worker
- Data Entry Operator
- Junior Personal Assistant
- Information Desk Clerk

WORK PLACEMENT REQUIREMENTS:

There are no work placement requirements for students undertaking this qualification.

REDUCED AND SUBSIDISED FEES:

As this training is subsidised by the NSW Government Smart & Skilled Program, you may be eligible for subsidised or reduced fees if you meet the below criteria:

- 15 years old or over
- no longer at school
- living or working in NSW
- an Australian citizen, Australian permanent resident, humanitarian visa holder or New Zealand citizen

The student fee you pay will vary depending on your personal circumstances and eligibility for a subsidised place (\$1,320 to \$1,580), a Fee-Free Scholarship (\$0), a concession (\$240) or an exemption (\$0). The student fee for trainees will not exceed \$1,000.

ADDITIONAL COSTS:

There are no additional costs incurred by students undertaking this qualification.

CONTACT:

For more information or if you would like to enrol, please contact the John Henry Institute on 02 6583 2321 or email info@jhi.edu.au