Certificate III in Business Administration
BSB30415

Why Choose NEVC for your Training Needs?

Qualification 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.

Customised to your business needs

Training and assessment can be flexible and tailored to individual or business needs, built the way the employer wants. Options include:

- on-line or workbooks, with no face-to-face classes to attend, supported by the trainer (phone & email contact)

- In the workplace, supported by visits by the trainer.

- A combination of both

Trainers are highly experienced

Our trainers are all qualified workplace trainers/assessors as well as having extensive experience working in a business environment.

Comprehensive RPL Process

Our trainers are committed to recognising an individual's industry knowledge and experience.

Depending on an individual's ability, and their exposure to industry, there is the ability to fast-track many aspects of the training.

Rolling Intakes

Training can start at any time throughout the year – no need to wait for a new semester to begin.

Course Fee

This qualification may be subsidised by the South Australian Government for eligible participants signed up to a Contract of Training.

Contract of Training: **$250**

Non-Contract: **$1,800**

This course is subsidised by the Government of South Australia for eligible participants, visit www.skills.sa.gov.au for Participant Eligibility Criteria.

For further information please contact us on 8397 9500 or nevc@neda.asn.au

Supported by
Government of South Australia

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North East Vocational College RTO Code 40222 *is a division of* **North East Development Agency Incorporated** ABN 17 460 673 810

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A community-based, not-for-profit-organisation

Training Plan (Sample)

The Certificate III in Business Administration has a good level of flexibility when selecting units for the training plan. There are 2 compulsory core units, with an additional 11 elective units required (13 units in total). The elective units can be selected from a vast range of subject areas including:

- Administration
- Creativity and Innovation
- Stakeholder Relations
- Management and Leadership
- Industry Capability

- Information Technology
- Workforce Development
- Creativity and Innovation
- Knowledge Management

Certificate III in Business Administration – BSB30415		
Unit Code	**Unit Title**	**Nominal Hours**
Core Units (1 *required*)		
BSBITU307	Develop keyboarding speed and accuracy	50
BSBWHS201	Contribute to health and safety of self and others	20
Electives (11 *required*)		
BSBADM307	Organise schedules	15
BSBFIA302	Process payroll	30
BSBFIA303	Process accounts payable and receivable	30
BSBFIA304	Maintain a general ledger	60
BSBITU312	Create electronic presentations	20
BSBITU314	Design and produce spreadsheets	35
BSBWRT301	Write simple documents	30
BSBCUS301	Deliver and monitor a service to customers	35
BSBINM302	Utilise a knowledge management system	50
BSBINM303	Handle receipt and despatch of information	15
BSBPRO301	Recommend products and services	20
	Total	**410**

NATIONALLY RECOGNISED TRAINING