

BUSINESS

BSB30415 Certificate III in Business Administration - Traineeship

COURSE SUMMARY

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.

POSSIBLE CAREER OUTCOMES

Administration Assistant
Clerical Worker
Data Entry Operator
Receptionist

DURATION (GUIDE ONLY)

Up to 1 -2 years

Duration will vary and is dependent on workplace arrangements

DELIVERY METHOD

Traineeship

ENTRY REQUIREMENTS

There are no prerequisites for this qualification

HOW TO APPLY

Call Skillinvest 1300 135 008

FEES AND CHARGES

Refer to the Fees & Charges on our Skillinvest website (www.skillinvest.com.au)

QUALIFICATION REQUIREMENTS

To receive this qualification you must complete 2 core units, plus 11 elective units.

Unit selection will be made in consultation with the student and the employer

This training is delivered with Victorian and Commonwealth Government funding. Individuals with a range of abilities and backgrounds are encouraged to apply.



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CORE UNITS

BSBWHS201	Contribute to Health and Safety of Self and Others
BSBITU307	Develop Keyboarding Speed and Accuracy

ELECTIVE UNITS

BSBITU312	Create Electronic Presentations
BSBITU313	Design and Produce Digital Text Documents
BSBITU314	Design and produce spreadsheets
BSBITU306	Design and Produce Business Documents
BSBITU309	Produce Desktop Published Documents
BSBWRT301	Write Simple Documents
BSBADM307	Organise Schedules
BSBPRO301	Recommend products and services
BSBCUS301	Deliver and monitor a service to customers
BSBADM311	Maintain business resources
BSBINN201	Contribute to workplace innovation
BSBDIV301	Work Effectively with Diversity
BSBINM301	Organise workplace information
BSBCMM301	Process customer complaints
BSBSUS201	Participate in Environmentally Sustainable Work Practices
BSBWOR204	Use Business Technology
BSBWOR301	Organise Personal Work Priorities and Development

** Elective unit selection should be discussed with your training provider to successfully customise a package to meet industry needs