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| Course Overview:The Certificate III in Business Administration applies to a range of administrative roles in varied contexts. Individuals in these positions use some discretion and judgment and may provide technical advice and support to a team. | | | Relevant Job Roles:  * Accounts Receivable Clerk * Accounts Payable Clerk * General Clerk * Data Entry Operator * Receptionist * Office Administration Assistant * Word Processing Operator * Junior Personal Assistant |
| Distance Learning:Distance learning students can choose their electives and timeframe in line with the qualification rules for completion of training. Timeframes will be negotiated with the trainer but the Australian Qualification Framework (AQF) suggests that a student should complete this qualification between six months to two years. A My Qualification Plan (MQP) and Training Plan (TP) will be put in place to assist through the learning program. | | |
| Face-to-Face Schedule: For course bookings, please contact our administration team. |
| Entry Requirements: There are no entry requirements for this qualification. However, it is expected that students will have appropriate language, literacy and numeracy skills to complete the training and assessment requirements. | | |
| Recognition of Prior Learning (RPL):You can apply for RPL if you have the knowledge and skills gained through work, formal study, volunteering, informal or formal training, social activities or general life experiences. If you feel that you may qualify for RPL, please contact our office for further information about the process to demonstrate your experience and knowledge. | | Resources Required:Students are required to have access to a computer (or use Alana Kaye’s computer lab) to complete assessment tasks. Alana Kaye are conscious of the environment and where possible, provide resources and assessments in an electronic format. If possible, please bring a laptop to workshops.Distance learning students must have access to a computer, internet and Skype. | |
| Flexible Delivery Modes:Alana Kaye provides a number of options for flexible delivery of qualifications. These include a variety of different methods of training such as face-to-face workshops, distance learning, Recognition of Prior Learning (RPL) or mixed delivery. Selection of elective units can also be tailored to individual requirements following discussions with the Alana Kaye team. | | | |
| **Investment:**  **Course Fee** = $2,245.00 (This includes $400.00 non-refundable enrolment fee)  **Recognition of Prior Learning** = $950.00  Students are responsible for the purchase of textbook/s relevant to this qualification. Payment plans are available.  Inclusions:   * Course learning and assessment material (excluding textbook/s) * Coffee and tea * Certification upon successful completion. | **Payment Plans:**  Alana Kaye believes that everyone should have access to quality education, which is why we have a range of payment options to choose from.  **Up-front Payment:**  Alana Kaye does not accept any more than $1,400 up front prior to commencement of the course. This includes the $400 non-refundable enrolment fee. You can pay the remainder in instalments during course progression. We accept payments via VISA, MasterCard or bank deposit. The Qualification will not be awarded until all payments are received. | | |

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| Pathways: Students may enter into the Certificate III in Business Administration without prior qualifications. Graduates of this course may choose to undertake a higher level of qualification such as BSB40215 Certificate IV in Business or BSB40515 Certificate IV in Business Administration. |
| Course Outline:This qualification comprises of 13 units of competency (subjects).Units of competency can either be:  * Core units – units you must complete as part of the qualification and * Elective units – elective units are the units that you choose to be most suitable for your learning needs.  For our face-to-face workshops, we have chosen the elective units that we know are most beneficial and relevant to the majority of our students. These are the ones ticked below. If you would like to study different elective units, please contact Alana Kaye to discuss the options available for flexible delivery.The BSB30415 Certificate III in Business Administration has 2 core units plus 11 elective units of which:  * 7 elective units must be selected from the Group A units listed below * 4 elective units may be selected from the Group A units listed below, or any currently endorsed Training Package or accredited course at the same qualification level * If not listed below, 2 of the elective units may be selected from either a Certificate II or a Certificate IV qualification.   Elective units must be relevant to the work environment and the qualification, maintain the integrity of the AQF alignment and contribute to a valid, industry-supported vocational outcome. |

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| Unit Code | Core Units | RPL | Distance |
| BSBITU307 | Develop keyboarding speed and accuracy | ✓ | ✓ |
| BSBWHS201 | Contribute to health and safety of self and others | ✓ | ✓ |

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| Unit Code | Group A Elective Units | RPL | Distance |
| BSBADM307 | Organise schedules | ✓ | ✓ |
| BSBITU312 | Create electronic presentations | ✓ | ✓ |
| BSBITU313 | Design and produce text documents | ✓ | ✓ |
| BSBITU314 | Produce spreadsheets | ✓ | ✓ |
| BSBITU306 | Design and produce business documents | ✓ | ✓ |
| BSBFIA303 | Process accounts payable and receivable | ✓ | ✓ |
| BSBWRT301 | Write simple documents | ✓ | ✓ |
| BSBADM311 | Maintain business resources | ✓ | ✓ |
| BSBINM301 | Organise workplace information | ✓ | ✓ |
| BSBSUS201 | Participate in environmentally sustainable work practices | ✓ | ✓ |
| BSBWOR301 | Organise personal work priorities and development | ✓ | ✓ |

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| **Enrol now**  Click on the Enquire Now button on our website to download an enrolment form.  Please contact our office for further information about this course. |