

RTO provider number 0855

Course Information

BSB30415 Certificate III in Business Administration

About this course

This qualification develops a range of administrative skills that can be applied in various business contexts

This course is nationally accredited within the Australian Qualifications Framework and outlined within the Business Services Training Package (BSB). Further details on this Training Package are available from the Australian Government's training information website:

<http://training.gov.au/Training/Details/BSB>

Study and career pathways

On completion of this qualification, students may continue their studies with the Certificate IV in Business Administration (*Taminmin College does not offer this qualification*). Students can also transfer to a School Based Apprenticeship at any time or apply for work as an entry level employee within a range of business contexts.

Length of course

This qualification runs over twelve(12) months period with an expected completion time of two (2) semesters on campus, however this time frame can be extended based on individual student needs.

Eligibility/entry requirements

To gain entry into this qualification, students must be enrolled in a senior secondary government or registered non-government school at year 11 level or above.

Fees

There is a fee of \$300.00 which includes all learner resources, assessments and a uniform consisting of a Taminmin College branded polo style shirt.

This qualification is funded indirectly by the Northern Territory Government as Taminmin College utilises government funds to support student employment outcomes.

How will you learn?

Training and assessment takes place in the Business Training room in Building 20 at Taminmin College Campus. An online learning platform is used to guide students through the requirements of the course.

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The course is delivered over four (4) class sessions a week as per the school timetable. Students will be supplied with log on details to the online learning platform and have access a work station and all stationery requirements as per business needs.

Structured Work Placement (SWP)

An important component of VET in Schools training is the Structured Work Placement. SWP is organised by Industry Engagement Officers (IEOs) who are the link between the school, host workplace and the Registered Training Organisation (RTO). SWP involves spending time each semester with a host employer gaining confidence in applying the skills learnt in other business environments. Students do not receive payment for this experience.

All students will have the opportunity to participate in SWP with the dates of the placement to be negotiated.

Assessment

Assessments vary with each unit of competency and include demonstrations, observation, questions and answers, portfolios and case studies. Students have a set date when assessments must be completed by.

Students will undertake the Australian Standards speed and accuracy typing test with 98% accuracy required under test conditions in line with the current version of AS2708:2001 Keyboarding Speed Test in order to be deemed competent in keyboard skills

Previous Studies and Skills Recognition

Taminmin College recognises qualifications and statements of attainment issued by other Registered Training Organisations (RTO). If you have completed training with another RTO, please talk to your trainer about receiving credit or recognition of prior learning for this course. Further information on this process is available in the VET student Information Handbook

Credit transfers will be automatic where previous studies have been completed at Taminmin College and the units of competency apply to this qualification.

Exit points

Students may withdraw from this qualification at any time by completing a Withdrawal form and receive a Statement of Attainment for any units of competency successfully completed.

Dress Requirements

Students are required to dress ready for work. The dress requirements for business are:

- Neat, tidy attire in line with business requirements
- Tailored black trousers or a black business skirt
- Supplied polo shirt

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Program content

This qualification consists of thirteen (13) units of competency from the Business Services Training Package.

BSBITU307	Develop keyboarding speed and accuracy
BSBWHS201	Contribute to health and safety of self and others
BSBADM307	Organise schedules
BSBITU302	Create electronic presentation
BSBITU303	Design and produce text documents
BSBITU304	Produce spreadsheets
BSBITU306	Design and produce business documents
BSBFIA303	Process accounts payable and receivable
BSBWRT301	Write simple documents
BSBCMM301	Process customer complaints
BSBCUS301	Deliver and monitor a service to customers
BSBINN301	Promote innovation in a team environment
BSBWOR301	Organise personal work priorities and development

Support services

Students with special needs, including students with a disability, need to be supported appropriately. Reasonable adjustments will be made to accommodate their special needs. Support for students requiring language, literacy and numeracy skills will be provided by dedicated school staff such as ISAS

Student rights and responsibilities

Students have the right to learn and be treated with respect and dignity. Equally they have a responsibility to demonstrate respect for themselves, others and the training environment.

Student responsibilities include:

- Commit to and complete the VET program
- Comply with rules and expectations as detailed in the VET Student Information Handbook
- Comply with work experience requirements
- Comply with workplace health and safety (WHS) requirements
- Attend VET classes on time, dressed appropriately and ready to learn

Further information can be found in the VET Student Information Handbook

For more information contact

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