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BSB30415 Certificate III in Business Administration

Vocational Education and Training

RTO Provider number: 0855

Qualifications and Statements of Attainment issued by Taminmin College are recognised by registered training organisations in all Australian states and territories. Taminmin College recognises qualifications and Statements of Attainment issued by registered training organisations in all Australian states and territories.

Date Modified: August 2019



TAMINMIN COLLEGE

EDUCATION FOR *life.*



Advantages

- Recognised Year 12 subject that contributes to an ATAR score
- Nationally recognised qualification
- Earn credits towards NTCET
- Develop work skills
- Build confidence and communication skills
- Exposure to potential employers

Dress Requirements

Students are required to dress ready for work for all classes. 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

Structured Work Placement

An important component of VET in Schools training is the Structured Work Placement (SWP). 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 a work week each semester with a host employer gaining an insight to the requirements and expectations of a worker within this industry. Students do not receive payment for this experience.

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>

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

Program content

This qualification consists of thirteen 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
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
BSBMM301	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

The qualification can be used to contribute to an ATAR score and in semester 2, students will commence the Year 12 subject Research Practices

Study and career pathways

On completion of this qualification, students may continue their studies with a Cert 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.

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.

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.

The course is delivered over four 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.

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

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 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 placement requirements
- Comply with workplace health and safety (WHS) requirements
- Attend VET classes on time, dressed appropriately and ready to learn

Eligibility/entry requirements

To gain entry into this qualification, students must apply in writing and address the required selection criteria. Students must have achieved a high standard of academic results consistently across all subject area. This course is only open to limited numbers.

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 by the Northern Territory Government as Taminmin College utilises government funds to support student employment outcomes.

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.

Taminmin College will provide training and assessment in accordance with the requirements of the *Standards for Registered Training Organisations (RTOs) 2015* and ensure that the learner will have the opportunity to complete the qualification offered once a completed enrolment form is processed.