



Certificate III in Business Administration

(BSB30415) – Online

This program is an excellent course for anyone wishing to perform administrative work in an office environment. Study at your own pace with this online option that will open doors to many industry areas.

ENROL ANY DAY OF THE YEAR – START LEARNING TODAY!

Subjects (13 units of competency to gain your qualification)

Core Units

BSBITU307 Develop keyboarding speed and accuracy
BSBWHS201 Contribute to health and safety of self and others

Elective Units

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
BSBCMM301 Process customer complaints
BSBCUS301 Deliver and monitor a service to customers
BSBDIV301 Work effectively with diversity
BSBPRO301 Recommend products and services

About your Trainer

Participants in this program will learn from current practicing business administrators, Managers and trainers who can assist you with real life industry skills and knowledge. 1 Education is renowned for high quality standards and exceptional customer service and Trainers who want to share their expertise to help you succeed with your career goals.

Qualification and Accreditation Outcomes

On successful completion of this program you will be awarded a nationally recognised qualification 'Certificate III in Business Administration' (BSB30415), issued by 1 Education (RTO #6639).

Graduates of this program will be job ready and will be well prepared to break into a variety of industries in a business administration capacity.

Potential Job Outcomes

This qualification is quite broad in terms of where the skills you learn can be applied, opening doors across many industries from an employment perspective. The competencies you gain from this program may lead to employment in any of the following roles, and more, roles which are found in almost every industry:

- Administrative Assistant / Administrative Officer
- Office Clerk
- Payroll officer
- Accounts Officer
- Personal Assistant
- Customer Service Officer

Course Format and Mode of Delivery

During this program you will develop a variety of useful skills across areas such as workplace health and safety, typing / keyboard skills, scheduling, dealing with customers, working effectively with a variety of people and personalities, writing effectively for business, developing spreadsheets, formatting documents, and developing presentations with PowerPoint.

You will be given 24 hours / 7 days per week access to an online learning management system (Cloud Assess), as well as on call assistance via direct contact with your assigned Trainer.

Location

Online – study this program anywhere, anytime with on-call support.

Entry Requirements / Minimum Age:

There are no specific entry requirements for this course, however, as a guide you should have successfully completed year 10 (or equivalent) with a satisfactory result in English or have relevant experience and/or qualifications that indicate your ability to complete the course. You must be at least 16 years old. If you are under 18 your enrolment form must be signed by a parent or guardian.

Course Duration:

As this is an independent, online program, you can set your own pace, but as a general guide, if you are able to commit 10 hours per week you could complete the entire course within a 3-6-month period.

Alternatively, you may elect to complete the course over 12 months.

On enrolment, you will receive a tailor-made, individual learning plan to reflect your preferred course duration.

General (Minimum) Computer Specifications Needed:

Microsoft Office 2010 (Recommended)
Adobe Reader 2017 or equivalent
Adobe Flash Player 10 or higher
Printer/Scanner
2GB Ram minimum (4GB recommended).

Microsoft Windows user:

Microsoft Windows 10 (Recommended)

Apple Mac User:

OS X 10.11 (Recommended)

You will need basic computer skills including the ability to:

You will need internet connection, and some assessments will require Microsoft Excel and Word software to complete the tasks. Some formatting ability and a basic level of these programs is required.

- Create, save and edit Microsoft office documents (including Word, Excel)
- Access and search the Internet
- Download and save documents from websites
- Upload files, images and videos onto the Learning Management System
- Access Dropbox links (depending on subject selection).

Recognition of Prior Learning and Credit Transfer

All 1 Education students are provided with an opportunity to claim any advanced credit for their past studies or life experiences where that experience overlaps with the subjects contained in the course we are offering.

You will be asked to consider whether you would like to apply for any Recognition of Prior Learning (RPL) at the time of your enrolment, at which time, a self-assessment will be made available for you to complete. Please note that recognition of prior learning has no impact on course fees.

If you already hold the exact units of competency or an approved equivalent unit of competency to any of the units contained in your course then you will be given credit for that unit/s under national mutual recognition guidelines. This is called a Credit Transfer and any credit transfer issued may reduce the overall cost of your course.

Support Services

Your Trainer will remain on-call throughout your studies and you will also receive scheduled contacts from your Trainer to talk through course content and assessments, and any issues you might be having.

The 1 Education administration team will also remain available to assist you with any non-educational issues not relating specifically to your course content, or in cases where an issue cannot be resolved between you and your Trainer.

Please remember that a detailed step-by-step guide for raising complaints and appealing an assessment decision, has been provided in the 1 Education Student Handbook, made available to you via the 1 Education website.

Language, Literacy and Numeracy:

We understand some people require more time than others to complete reading, writing and numeracy tasks. To ensure we have an accurate understanding of your support needs, we require you to complete a short LLN needs assessment during your enrolment process. We will then discuss any additional support or course modifications that might be required, if and as needed.

Further details can be found in the 1 Education Student Handbook or alternatively, contact us for more information.

Course Fees and Availability of Course Subsidies:

This program does attract some government funding assistance for eligible Queensland-based students via the Certificate 3 Guarantee program, provided by Queensland Government.

Eligibility criteria for each student is as follows – the candidate must:

- not hold, or be already undertaking, a Certificate III or higher level qualification; (any Certificate III or higher level qualifications completed whilst at school ARE allowed and will not exclude you from accessing this funding);
- be 15 years of age or older and have finished secondary school or left school;
- be a Queensland resident;
- Be an Australian citizen or permanent resident (includes humanitarian entrant), temporary resident with the necessary visa and work permits on the pathway to permanent residency, or a New Zealand citizen).
- Please see the Student Handbook for more information.
- Course fees vary between students, depending on whether any government subsidies are available. All fees will be clearly declared on your student enrolment form or contact 1 Education for current pricing and are also listed below:

Fee for Service (not funded by Qld government) Student Price:

- \$1,950.00

Certificate 3 Guarantee (C3G) Prices:

- \$65.00 – Concessional Price (must have health / concession card) – that's only \$5 per subject whilst government subsidies remain;
- \$130.00 – Non-concessional Price: that's only \$10 per subject whilst government subsidies remain!

| Subject | Non-Concessional Price | Concessional Price |
|--|------------------------|--------------------|
| BSBITU307 Develop keyboarding speed and accuracy | \$10.00 | \$5.00 |
| BSBWHS201 Contribute to health and safety of self and others | \$10.00 | \$5.00 |
| BSBADM307 Organise schedules | \$10.00 | \$5.00 |
| BSBITU312 Create electronic presentations | \$10.00 | \$5.00 |
| BSBITU313 Design and produce digital text documents | \$10.00 | \$5.00 |
| BSBITU314 Design and produce spreadsheets | \$10.00 | \$5.00 |
| BSBITU306 Design and produce business documents | \$10.00 | \$5.00 |
| BSBITU309 Produce desktop published documents | \$10.00 | \$5.00 |
| BSBWRT301 Write simple documents | \$10.00 | \$5.00 |
| BSBCMM301 Process customer complaints | \$10.00 | \$5.00 |
| BSBCUS301 Deliver and monitor a service to customers | \$10.00 | \$5.00 |
| BSBDIV301 Work effectively with diversity | \$10.00 | \$5.00 |
| BSBPRO301 Recommend products and services | \$10.00 | \$5.00 |

Payment Options:

Students will be given the option to make payment via the following methods:

- Cash or
- Direct Credit Bank Transfer or
- Via credit card on the Cloud Assess online payment option.

Convenient payment plan options may also be available on request for full fee for service paying students.

Study Pathway:

Whilst there are lower level qualifications that might be useful for some students to complete prior to commencing the Certificate III, the majority of students will choose to enter directly into the Certificate III in Business Administration. Some students also enrolment in some or all subjects in the Certificate II in Skills for Work and Vocational Pathways (FSK20113).

If you are uncertain about your readiness to study the program please talk with one of our friendly staff members and we can guide you on the best pathway for you.

Once you have graduated with your Certificate III in Business Administration, there are additional optional qualifications to pursue, to build on your skills and knowledge. You may decide to enrol into the Certificate IV in Business or the Certificate IV in Leadership and Management, or perhaps move directly to the Diploma level qualification for Business or Leadership and Management.

Your Trainer will be happy to discuss these options during your Certificate III studies.

Course Survey

All 1 Education students are required to complete a survey at the completion of their program to enable us to improve the experience for future students. We thank you in advance for your contributions.

More Information

For more information relating to various student-related policies and processes please refer to the Student Handbook, available in the 1 Education website - <http://www.1education.com.au/>

Students are also encouraged to access the Certificate 3 Guarantee Student Fact Sheet via the 1 Education or website or the following link prior to their enrolment: <https://desbt.qld.gov.au/training/training-careers/incentives/certificate3/faq>

Contact Details

Phone: (07) 5560 8970 | Email: enquiries@1education.com.au

Internet: <http://www.1education.com.au/>