



Flexible Training Solutions



BSB30415 Certificate III in Business Administration

Overview:

This qualification reflects the role of individuals working in a range of administrative roles in various contexts. They are competent with business technology and utilise their skills to provide technical advice to others. Individuals at this level often work within or to support a team within the workplace.

Duties may include organising schedules, processing accounts and payroll, designing and creating presentations, spreadsheets, or documents to be used by the team, and working with customers.

Course delivery & structure:

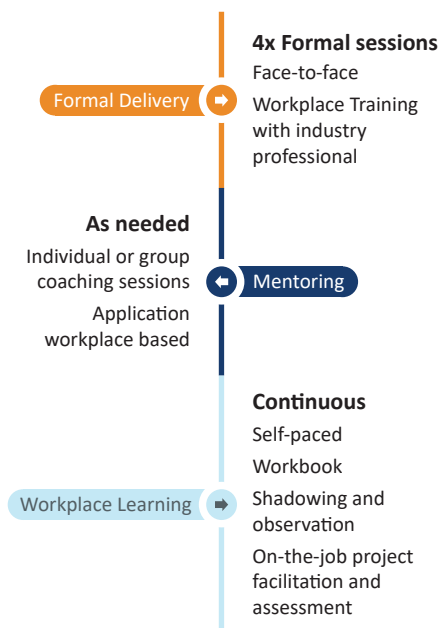
Delivery underpins our philosophy that work is the learning and learning is the work. We deliver a combination of formal training sessions and mentoring. We utilise a mix of on-the-job observation and questioning, and workplace based projects throughout our assessment tasks.

Participants are encouraged to challenge their existing knowledge and extend their boundaries whilst they expand their skill base.

To successfully attain the BSB30415 Certificate III in Business Administration, students are required to complete a total of thirteen (13) units of competency, comprising of:

- 2 core units, and;
- 11 elective units, of which:
 - 7 units must be from Group A elective units over page;
 - 4 units may be selected from the Group A or Group B; elective units, 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 a Certificate II or Certificate IV qualification.

Delivery Mode:



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Duration:

This program is typically delivered over 12-24 months.



Projects:

We believe to get the most out of a program, training should be applicable to a trainees job role. Projects directly impact and relate to your business.



Workplace mentors:

a workplace mentor will be assigned from within your business. This ensures that knowledge and skills are reinforced throughout the program.



This nationally recognised qualification is delivered by Flexible Training Solutions RTO ID 6333. It provides skills and knowledge to the industry standard. We actively tailor training for people from diverse backgrounds, including those with disabilities, and encourage all to apply.

For more information or to get started visit www.flexibletrainingsolutions.com.au

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Core Units

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

Elective Units

Group A

BSBADM307	Organise schedules
BSBFIA302	Process payroll
BSBFIA303	Process accounts payable and receivable
BSBFIA304	Maintain a general ledger
BSBITU302	Create electronic presentations
BSBITU303	Design and produce text documents
BSBITU304	Produce spreadsheets
BSBITU306	Design and produce business documents
BSBITU309	Produce desktop published documents
BSBWRT301	Write simple documents

Group B

BSBADM302	Produce texts from notes
BSBADM303	Produce texts from audio transcription
BSBADM311	Maintain business resources
BSBCMM301	Process customer complaints
BSBCUS301	Deliver and monitor a service to customers
BSBDIV301	Work effectively with diversity
BSBFIA301	Maintain financial records
BSBINM301	Organise workplace information
BSBINM302	Utilise a knowledge management system
BSBINM303	Handle receipt and despatch of information
BSBINN201	Contribute to workplace innovation
BSBIPR301	Comply with organisational requirements for protection and use of intellectual property
BSBITU301	Create and use databases
BSBITU305	Conduct online transactions
BSBPRO301	Recommend products and services
BSBSUS201	Participate in environmentally sustainable work practices
BSBWOR204	Use business technology
BSBWOR301	Organise personal work priorities and development
BSBWOR302	Work effectively as an off site worker
BSBWHS401	Implement and monitor WHS policies, procedures and programs to meet legislative requirements

For more information contact us directly

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🌐 www.flexibletrainingsolutions.com.au