

CERTIFICATE III IN BUSINESS ADMINISTRATION



BSB30415

COURSE GUIDE

This qualification applies to a range of administrative roles in varied contexts.

Individuals in these positions use some discretion and judgement and may provide technical advice and support to a team.

Nepean Community College does not guarantee that you will obtain employment after completing this course but the qualification may lead to positions of:

- Administration Clerk
- Office Administrator
- Receptionist
- Clerical Officer
- Secretary
- Junior Personal Assistant
- Office Administration Assistant

This course consists of a total of 13 units of competency; 2 units of competency are core and 11 units of competency are elective. A combination of electives that meets the packaging rules has been chosen to result in the award of the BSB30415 Certificate III in Business Administration.

BSBWH201	Contribute to health and safety of self and others
BSBITU307	Develop keyboarding speed and accuracy
BSBWRT301	Write simple documents
BSBITU313	Design and produce digital text documents
BSBCUS301	Deliver and monitor a service to customers
BSBITU306	Design and produce business documents
BSBADM307	Organise schedules
BSBITU312	Create electronic presentations
BSBITU314	Design and produce spreadsheets
BSBITU309	Produce desktop published documents
BSBADM302	Produce text from notes
BSBWOR204	Use business technology
BSBWOR301	Organise personal work priorities and development

Upon successful completion of the BSB30415 Certificate III in Business Administration you may enrol in a course at a Certificate IV or Diploma level.

Nepean Community College strongly believes in placing students on career pathways tailored to each individual. To ensure a quality learning experience we **connect** with each of our students prior to enrolment to discuss learning options.

We aim to ensure that you are placed in courses which are most relevant to your career goals and existing skills and knowledge.

Vocational Education and Training focuses on a system of competency based assessment. Competency based assessment determines a student's level of achievement based on two factors:



- The ability of a student to perform practical tasks to a specified standard
- The ability of a student to show understanding of identified knowledge standards within the particular industry relevant to the accredited course.

All students who **register an interest** in BSB30415 Certificate III in Business Administration will be asked to undertake a Language, Literacy and Numeracy assessment prior to enrolment. In this way we can identify any support you may need to complete the course and ensure it is available. We offer literacy support materials to assist any gaps identified by this assessment. We also work with the course facilitators to make reasonable adjustments to training plans if necessary.

As a centre for Social Inclusion, our premises are designed with disability support in mind. When registering for this course you are encouraged to confirm any special needs you may have in regards to equipment, resources or training materials and we will work with you on an individual basis to accommodate those needs to the best of our ability.

Students who **commit to enrolment** in this course will be supplied with all necessary training materials such as workbooks,



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computers, access to simulated environment and free internet access. This will also include a timetable of training delivery and you are encouraged to speak to the trainer if the schedule creates learning difficulties.

Assessment will be undertaken in a variety of ways, including:

- Roleplays
- Workbook activities
- Projects
- Written questions
- Verbal discussions
- Group activities

It is expected that you will undertake self-study and practice outside of the 16 hours of classroom learning you must attend. The amount of self-study and practice will be dependent on your existing capabilities. At first you may have to spend up to 24 hours a week in self-study to ensure you fully understand the knowledge and skills explained during your face-to-face classes. As time progresses and your knowledge and skills develop, this may reduce.

For those students who have previously studied units of competency relevant to BSB30415 Certificate III in Business Administration we offer a system that recognises your prior learning or current competencies.

If you fall into this category, please contact us *prior* to enrolment to discuss your previous experience in person. Please note that we are required by legislation to contact the provider of your previous qualifications to confirm authenticity.

This training may be subsidised by the NSW Government. To check your eligibility for course subsidies please contact Nepean Community College prior to enrolment. You will be provided with a quotation which will remain current for 2 weeks. If your study is delayed for any reason you will be provided with a new quotation.

Check your eligibility for subsidised training by accessing: <https://smartandskilled.nsw.gov.au/are-you-eligible>

In the unlikely event of default by Nepean Community College in situations such as:

- The course does not start of the nominated starting date
- The course stops being provided after it starts and before it is completed
- The course is not provided fully to the student because the college has a sanction imposed by a government regulator

Nepean Community College may contact you and offer an alternative course and you will be asked to advise the college in writing whether you agree to undertaking the alternative course.

If you withdraw from the course of study prior to course commencement, Nepean Community College will refund any fees paid at enrolment.

If you withdraw from the course of study after course commencement, Nepean Community College will provide you with a statement of fees that includes all fees applied and any fees refunded, if applicable.

Requests for refund should be made in writing to the Principal with documented evidence of the reason for withdrawal.

This refund policy does not remove your rights to take further action under the Australian Consumer Law.

Upon successful completion of all units of competency you will be awarded BSB30415 Certificate III in Business Administration.

In the event of you not completing all the units you will be awarded a Statement of Attainment for successfully completed units of competency.

Certificates will be issued within 30 calendar days of final assessment, providing all agreed fees have been paid.

Start Date: Wednesday 31st Jul 2019	End Date: Wednesday 13th Nov 2019	Time: 9.30am to 3.30pm
Location: Westfield Penrith	Number of weeks: 16 weeks	Days of the week: Wednesday
Breaks: 30/9/2019 to 11/10/2019		Contact Number to Register: o2 4724 9000

