BSB30415 Certificate III in Business Administration

A brief description of the qualification

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.

Licensing/Regulatory Information

No licensing, legislative or certification requirements apply to this qualification at the time of publication.

Why choose Gateway College of Technology?

Gateway College of Technology offers face-to-face classroom training as we believe that face-to-face environment offers valuable interaction between students and training staff. We have classrooms and computer labs optimised with essential study aids (e.g., Google hangouts as Virtual platform, fast internet, Lap-tops, printers) that are prevalent in modern workplace. Collectively, these facilities will give you the feel of a modern workplace. We believe that human touch is essential as our trainers / assessors are available on campus and away from campus (e.g., through phone call or Google Hangouts) to assist you in your journey with Gateway College of Technology.

Our potential learners comprise existing workers and new entrants who are undertaking team leadership roles. In addition to existing team leaders, potential learners may be providing technical advice and support to a team in settings: business administration, leadership and management, marketing and communication, project management, work health and safety, small business, international trade, franchising, purchasing, human resource, customer engagement, governance, legal services, conveyancing, and recordkeeping.

Qualification Fees

AUD $7000 (including material & administration fees)

Material Fees

All courseware resources and handouts will cost $300 (refundable if materials are returned undamaged)

Fees required for enrolment

Total fees for training and assessment required on enrolment (including non-refundable admin fees of $200 + $300 Material Fees + $1000 tuition fees) are $1500.

Remaining course fees (i.e., $5500) are payable according to the payment plan ($687.50 x 8 monthly payments)

RPL Fees

RPL Fees are AUD $2500 including $200 non-refundable administration fees.

Refunds

Learners are to read fees / refund information from the student handbook.

Qualification Duration

The Volume of training for the BSB30415 Certificate III in Business Administration will be 960 hours over a 52-week period.
Breakdown of total volume of learning

- Classroom training (960 hours of training) at the RTO training facility, **Level 1, Unit 3, 169 Wellington Road, East Brisbane, QLD 4169**.
- Self-directed learning + assessment task completion = 600 hours
- Learning support and Supplementary online support (Google-hangouts, additional trainer contact)

Entry Requirements

1) The RTO requires all learners to have a part-time or full-time employment in management or supervisory or leadership roles. New entrants or individuals providing technical advice and support teams are also encouraged to undertake this qualification.

2) Also, learners are required to have required language literacy and numeracy (LLN) skills to undertake AQF level 3 qualification.

3) Learners are required to be from a commutable distance from Brisbane as the RTO is located at East Brisbane.

Course Intake

Rolling intake depends on expression of interest from potential students

**Total number of units = 13 | C = Core | E = Elective**

<table>
<thead>
<tr>
<th>Code</th>
<th>Unit of Competence</th>
<th>C/E</th>
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</thead>
<tbody>
<tr>
<td>BSBITU307</td>
<td>Develop keyboarding speed and accuracy</td>
<td>C</td>
</tr>
<tr>
<td>BSBWHS201</td>
<td>Contribute to health and safety of self and others</td>
<td>C</td>
</tr>
<tr>
<td>BSBADM307</td>
<td>Organise schedules (Group A)</td>
<td>E</td>
</tr>
<tr>
<td>BSBITU301</td>
<td>Create and use databases (Group B)</td>
<td>E</td>
</tr>
<tr>
<td>BSBITU302</td>
<td>Create electronic presentations (Group A)</td>
<td>E</td>
</tr>
<tr>
<td>BSBITU303</td>
<td>Design and produce text documents (Group A)</td>
<td>E</td>
</tr>
<tr>
<td>BSBITU304</td>
<td>Produce spreadsheets (Group A)</td>
<td>E</td>
</tr>
<tr>
<td>BSBINN201</td>
<td>Contribute to workplace innovation (Group B)</td>
<td>E</td>
</tr>
<tr>
<td>BSBITU306</td>
<td>Design and produce business documents (Group A)</td>
<td>E</td>
</tr>
<tr>
<td>BSBITU309</td>
<td>Produce desktop published documents (Group A)</td>
<td>E</td>
</tr>
<tr>
<td>BSBWRT301</td>
<td>Write simple documents (Group A)</td>
<td>E</td>
</tr>
<tr>
<td>BSBADM405</td>
<td>Organise meetings (Level 4 unit)</td>
<td>E</td>
</tr>
<tr>
<td>BSBADM409</td>
<td>Coordinate Business resources (Level 4 unit)</td>
<td>E</td>
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</tbody>
</table>

**Note:** The RTO reserves the right to change the elective units within this training as per industry feedback.
Career opportunities

As the cohort of learners is already employed they may advance their career to include diverse roles in team leadership and management. Furthermore, they could undertake AQF level 4 qualification in Business/administration pathway. Please visit the following website for more information:

Award upon completion

Learners obtaining a competent result for all 13 unit(s) of competency will achieve the nationally recognised award, BSB30415 Certificate III in Business Administration.

Learners completing less than 13 units towards the qualification will receive a Statement of Attainment.

Recognition of Prior Learning

All individual students are offered the opportunity to apply for RPL, please see the Student Handbook or enquire at the RTO for the procedure on how to apply.

Credit Transfer

All individuals who have completed national recognised training that is on the RTO scope will receive credit transfer (CT) for the previously completed unit(s) of competency.

Unique Student Identifier (USI)

AQF Certification will be issued to learners only after being in receipt of a valid USI from the learner.

Please refer to the Enrolment Form, Student handbook, Learner pre-enrolment Analysis for the terms and conditions of enrolment, suitability of this qualification to you, previous recognitions, Enrolment and Selection; Training Guarantee; Course Fees, Payments and Refunds; Course Fees paid in Advance; Recognition of Prior Learning (RPL) or Credit Transfer.