The Certificate III in Business Administration provides participants with comprehensive supervisory skills across the practice of administrative management.

"The format, Trainer, along with his knowledge, work experience and teaching skills made this course one of the most beneficial I have done. The Quality Hotel Powerhouse conference facilities and staff were outstanding as well."

Leanne Calthorpe, Office Manager
GARTALE PTY LTD

The Certificate III in Business Administration reflects the role of individuals who apply a broad range of administrative competencies in varied work contexts, using some discretion and judgement. They may provide technical advice and support to a team. This is a great qualification for entry into the Vocational Education sector and a popular choice with school leavers.

Who Should Attend
This vocational training is appropriate to any role that has an administrative component as part of its ongoing responsibilities. The capabilities this qualification develops are particularly pertinent for careers as accounts payable clerks, clerks, data entry operators, junior personal assistant, receptionist, office administration assistant, office administrator, and word processing operators.

Course Structure
Students undertake this course online using Upskilled's online Learning Management System to manage the delivery, assessment and learning resources. The online program is conducted over a 12 month period through a blended learning approach of distance and online.

Prerequisites
There are no formal prerequisites for this qualification.

Recognition of Prior Learning (RPL)
RPL is available for each Unit of Competency based on relevant workplace experience, formal training, or other expertise. To apply for RPL, please submit documentation in portfolio form for evaluation by Upskilled assessors.

Assessment
Competency determination is made after all relevant evidence is gathered. Upskilled is receptive to evidence gathered from a variety of sources including our own assessment processes.

Inclusions
Upskilled courses include detailed learning materials, assessments, and certification upon successful completion. Online trainer support is included for online delivery.
Course Outline

The 7 workshops will address the following Units of Competency as identified in the National Business Services Training Package. All competencies must be successfully completed to attain the Certificate III in Business Administration.

### UNIT CODE | COMPULSORY UNITS
--- | ---
BSBITU307A | Develop keyboarding speed and accuracy
BSBWHS201A | Contribute to health and safety of self and others

### UNIT CODE | ELECTIVE UNITS
--- | ---
BSBITU302B | Create electronic presentations
BSBITU303A | Design and produce text documents
BSBITU304A | Produce spreadsheets
BSBITU306A | Design and produce business documents
BSBSUS201A | Participate in environmentally sustainable work practices
BSBSUS301A | Implement and monitor environmentally sustainable work practices
BSBFIA303A | Process accounts payable and receivable
BSBFIA304A | Maintain a general ledger
BSBFIA301A | Maintain financial records
BSBWRT301A | Write simple documents
BSBWOR204A | Use business technology

### Course Fees and Payment Options

The certificate has a course fee of $3,055, payable in one of two ways:

1. A single upfront payment of the course fees attract a 10% DISCOUNT, making the total fee $2,750

2. An upfront enrolment fee of $605, and $350 paid per month for seven consecutive months. The total course fee is therefore $3,055

### Government Funding and Incentives

At both state and federal level, the government’s commitment to upskilling the Australian workforce has resulted in a comprehensive framework of funding schemes and incentive opportunities. As a result, many Upskilled participants find that their courses are often heavily subsidized*. As part of the Australian Apprenticeships Incentives Program, employers could receive up to $3,000 per $3,890 they outlay for every eligible* employee who enrols.

### How to Apply

Whether you’re inquiring as an individual, or as a manager acting on behalf of one or more employees, the easiest way to apply is to contact Upskilled:

- Select from more than 30 nationally accredited certificate and diploma courses
- Complete an application form at [www.upskilled.edu.au](http://www.upskilled.edu.au)
- Submit the form and an Upskilled Education Manager will contact you.

*Eligibility for traineeships & User Choice will be determined by an Australian Apprenticeship Centre. Further information can be found at [www.australianapprenticeships.gov.au](http://www.australianapprenticeships.gov.au)