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 receivable clerks, 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
- BSFIA303A Process accounts payable and receivable
- BSFIA304A Maintain a general ledger
- BSFIA301A 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 7 x $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 enrolls.

**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.

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**Other Related Qualifications**
1. Certificate IV in Small Business Management
2. Certificate IV in Business Administration
3. Certificate IV in Business
4. Diploma of Business
5. Diploma of Business Administration

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*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)