



START TODAY

Take the first step toward your corporate career.

More than a qualification.



Australis College



WHY AUSTRALIS?



Learn from industry leading expert trainers



The flexibility of blended learning



Flexible payment plans



Extensive access to your trainer

GAIN PRACTICAL SKILLS & KNOWLEDGE IN ONE OF THE MOST FREQUENTLY ADVERTISED & HIGHLY SOUGHT-AFTER ROLES.

Working in business administration can be a rewarding profession. There is such an array of roles in the field you will find that there are endless directions to be taken in this career. The course will teach you to organise your work priorities, how to effectively deliver a service to customers as well as how to handle complaints and work within diverse environments. Production of office documentation is a strong part of the course, and is a talent that is required to be successful in today's market. You will develop outstanding keyboard speed and accuracy required for the role.

The course now also includes the added bonus of a series of soft skill information and activities in business etiquette, attention to detail and time management, for which you will receive a statement of completion for each.

This course is built with the practical in mind, offering real life situation assessments to get you job ready in this exciting well regarded field.

Recognition of Prior Learning

Get credit for your existing experience. RPL (Recognition of Prior Learning) recognises the skills and knowledge you've gained through work and life experiences and maps the evidence of these against the criteria for individual units of competency.

YOU'LL

LEARN TO:

Contribute effectively to the health and safety of others

Design and produce a number of different types of documents relevant to the workplace

CAREER OPPORTUNITIES

Administration Officer

Personal Assistant

Reception and Front Desk

KEY INFORMATION

Industry recognised

Blended delivery

Duration: 12 months



BSB30415 CERTIFICATE III IN **BUSINESS ADMINISTRATION**

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.

CONTENT

The Business Administration content has been contextualized to suit the student cohort, ensuring as much real life experience and tasks are included in the assessments. Australis continually reviews industry standards and therefore content confirm students are being provided with the most up to date movements and information in the profession, establishing a quality and current learning experience.

UNITS OF COMPETENCY

BSBWOR301	Organise personal work priorities and development
BSBITU307	Develop keyboarding speed and accuracy
BSBWHS201	Contribute to health and safety of self and others
BSBDIV301	Work effectively with diversity
BSBCUS301	Deliver and monitor a service to customers
BSBCMM301	Process customer complaints
BSBWRT301	Write simple documents
BSBITU303	Design and produce text documents
BSBITU306	Design and produce business documents
BSBADM307	Organise schedules
BSBITU304	Produce spreadsheets
BSBITU309	Produce desktop published documents
BSBITU302	Create electronic presentations

FLEXIBLE PAYMENT OPTIONS

The maximum tuition fee for this course is \$2,160**. Australis College offers a range of flexible payment options so you can start learning and earning.

- Up Front Payment
- Interest Free Payment Plans
- Queensland Certificate 3 Guarantee

QUEENSLAND CERTIFICATE 3 GUARANTEE

The Certificate 3 Guarantee is a Qld Government initiative that provides a subsidy to support eligible individuals to complete a nationally recognised certificate III qualification. Under the Certificate 3 Guarantee, you will be required to contribute to the cost of your course and must meet certain eligibility criteria. For more information regarding eligibility and the co-contribution fees go to our website: www.australiscollege.edu.au/qld-government-subsidies/.

For more information on the Certificate 3 Guarantee: www.training.qld.gov.au/training/incentives/certificate3

**Correct at time of printing. Refer to the Australis College website for more details regarding the program requirements.

COURSE SUPPORT

There are 13 units of competency in the BSB30415 Certificate III in Business Administration. Students will be supported throughout their program by an allocated trainer, resourced e-learning platform and live and recorded web-tutorials which are designed to support individual learner needs. Australis College will integrate the activities, bringing together some units that reflect real industry outcomes and processes.



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**Australis
College**

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