



BSB30407 Certificate III in Business Administration

Course Overview

The Certificate III in Business Administration provides the participant with an opportunity to develop business administration competencies and apply them practically in the workplace. Typically they would report to a supervisor or team leader and provide technical support to a team.

This development program is offered through our on-line e-learning platform. This means the participant can undertake learning activities at a time convenient to workplace demands without having to leave the work site to attend workshops.

All that is required is access to a computer and the internet. IPS also has experience in consulting to determine blended delivery methods where applicable.

An initial induction into the program is provided at the time of enrolment when we assess and recognise existing skills the participant may possess. This enables them to receive advanced-standing in the program and allows us to focus on the skills they need to develop.

A coach is allocated to the participant and is available on-line or by phone Monday to Friday during working hours. Assessments are completed

and submitted on-line to our qualified assessors who provide feedback in a timely manner.

Target Audience

- Accounts Receivable Clerk
- Accounts Payable Clerk
- Clerk
- Data Entry Operator
- Junior Personal Assistant
- Receptionist
- Office Administration Assistant
- Office Administrator
- Word Processing Operator

Registration and Enquiries

Time required to complete the qualification: 1 year full-time or up to 2 years part-time

Average time to complete: 6 months

This qualification is nationally recognised and portable throughout Australia. Federal government incentives of up to \$4,000.00 per participant may apply subject to meeting eligibility criteria and completion of qualifications.



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Total Number of Units Required for Qualification – 13

2 Core Units required:

- BSBITU307A Develop keyboarding speed and accuracy
- BSBOHS201A Participate in OHS processes

Elective Units - Select a minimum of 7 units

(appropriate to the trainee's role):

- BSBADM307B Organise schedules
- BSBFIA302A Process payroll
- BSBFIA303A Process accounts payable and receivable
- BSBFIA304A Maintain a general ledger
- BSBITU302A Create electronic presentations
- BSBITU303A Design and produce text documents
- BSBITU304A Produce spreadsheets
- BSBITU306A Design and produce business documents
- BSBITU309A Produce desktop published documents
- BSBWRT301A Write simple documents

And select the remaining units from below:

- BSBADM302B Produce texts from notes
- BSBADM303B Produce texts from audio transcription
- BSBADM311A Maintain business resources
- BSBCMM301A Process customer complaints

- BSBCUS301A Deliver and monitor a service to customers
- BSBDIV301A Work effectively with diversity
- BSBFIA301A Maintain financial records
- BSBINM301A Organise workplace information
- BSBINM302A Utilise a knowledge management system
- BSBINM303A Handle receipt and despatch of information
- BSBINN201A Contribute to workplace innovation
- BSBITU301A Create and use databases
- BSBITU305A Conduct online transactions
- BSBOHS407A Monitor a safe workplace
- BSBPRO301A Recommend products and services
- BSBSUS201A Participate in environmentally sustainable work practices
- BSBWOR204A Use business technology
- BSBWOR301A Organise personal work priorities and development
- BSBWOR302A Work effectively as an off-site worker

Contact IPS Institute to organise enrolment today.

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