



Develop the skills of a sought after, multi-skilled Administrator

COURSE DESCRIPTION

Gold Training's Certificate III in Business Administration will provide you with the fundamental skills and knowledge for an entry level role within administration.

This qualification is developed for individuals seeking to gain employment or improve their current career prospects within administration in both the private and public sectors. Upon completion of this qualification participants will have the knowledge of a multi-skilled administrator, with the ability to apply their skills in a range of environments - a sought after skill-set for many employers.

PREREQUISITES AND ENTRY REQUIREMENTS

There are no formal entry requirements, however, it is preferred that participants display initiative and have an understanding of the concepts or experience in business or administration settings.

COURSE DELIVERY

Complete the Gold Training Certificate III in Business Administration:

- Online with our engaging learning management system CoAssemble at your own pace, over a 12 month time frame
- Face-to-face as a traineeship undertaken over a 12 to 24 month training contract with an employer
- Face-to-face training may be available for suitable group bookings. Please contact us for further information on booking requirements

POTENTIAL EMPLOYMENT OUTCOMES

- Administration officer
- Team leader
- Personal assistant
- Receptionist
- Clerk
- Secretary
- Word processing operator

VOCATIONAL OUTCOMES

This qualification reflects the responsibilities of an employee in the administration industry. Participants will obtain valuable insights and experience including:

- Administrative office function
- Document processing
- Maintaining client records
- Principles of confidentiality, privacy and security in administration
- Preparing and processing accounts payable and payroll
- Workplace health and safety

COURSE FEES

Course fees may vary depending on the units you are enrolled in so an approximate amount has been shown based on Gold Training's standard unit selection. You will be given the exact amount of your fees upon enrolment.

- Online \$1,990
- Face-to-face price on application

The above course fees are inclusive of GST and are representative of fee-for-service pricing. Payment plans or 'pay as you go' methods are available for all participants completing a qualification online, including an option to pay at release of each unit.

COURSE HIGHLIGHTS

This qualification also provides a pathway for further study and you may be eligible to apply for credits towards a relevant university business degree.

**For enquiries about this course please call 1300 885 121
or email gt.studentadmin@goldtraining.edu.au**

QUEENSLAND GOVERNMENT FUNDING

Certificate 3 Guarantee program is funded by the Queensland Government and is available to support eligible participants to complete their first post-school Certificate III qualification and increase their skills to move into employment, re-enter the workforce or advance their career.

For more information on Certificate 3 Guarantee funding eligibility, please view the [information fact sheet](#).

Student Co-contribution fees for concessional and non-concessional participants apply to all qualifications offered through the Certificate 3 Guarantee funding program. Student Co-contribution fees are the essential costs for participants to undertake the qualification and include all costs associated with delivering the training.

- Non-concessional fee - \$100.00
- Concessional fee - \$25.00

QUEENSLAND GOVERNMENT FUNDING - TRAINEESHIPS

Gold Training provide training under the User Choice program funded by the Queensland government. The User Choice program provides a public funding contribution towards the cost of training and assessment services for eligible Queensland apprentices and trainees.

Participants may be eligible for funding under the Queensland Government User Choice Program to undertake a traineeship with an employer, through Gold Training.

For more information please visit the [Queensland Government's apprenticeships and traineeships website](#) or contact Gold Training.

Student Co-contribution fees for participants apply to all qualifications offered through the User Choice program. Student Co-contribution fees are the essential costs for participants to undertake the qualification and include all costs associated with delivering the training, payable by the employer or the participant.

RECOGNITION OF PRIOR LEARNING (RPL)

Gold Training recognises that you may have skills or knowledge from previous learning or work experience, you may be eligible to apply for Recognition of Prior Learning and/or Credit Transfer towards partial completion of this qualification.

UNIQUE STUDENT IDENTIFIER (USI)

From 1 January 2015, participants undertaking nationally recognised training require a USI before they can receive their training records and results. Once a USI is created participants will continue to use their USI for any future nationally recognised training they undertake.

Your USI links to an online account that contains all of your training records and results that you have completed after 1 January 2015.

If you would like to create your own USI prior to commencing training with Gold Training please visit www.usi.gov.au. Alternatively, with your permission [which can be provided when completing your enrolment form] Gold Training will create your USI number on your behalf.

STUDENT HANDBOOK

View the [Gold Training Student Handbook](#) for more information about course fees, the appeals and complaints process, and training with us.

LANGUAGE, LITERACY & NUMERACY (LLN) ASSESSMENT

It is a requirement for this qualification that participants complete an LLN assessment to ascertain whether further support opportunities are required to assist completion of this qualification. Please complete our online LLN assessment [here](#).

HOW TO APPLY

Please complete the Gold Training enrolment form including collating your supporting documents by selecting the 'BSB30415 Certificate III in Business Administration' occurrence via our [online enrolment portal](#).

COURSE UNITS

BSBITU307	Develop keyboarding speed and accuracy
BSBWHS201	Contribute to the health and safety of self and others
BSBADM307	Organise schedules
BSBFIA302	Process payroll
BSBFIA303	Process accounts payable and receivable
BSBITU302	Create electronic presentations
BSBITU303	Design and produce digital text documents
BSBITU304	Design and produce spreadsheets
BSBITU306	Design and produce business documents
BSBITU309	Produce desktop published documents
BSBCUS301	Deliver and monitor a service to customers
BSBDIV301	Work effectively with diversity
BSBWOR301	Organise personal work priorities

*course units are subject to change

