



## BSB30407 Certificate III in Business Administration

### Course Description

This qualification 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.

### Qualification Rules

**Total number of units = 13**

**2 core units** plus

**7 administration units** selected from the administration units listed below plus

**4 electives** selected from the remaining administration units, the generic business elective units listed below or from an equivalent AQF qualification in the BSB07 Business Services Training Package or any other currently endorsed national Training Package. If not listed below, a maximum of 2 electives may be selected from a Certificate II or Certificate IV qualification.

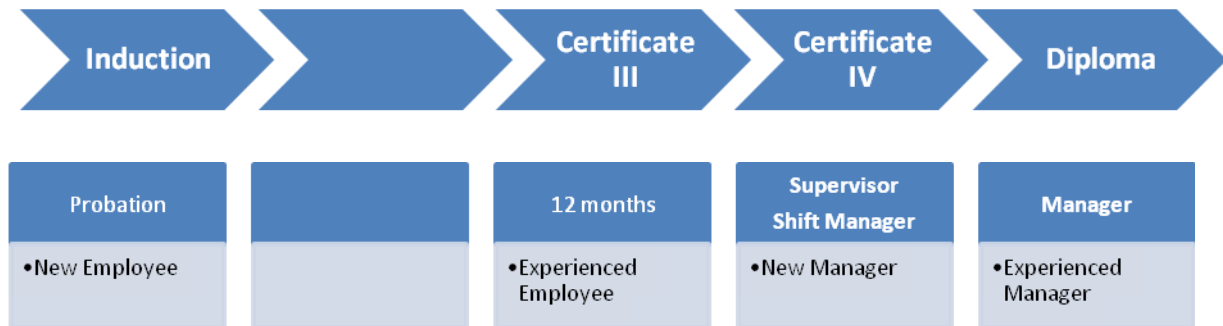
### Subjects

Choose from the following subjects in designing a course that suits your needs:

Core units	Elective units (11 units)
BSBITU307A Develop keyboarding speed and accuracy  BSBOHS201A Participate in OHS processes	Administration units:  BSBWRT301A Write simple documents BSBITU303A Design and produce text documents BSBITU306A Design and produce business documents BSBITU304A Produce spreadsheets BSBFIA303A Process accounts payable and receivable BSBFIA304A Maintain a general ledger BSBADM307B Organise schedules  <b>Choose 4 on the following:</b> BSBINN301A Promote innovation in a team environment BSBINM302A Utilise a knowledge management system BSBCUS301A Deliver and monitor a service to customers BSBWOR301A Organise personal work priorities BSBFIA301A Maintain financial records BSBOHS407A Monitor a safe workplace BSBMKG413A Promote products and services

## Qualification based career pathways

A key aspect of our delivery involves utilising vocational qualifications for both recognising the skills of your staff and developing their skills as they grow and move through your organisation. We develop qualification based career pathways for the ongoing development of your staff. An example is shown:



## Delivery

Delivery options for this course are:

**Programs (6-9 Session Workshop Delivery):** 3-4 hour sessions conducted every 4 weeks, with 2 one hour face to face individual session at your workplace to enhance assessment and provide greater individual understandings of the competencies in the workplace. With the course covering topics over a 6 month period, participants are more able to reflect and apply lessons into the workplace.

**Recognised Prior Learning (RPL):** feel that you already have the skills covered in any of our qualifications or units of competence? RPL is a process to recognise your current skills.

## Price

Our website price for this course is:

**\$3,750 (for individuals)**

**\$3,300 (for groups of 5 or more)**

The current price for RPL of the qualifications is:

**\$990**

Payment plans allow expenditure to be spread across the term of the qualification.

Students undertaking the Certificate IV can be assessed as a dual qualification to attract funding using existing worker traineeships.

## The Next Step

***To enrol in this course click on the enrolment form.***

Alternatively, and for further information, contact Seed Skills via email at [admin@seedskills.com](mailto:admin@seedskills.com)

