BSB30407 Certificate III in Business Administration

Course outline

ANIBT Course Code: C3BA_BSB30407
CRICOS Code:
Delivery Mode: Varied: Face to Face Classroom; Workshop; On-line
Location: Melbourne
Course Duration: Up to 12 months
Nominal Study Hours: 505 hours
Qualification Level: Certificate III
Nationally Recognised: Yes

Course overview

A range of opportunities exist across all facets of business and government for people with broad business and administrative skills.

This nationally recognised qualification reflects the role of individuals who use well-developed administrative skills and a broad knowledge base in a wide variety of administrative contexts.

Typically, these people apply solutions to a defined range of unpredictable problems, and analyse and evaluate information from a variety of sources. They may also provide leadership and guidance to others with some limited responsibility for the output of others.

The Certificate IV in Business Administration offered by ANIBT will enable you achieve what you’ve always wanted to in the world of Business Administration. It will equip you with the skills and knowledge to enter employment as an administration officer, with some understanding of the role of supervisor, across all industries.

*Those people who have current vocational administration experience and are looking to formalise their qualifications and skills, will find this a suitable course.*

This training is delivered with Victorian and Commonwealth Government funding*

* Domestic Students only
Program outline

Subjects

The Certificate III in Business Administration qualification offered by ANIBT is made up of 13 units of competency. These consist of 2 core units and 11 elective units* as outlined below:

2 core units

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Unit Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBITU307A</td>
<td>Develop keyboarding speed and accuracy</td>
</tr>
<tr>
<td>BSBOHS201A</td>
<td>Participate in OHS processes</td>
</tr>
</tbody>
</table>

11 elective units

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Unit Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBFIA302A</td>
<td>Process Payroll</td>
</tr>
<tr>
<td>BSBADM307B</td>
<td>Organise Schedules</td>
</tr>
<tr>
<td>BSBITU302B</td>
<td>Create Electronic presentation</td>
</tr>
<tr>
<td>BSBITU303A</td>
<td>Design and produce text documents</td>
</tr>
<tr>
<td>BSBITU304A</td>
<td>Produce spreadsheets</td>
</tr>
<tr>
<td>BSBITU306A</td>
<td>Design and produce business documents</td>
</tr>
<tr>
<td>BSBWRT301A</td>
<td>Write simple documents</td>
</tr>
<tr>
<td>BSBCUS301B</td>
<td>Deliver and monitor a service to customers</td>
</tr>
<tr>
<td>BSBFIA301A</td>
<td>Maintain financial records</td>
</tr>
<tr>
<td>BSBREL401A</td>
<td>Establish networks</td>
</tr>
<tr>
<td>BSBWOR301B</td>
<td>Organise personal work priorities and development</td>
</tr>
</tbody>
</table>

* Please note that it is possible to select alternative elective units subject to specific employer requirements and with the agreement of ANIBT.

Assessment methods

A wide variety of assessments methods will be employed to assess student competence in each unit. These include but are not limited to:

- Demonstration and observation
- Review questions and answers
- Group assignments
- Individual projects / portfolios
- Case studies
- Role plays
- Class participation
- Presentations
Entry requirements

It is highly recommended that students are currently in a workplace or have access to a workplace for this course.

For Certificate III level courses, the recommended minimum level of education is Higher School Certificate or equivalent or relevant qualification (at Certificate II or above) or relevant vocational experience.

In addition, students may enter the qualification through a number of entry points demonstrating potential to undertake vocational education and training at Certificate IV level including:

- after achieving the BSB20107 Certificate II in Business Administration or other relevant qualification/s;
- providing evidence of competency in the majority of units required for the BSB20107 Certificate II in Business Administration or other relevant qualification/s;
- some vocational experience in providing administrative or operational support to individuals and/or teams but without a formal business administration qualification.

For international students

Please check with the Australian Department of Immigration and Citizenship regarding international students enrolling into any on-line only based qualifications.

The Australian government publishes rules for English language proficiency for international students applying for entry to vocational training. You should establish your country’s assessment level by reading the DIAC rules at [www.immi.gov.au/students/](http://www.immi.gov.au/students/). Be aware that the rules may be changed during 2012.

Generally, to demonstrate English language proficiency for doing a Certificate or Diploma course, an international student needs one of the following test scores:

<table>
<thead>
<tr>
<th>Test</th>
<th>IELTS</th>
<th>CAE</th>
<th>PTE Ac</th>
<th>TOEFL iBT</th>
<th>TOEFL PBT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Score</td>
<td>5.5</td>
<td>47</td>
<td>42</td>
<td>46</td>
<td>527</td>
</tr>
</tbody>
</table>

ANIBT also accepts completion of a recognised equivalent English preparation course from an accredited ELICOS provider. Admission may be approved if the language of instruction in the student’s home country is English or if English has been the language spoken in the student’s home.

Overseas students who do not provide a satisfactory score from an English test recognised by DIAC will be interviewed to ascertain their language, literacy and numeracy (LLN) skills and may have to do an LLN test at ANIBT.

If necessary, the student will need to complete an English language course at ANIBT before being admitted to a vocational training Certificate or Diploma course.

Course completion

Upon successful completion of this course, you will receive a nationally recognised qualification **BSB30407 Certificate III in Business Administration** issued by the Australian National Institute of Business and Technology Pty Ltd (ANIBT).

The Australian National Institute of Business and Technology Pty Ltd is a Registered Training Organisation (Provider number: 21368) registered with the Australian Skills Quality Authority (ASQA).
Course availability

ANIBT’s programs allow participants to undertake their studies in a variety of flexible ways including:

- Classroom
- On-line
- Workshop
- Correspondence

ANIBT has regular intakes for its classroom based courses as follows:

<table>
<thead>
<tr>
<th>Term</th>
<th>Intake</th>
</tr>
</thead>
<tbody>
<tr>
<td>February</td>
<td>1 intake</td>
</tr>
<tr>
<td>April</td>
<td>Term 2 intake</td>
</tr>
<tr>
<td>July</td>
<td>Term 3 intake</td>
</tr>
<tr>
<td>October</td>
<td>Term 4 intake</td>
</tr>
</tbody>
</table>

Future pathways

After successful completion of your Certificate IV, you will have many other study options available to you. These may include the Certificate IV in Frontline Management up to the Diploma of Business, the Diploma of Management and a range of many other Diploma level qualifications.

Recognition of Prior Learning (RPL)

Students may be able to shorten the length of their chosen course by taking into account previous training, employment experience or other life skills that directly relate to the competencies the Unit of competency is assessing.

Contact ANIBT directly on (03) 9620 2922 to discuss your previous experience and we will be able to guide you through the RPL process.

Credit Transfer (CT)

Students may be able to shorten the length of their chosen course by taking into account previous studies. ANIBT recognises AQTF registered organisations for credit transfers.

Please contact ANIBT directly on +61 3 9620 2922 to discuss your previous studies and we will be able to guide you through the credit transfer process.

Special requirements

It is expected that all students will have access to their own personal computer and the internet. This is essential for regular research and also on-line based assessment work throughout the course.