



## BUILD YOUR JUNIOR ADMINISTRATION TEAMS POTENTIAL!

**BSB30407 – CERTIFICATE III IN BUSINESS ADMINISTRATION  
WORKPLACE LEARNING MODEL**

### ABOUT THE COURSE

This is a terrific opportunity to provide your junior administration team with an enjoyable, practicable comprehensive training program which will increase their effectiveness and efficiency in your workplace.

### ADDED VALUE

Included with the course comes free access to the Microsoft IT Academy, Certiprep (Practice Exams) and Certiport (Microsoft Office Specialist Exams). This gives you 24/7 online access to the Microsoft Office Certified Courses and MOS Certification.

### WHO SHOULD ATTEND

This training is suited across all industry sectors such as sales/trade/manufacturing/services/retail/admin and more. It is either for existing or potential junior administration staff who aspire to be Accounts Clerks, Data Entry operator, Junior Personal Assistants, Office Administrator Assistant and Receptionists

### COURSE STRUCTURE

Integrity Business College Business Administration programs are delivered by Integrity Business College expert trainers via a workplace learning model with the delivery location being the participants workplace. Participant will be visited six times by a trainer in their workplace over a 8 month period if the participant is completing a traineeship they must be withdrawn from routine work duties for minimum of three hours a week

### RECOGNITION OF PRIOR LEARNING (RPL)

Many individuals may already be competent in one or more of the Business Administration competencies. RPL is available for each Unit of Competency based on relevant workplace experience, formal training or other expertise. Recognition will involve your submission of evidence in a portfolio form to be assessed by Integrity Business College assessors.

Integrity Business College encourages trainees with physical and / or intellectual disabilities to access funded training.

### COURSE OUTLINE

The ten workshops will address the following 13 units of Competence from the National Business Services Training Package. All of these competencies must be successfully completed to gain the Certificate III in Business Administration.

Included in the course are 2 workplace mentoring visits, the first being midway through the course and the other on completion of the program as well as an initial consultation with you the employer and participant.

All participants and employers will be invited to a graduation ceremony on completion of the course.

### FEES

- Government Funding Available - This training can be delivered with Government funding to suitable applicants or Fee For Service basis.

**ASSESSMENT**

Assessment is ongoing during the structured workshops and includes workplace projects.

**COURSE OUTLINE**

# Days	Dates	Topic	Unit Code and title
2	TBA	<b>Administration Skills</b>	BSBOHS201A Participate in OHS processes BSBADM307B Organise workplace information BSBADM302B Produce text from notes
3	TBA	<b>Communication Skills</b>	BSBCUS301A Deliver and a monitor a service to customers BSBADM307B Organise workplace schedules BSBCMM310A Process customer complaints
5	TBA	<b>Introduction Microsoft Office skills</b>	BSBITU307A Develop Keyboarding Speed and Accuracy BSBITU302A Create electronic presentation BSBITU303A Design and produce text documents BSBITU304A Produce spreadsheets BSBITU306A Design and produce business documents BSBITU309A Produce desktop published documents BSBWRT301A Write simple documents

**COURSE STRUCTURE**

Our Integrity Business College Business Programs are delivered through a combination of on the job learning and a series of visits by our trainers that cluster relevant units of competency together into topics. These topics are reflective of the skill sets you require to do your job in the workplace. The workshop delivery is spread over 8 months. During the on the job visits you will engage in the adult learning process through active participation, discussion, networking, problem solving and 'hands on' learning activities relevant to your job. The delivery strategy is focused on building the skills you require to successfully do your job.

**PREREQUISITES**

There are no formal prerequisites for this qualification.

**RECOGNITION OF PRIOR LEARNING (RPL)**

Many individuals may already be competent in one or more of the units of competency. RPL is available for each unit of competency based on relevant workplace experience, formal training or other expertise. Recognition will involve your submission of evidence in the form of a portfolio.

**WANT TO KNOW MORE?**

CALL 1300 731 451

TO REGISTER YOUR INTEREST

Return this form to

[info@integritybusinesscollege.com](mailto:info@integritybusinesscollege.com)

or fax this page to 03 9372 9382.

Your Name: \_\_\_\_\_ Organisation: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

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