

Certificate III in Business Administration

BSB30415



Ballistic Training Solutions Pty Ltd

ABN: 30 156 084 481

Provider No: 41097

Description: This qualification applies to a range of administrative roles in varied contexts. Individuals in these positions use some discretion and judgement and may provide technical advice and support to a team.

Applicable Roles: Clerk/ Administration Officer/ Receptionist/ Administration Assistant/ Work Process Operator/ Customer Service Officer/ Help Desk Operator/ Personal Assistant

Packing Rules: 13 units—2 core & 11 electives of which 7 elective units must be selected from the Group A units listed below
4 elective units may be selected from the Group A or Group B elective units listed below, or any currently endorsed Training Package or accredited course at the same qualification level
if not listed below, 2 of the electives units may be selected from a Certificate II or Certificate IV qualification.
Elective units must be relevant to the work environment and the qualification, maintain the integrity of the AQF alignment and contribute to a valid, industry-supported vocational outcome.

Core

BSBITU307 Develop keyboarding speed and accuracy
BSBWHS201 Contribute to health and safety of self and others

Electives

BSBADM307 Organise schedules (A)
BSBITU309 Produce desktop published documents (A)
BSBWOR204 Use business technology (B)
BSBINM301 Organise workplace information (B)
BSBITU312 Create electronic presentations (A)
BSBITU313 Design and produce test documents (A)
BSBITU314 Produce spreadsheets (A)
BSBITU306 Design and produce business documents (A)
BSBWOR301 Organise personal work priorities and development (B)
BSBWRT301 Write simple documents (A)
BSBADM311 Maintain business resources (B)

Education Pathway - BSB40515 Certificate IV in Business Administration, or a range of other Certificate IV qualifications.

Why Ballistic Training Solutions? - As a Registered Training Organisation (RTO), we are entrusted with the responsibility and accountability of meeting your individual business needs, while ensuring we provide accredited training to industry standards and national competency requirements. We pride ourselves on our customer service, attention to details and commitment to ensure that your learning needs are met with the highest standards of training.

Delivery Timeframe - 12 Months Workplace Delivery.

Expected fees to pay - Course Fees are payable per payment policy as outlined in the student handbook with the following (GST Exempt) Price Per Person as a Guide dependent on your individual training needs, location and facilities required.

DELIVERY	RPL
\$1700	\$850



Contact us today to discuss your training needs

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About Us

Ballistic Training Solutions Pty Ltd is a Nationally Registered Training Provider (Provider no: 41097) specializing in the delivery of Nationally accredited training programs tailored to industry and client needs.

Specialising in the delivery of Nationally Accredited Training in Business, Management, Work Health & Safety, Education Support and Conservation and Land Management plus related programs.

We provide tailored training and assessment services to meet industry and our client's needs. The team at BTS are dedicated to ensuring your specific workplace training and support needs are met.

Based in Queensland Australia we provide training and assessment services Nationally linked to our industry and client needs.

Ph: 1300 738 098

www.ballistic.edu.au

How to Enrol in 5 easy steps

1. Contact one of our expert consultants to discuss your specific needs
2. Complete an enrolment form & allow Ballistic to organise your induction into a National Training Contract
3. Discuss customized training options with your trainer/assessor
4. Complete training plan detailing delivery strategy between BTS, Employer and Trainee
5. Commence Course

Ballistic Training Solutions Pty Ltd

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Minimum entry requirements

Not Applicable

Mode of Study

The qualifications are offered via a flexible delivery strategy to support student engagement and workplace integration and RPL (Recognition of Prior Learning) options depending on the participant current skills, knowledge & experience mapped against the core competency requirements for each unit of the qualification. Participants must demonstrate a thorough understanding and application of these skill in their current activities.

Assessment Strategy

Participants will actively participate in theory and practical training and development activities both in workshop and workplace environments. BTS Trainers will :

- Assisting with learning support
- Risk assessment and communication strategies
- Assist in LLN needs with students where applicable
- Developing a Learning strategy & Training Program
- Support the principles of training for all clients

