

BSB30415 CERTIFICATE III IN BUSINESS ADMINISTRATION

CERTIFICATE 3 GUARANTEE

The BSB30415 Certificate III in Business Administration will teach you to apply business skills and knowledge in an organised fashion and excel at supporting a team's objectives.

COURSE INFORMATION

You will learn how to:

- Support the team
- Create and use spreadsheets and business documents
- Understand the fundamentals of contributing to the health and safety of others
- Organise schedules and prepare presentations
- Offer top-level customer service

OUTCOMES

If you would describe yourself as a people person, pride yourself on your warm and welcoming personality and are a great communicator, then a BSB30415 Certificate III in Business Administration* is the perfect start to a people-facing role such as:

- Administration Assistant
- Executive Assistant
- Office Assistant
- Receptionist
- Office Support

WHO IS ELIGIBLE TO RECEIVE TRAINING?

To be eligible to enrol in the Certificate 3 Guarantee, prospective students must:

- Be aged 15 years or older;
- Be no longer at school (with the exception of school students in Years 10, 11 and 12 undertaking a VET in School (VETiS) program — see the VETiS fact sheet for more information);
- Permanently reside in Queensland;
- Be an Australian citizen, Australian permanent resident (includes humanitarian entrant), temporary resident with the necessary visa and work permits on the pathway to permanent residency, or a New Zealand citizen; and
- Not hold, and not be enrolled in, a certificate III or higher-level qualification, not including qualifications completed at school and foundation skills training.

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STUDENT CO-CONTRIBUTION FEES

Given the benefits that accrue to individuals from training, students undertaking certificate III training and non-concessional students undertaking lower level training, will be required to contribute to the costs of their training through a co-contribution fee.

The fee may be paid on behalf of the student by the employer or a third party unrelated to the PQS but cannot be paid or waived by the PQS.

Schedule of fees vary per provider**



STEPS TO YOUR CAREER IN BUSINESS



Contact us today to register your interest



Receive your course specification information



Submit your enrolment/eligibility documentation



Start your training



Gain hands on work experience through practical training with our highly experienced trainer



Receive your Nationally Recognised Qualification on successful completion of this program



RTO: 32350 | Your Partnering Solution in Education

GET IN TOUCH

For further information regarding eligibility, course information or student fees please contact us:

1300 136 780 | enrolments@tlc.training | www.tlc.training