

KALTRAINING▶

Certificate III in Business Administration (BSB30415)



Campus: 2B Staley Street, Brunswick, VIC 3056
Administration office: Suite 2, 339-345 Mitcham road, Mitcham VIC 3132

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www.kaltraining.com.au

(TOID: 20815) KAL Multimedia Training trading as KAL Training

MISSION STATEMENT

“To provide Quality Education to Students in Small Groups”

Information for Students

KAL Training (TOID:20815) trading as KAL Training has a reputation for delivering quality educational programs and services to a diverse range of clients since their inception in 2000. Our organisation caters for the one-to-one and small group training situations, thus allowing more in-depth knowledge to be passed on to students in a range of areas such as multimedia, community services, training and assessment, business, information technology and work based training.

KAL Training teaching staff have recognised expertise in their fields, both in industry experience and training. They are skilled in Competency Based Training techniques, with empathy and understanding of the needs of people from many diverse and disadvantaged backgrounds, as well as for a variety of corporate industries’ needs, and consequently are able to pass on their wealth of knowledge to the students.

KAL Training’s staff members embrace the principle of continuous improvement in all aspects of the organisation’s work. Furthermore, they place emphasis on involvement from industry and community stakeholders in the development of course delivery and assessment strategies that meet the needs of learners. These include quality training facilities and up-to-date equipment used in presenting its courses, with the addition of flexible on-line learning as well as classroom and workplace delivery.

Educational Standards



In accordance with the stringent requirements of Department of Education and Early Childhood Development, KAL Training maintains policies and management practices, which will ensure a high level of professional standards in the marketing and delivery of training services, and will always safeguard the interests and welfare of its clients.

As a member of ACPET (Australian Council of Private Education & Training), KAL Training abides by the Code of Ethics, as set out by the organisation. It is also a member of ACPET’s Tuition Assurance Scheme (ASTAS). ASTAS ensures that any Australian student displaced from a course, due to a member's inability to continue the course, is relocated efficiently and with minimal disruption to a comparable course with another member or approved provider.

KAL Training takes pride in its record of achievement and is committed to maintaining the highest professional standards of its trainers, and the quality of the training facilities and up to date equipment used in presenting its courses.

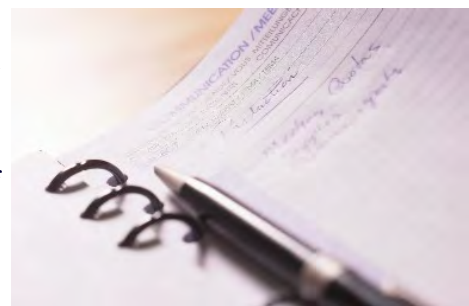
KAL Training has pride in their high level of compliancy within the Private and Public VET sector.

In 2012 KAL transferred its registration to the National regulator ASQA, allowing them to offer training to interstate clients.

Victorian and Commonwealth funding is available to Victorian residents (subject to eligibility) under Victorian Training Guarantee.

Keeping in mind the changing expectation of our clients, KAL Multimedia Training began trading as KAL Training (TOID 20815) in 2015.

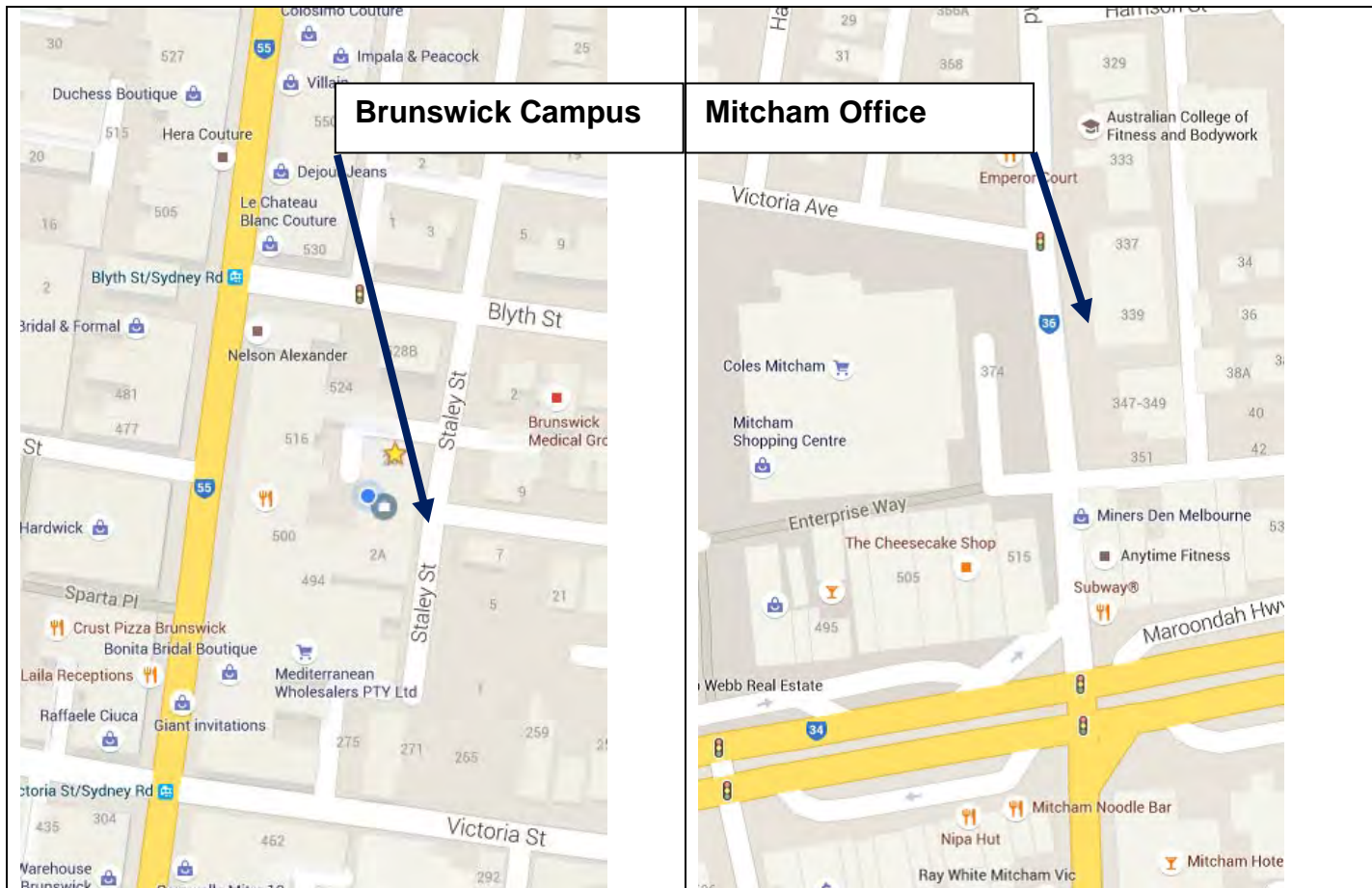
As at 1st July 2015, Kal Training will be opening a new office in Mitcham. We will still be operating from Brunswick but we are expanding our business to cater for the needs in the Eastern and surrounding suburbs. Our new location is at Suite 2/339 Mitcham Rd, Mitcham. Kal Training is dedicated in helping our students achieve their career goals through further education in their chosen field.



KAL TRAINING CENTRE & OFFICE LOCATION

PLEASE NOTE THE FOLLOWING OPENING HOURS FOR STUDENT ENROLMENTS:
 Brunswick - Tuesday to Thursday 8:30am to 4:30pm (Monday and Friday by appointment only)
 Mitcham – Monday to Thursday 8:30am to 4:30pm (Friday by appointment only)
 Student Queries – 1800 244 438 Monday to Friday

Brunswick Campus: 2B Staley Street, Brunswick, 3056.	Mitcham Office: Suite 2/339-345 Mitcham Road, Mitcham, 3132
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<p>Nearest Bus, Tram and Train Stops in Brunswick are:</p> <ul style="list-style-type: none"> ▪ Bus: 508 Alphington stops on Blyth St (Moonee Ponds via Northcote & Brunswick) ▪ Tram: Tram 19 stops on intersection Sydney Rd and Blyth St (North Coburg to City - Elizabeth St) ▪ Train: Brunswick Train Station (Upfield Line) – about a 10 minute walk to KAL Training Office 	<p>Nearest Train Stop is Mitcham Railway station then walk 6 minutes to Kal Training office</p>
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Facilities and Disabled Access

The training centre has been set up to cater for classes of small groups, 8-15 people, with the following facilities available:

- High Performance Desktop Computers
- High performance laptops
- Production Suites
- Sound and narration recording facilities
- Cinema, DSLR & HDV Cameras, scanners and printers
- Disabled chair lift access
- Disabled toilet facilities
- Ergonomic chairs & furnishings
- Student Lounge – with tea/coffee and kitchen facilities
- Conference facilities
- Multiple training rooms

BSB30415 Certificate III in Business Administration

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.

Job roles

Accounts Receivable Clerk
Accounts Payable Clerk
Clerk
Data Entry Operator
Junior Personal Assistant
Receptionist
Office Administration Assistant
Office Administrator
Word Processing Operator.

Pathways Information

Pathways into the qualification

Preferred pathways for candidates considering this qualification include:

BSB20112 or BSB20115 – Certificate II in Business or other relevant qualification/s

OR

with vocational experience assisting in a range of support roles without a formal business qualification.

Examples of indicative job roles for candidates seeking entry based upon their vocational experience include:

Administration Assistant
Clerical Worker
Data Entry Operator
Information Desk Clerk
Office Junior
Receptionist.

This breadth of expertise would equate to the competencies required to undertake this qualification.

Pathways from the qualification

After achieving this qualification candidates may undertake:

BSB40515 Certificate IV in Business Administration.

Licensing/Regulatory Information

There is no direct link between this qualification and licensing, legislative and/or regulatory requirements. However, where required, a unit of competency will specify relevant licensing, legislative and/or regulatory requirements that impact on the unit.

Entry Requirements

There are no entry requirements for this qualification.

Packaging Rules

Total number of units = 13

2 core units *plus*

11 elective units

Elective units must be relevant to the work outcome, local industry requirements and the qualification level.

Units delivered by KAL:

CODE	DESCRIPTION	HOURS	CLASSIFICATION
BSBWS201	Contribute to health and safety of self and others	20	CORE
BSBITU307	Develop keyboarding speed and accuracy	50	CORE
BSBADM307	Organise schedules	15	Admin unit
BSBITU302	Create electronic presentations	20	Admin unit
BSBITU303	Design and produce text documents	90	Admin unit
BSBITU304	Produce spreadsheets	35	Admin unit
BSBITU306	Design and produce business documents	80	Admin unit
BSBITU309	Produce desktop published documents	50	Admin unit
BSBWRT301	Write simple documents	30	Admin unit
BSBFLM309	Support continuous improvement systems and processes	40	Elective
BSBCUS301	Deliver and monitor a service to customers	35	Elective
BSBWOR204	Use business technology	20	Elective
BSBINM301	Organise workplace information	30	Elective
BSBSUS401**	Implement and monitor environmentally sustainable work practices	40	Extra Elective
BSBITU201**	Produce simple word processed documents	60	Extra Elective
	Total	615 Hrs	

**We have added two extra units for industry requirements and for added employability.

Course Breakdown:

Course Fees	\$95 Enrolment Fee plus tuition fee (Traineeships under Skills First Program \$1230 or \$246 for Concession Card holders or Fee for Service \$2460). These fees are subject to change during the year and amounts quoted are indicative only and can reduce if there are any credit transfers or Recognised Prior Learning (RPL) units.
Target learners	This course is for entry level workers who are new to or who have worked for a short time in a business environment. Learners will have some basic knowledge of computers or software programs. These learners could be either workers looking to re-train in the business environment or those looking to enter the work force such as school age students or those who have just completed.
Course Requirement	Student will be assessed in Kal's own Literacy and Numeracy test which is completed at pre-enrolment.
Duration	12 Months, 45 weeks.
Delivery	KAL Training utilises the Catapult online learning system to deliver this course; 15 units are delivered through the Catapult learning system. Students have access to all their units 24 hours a day. We expect our students to work on their assignments at least 3 days a week and submit at least one assignment per month.
What this course is about and who it is for	This course is designed for anyone who would like to develop their business skills. This course is an introduction to the business environment where students learn about word processing, customer services, and communication with clients, business technology and organising within the work environment. They should have a good basic understanding of the business environment and computers to be able to complete the tasks required.
Methods of Assessments	Student completes practical exercises, short and long answer questions and practical work based exercises (Can be in an actual or simulated workplace).

Assessment tasks	<p>Students complete 15 units on the online learning systems.</p> <ul style="list-style-type: none"> – BSBWHS201 Contribute to health and safety of self and others – BSBITU307 Develop keyboarding speed and accuracy – BSBADM307 Organise schedule – BSBCUS301 Deliver and monitor a service to customers – BSBITU302 Create Electronic presentations – BSBITU303 Design and Produce text documents – BSBITU304 Produce Spreadsheets – BSBITU306 Design and produce business documents – BSBITU309 Produce desktop published documents – BSBFLM309 Support continuous improvement systems and processes – BSBWRT301 Write simple documents – BSBINM301 Organise workplace information – BSBWOR204 Use business technology – BSBITU201 Produce simple word processed documents – BSBSUS401 Implement and monitor environmentally sustainable work practices
Materials/Resources	<p>Assessments: student will be enrolled in their 15 units of competency on the online learning system and can log-in any time they want to complete them. The online system contains all the learning material for the students.</p>
Extra requirements	<p>Students require a computer or laptop, access to the internet and a current email address.</p>
Online Learning Systems	<p>Kal Training delivers their Certificate III in Business Administration through the Catapult e-learning assessment system to assess you in all the units. Here you as a student logon and complete all your reading and assessment work online. The systems also holds all your learning material for you to be able to access remotely via the internet. This system also allows you to see how much you have completed of an assessment and contact and email your trainer.</p> <p>Catapult login http://elearning.kalmultimedia.com.au</p>

2017 Course Fees and Charges

IMPORTANT INFORMATION FOR STUDENTS:

ENROLMENT FEE:

These fees are charged annually and are as follows:

- Certificate IV and under - \$95 to \$195 enrolment fee
- Diploma and above – \$195
- School Based Apprenticeships or Traineeships - \$95 to \$195 enrolment fee

Students may also pay course fees. These course fees are calculated per nominal hour or may be capped. Payment Plans are available.

Two options for course fees are available.

- The *Skills First* Program - subsidies student course fees (eligibility applies)
- FEE FOR SERVICE (Full course fees)

The Skills First Program

Not all students will be eligible for this funding.

“Courses delivered under Victorian government funding”

Through the Skills First program, the Victorian Government is committed to providing high quality training that aligns with industry and community demands and workforce needs. Skills First sets a high benchmark for training quality, and is aimed at supporting the courses that are most likely to lead to employment.

To be eligible for the subsidy, you need to be a Victorian resident and meet the following criteria:
Must meet one of the following citizen/residency status:

- Australian citizen
- Australian Permanent resident (holder of a permanent visa)
- A New Zealand citizen

And are any of the following:

- a young person under 20 years on 1 January 2017; or
- 20 years and older and ‘up-skilling’ by seeking to enroll in a course at a higher level than existing qualification
- Seeking to enroll in an approved Foundations Skills List course or seeking to enroll in an apprenticeship.

In 2017, you can enroll into two government subsidized courses as long as you are not doing any more than two government subsidised courses at a time. (These limits may not apply to Apprenticeships). You can only begin up to two government subsidised courses at the same qualification level (other than Foundation Skills) in your lifetime, regardless of whether you complete them. There is no lifetime limit on the number of Foundation Skills course you can begin. Please note that as at 25th November 2013, secondary school students (excluding School Based Apprentices and Trainees) are not eligible for funding. This includes students enrolled in any government, non-government, independent, Catholic or home school.

FEE FOR SERVICE students

If you are not eligible for Government subsidised funding, you can still undertake a course, but would have to pay on a fee for service basis. The fees vary from \$4 to \$10 per nominal hour depending on course you are enrolling into.

The following table shows the tuition fees applicable as at 1st January 2017 under *Skills First Program* funding

Course	Skill Level	Fee per nominal hour (subject to change)
Business/Business Administration	Certificate II to IV	\$1.00 to \$2.00
	Diploma	\$1.00
Leadership and Management	Diploma and Advanced Diploma	\$1.00 to \$1.50
Bookkeeping	Certificate IV	Waived
Childcare/School Age Care/Community Services	Certificate II to IV	Waived
	Diploma and Advanced Diploma	Waived
Media and Information, Digital Media and Technology	Certificate II to IV	Waived
	Diploma and Advanced Diploma	Waived
Training Design and Development	Diploma	\$4.00

Depending on the selected course, there may be extra General Course fees such as text or reference books, first aid, food handling, final assessment fee, Catapult fees, general materials fee, etc.

*If the *Skills First Program* reduces the subsidy of your course next calendar year, then there may be an increase in fees charged. If there are significant changes, we will inform you via written notifications.

Concessions

Students can apply for concessions where they can prove that they are:

- receiving government benefits, pensions or allowances
- the dependant spouse of a person who is receiving government benefits, pensions or allowances or the dependent child of parents who are receiving government benefits, pensions or allowances.

The person in receipt of the government benefit must hold one of the following cards:

- Commonwealth Health Care Card -Pensioner Card -Veteran's Gold Card

From 1st July 2012, Tuition Fee for Concession holders for Certificates II to IV will be charged at 20% of the hourly fee (see above table) that we would charge a non-concession government subsidised student in the same course. There are no concession fees applicable for Diploma and above courses, except for Koorie students.

Tuition fee waiver is available for job seekers who provide us with a Job Seeker Referral form from their Employment Service Provider (ESP). This confirms the Job network agency's intention to pay the students tuition fees. Enrolment fee and general materials fee are still charged to the student.