

KALTRAINING▶

Certificate III in Business Administration (BSB30415)



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(RTO NO: 20815) KAL Multimedia Training trading as KAL Training

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

Completion of Certificate II BSB Training Package.

From the Qualification

Students can continue in Certificate IV, Diploma and Advanced Diploma courses in BSB Training package.

After completion of this course students can find employment as

Accounts Clerk
Accounts Payable Clerk
Customer Service Adviser
General Clerk
Junior Personal Assistant
Office Assistant
Receptionist
Word Processor

Entry Requirements

There are no prerequisites required for this qualification.
ACSF level 2- tested at the time of enrolment.

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 | CLASSIFICATION |
|-----------|--|----------------|
| BSBWHS201 | Contribute to health and safety of self and others | CORE |
| BSBITU307 | Develop keyboarding speed and accuracy | CORE |
| BSBADM307 | Organise schedules | Admin unit |
| BSBITU302 | Create electronic presentations | Admin unit |
| BSBITU303 | Design and produce text documents | Admin unit |
| BSBITU304 | Produce spreadsheets | Admin unit |
| BSBITU306 | Design and produce business documents | Admin unit |
| BSBITU309 | Produce desktop published documents | Admin unit |
| BSBWRT301 | Write simple documents | Admin unit |
| BSBFLM309 | Support continuous improvement systems and processes | Elective |
| BSBCUS301 | Deliver and monitor a service to customers | Elective |
| BSBWOR204 | Use business technology | Elective |
| BSBINM301 | Organise workplace information | Elective |

Course Breakdown:

| | |
|--|---|
| Course Fees | \$95 Enrolment Fee plus tuition fee (Traineeships under Skills First Program \$1030 or \$206 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 designed for learners to develop a range of basic skills which are required in today's Business environment. These include communication & customer service skills, Information technology for practical use in a range of different business industry environments. New entrants or clients with basic knowledge but no qualification. Candidates working in the industry and want to upskill |
| Course Requirement | Student will be assessed in Kal's own Literacy and Numeracy test which is completed at pre-enrolment. |
| Duration | 12 Months, |
| Delivery | KAL Training utilises the Catapult online learning system to deliver this course; 13 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. |
| Student requirements | Students require a computer or laptop, access to the internet and a current email address. |
| Online Learning Systems | 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. Catapult login http://kalmultimedia.elearninglogin.com |

2018 Course Fees and Charges

IMPORTANT INFORMATION FOR STUDENTS:

ENROLMENT FEE:

These fees are may be charged annually and range as follows:

- Certificate IV and under - \$0 to \$195 enrolment fee
- Diploma and above – \$0 to \$195 enrolment fee
- School Based Apprenticeships or Traineeships - \$0 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 and Commonwealth 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:

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

And are any of the following:

i) under 20 years of age (as at 1 January in the year of commencement of training) and enrolling in nationally recognised training;

ii) over 20 years of age (as at 1 January in the year of commencement of training) and enrolling in nationally recognised training in a Foundation Skills List course;

iii) over 20 years of age (as at 1 January in the year of commencement of training) and enrolling in nationally recognised training as an Apprentice (not Trainee);

iv) over 20 years of age (as at 1 January in the year of commencement of training) and enrolling in training in the Victorian Certificate of Education or the Victorian Certificate of Applied Learning (Intermediate or Senior);
or

v) over 20 years of age (as at 1 January in the year of commencement of training) and enrolling in nationally recognised training in a course that is at a higher qualification level than the highest qualification held at the time of the scheduled commencement of training.

Please note than as at 25th November 2013, secondary school students (excluding School Based Apprentices and Trainees) are not eligible for training under the Victorian Training Guarantee. This includes students enrolled in any government, non-government, independent, Catholic or home school.

How many courses am I eligible for?

In 2018, students are only allowed to begin two government subsidised courses in a year, as long as you are not doing any more than two government subsidised courses at a time. For example, if you are continuing a government subsidised Certificate III in Media from 2017, you can start one more course in 2018 until you finish (or withdraw from) your Media course, then you can start a second course in 2018.

Effective 16th June 2014, students are only allowed a maximum of two (2) government subsidised commencements at the same qualification level across **their** lifetime. Commencements in a Foundations Skills

Course and VET certificates completed as part of a senior secondary qualification are not taken into account. For further information, go to www.education.vic.gov.au.

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 2018 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 |
| Leadership and Management | Diploma | \$1.00 |
| Bookkeeping | Diploma and Advanced Diploma | \$1.00 to \$1.50 |
| | Certificate IV | \$0.50 |
| Childcare/School Age Care/Community Services | Certificate II to IV | \$0.50 |
| | Diploma and Advanced Diploma | \$0.50 |
| Media and Information, Digital Media and Technology | Certificate II to IV | \$0.50 |
| | Diploma and Advanced Diploma | \$0.50 |
| 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.