

Certificate III in Business Administration BSB30407

This is a nationally recognised qualification, focusing on a wide range of skills required by administration staff in any business. Local Government Training Institute has developed this program to offer flexibility with ongoing support. To gain this certificate, participants can combine recognition of their current work-related skills and knowledge with structured training and assessment to enhance their capabilities in areas important to their organisation and their career.

It is anticipated that all participants will be working within an organisation where they will be able to practice the skills being developed.

Duration

It will normally take 1 year to complete the learning and assessment for this qualification.

Course Delivery and Support

Participants can undertake this program in the workplace through either a “flexible delivery” or a correspondence program. The program mode will be agreed on before participants commence.

Option 1: Flexible Delivery

Participants undertake this qualification in their workplace. They receive appropriate support and assistance from qualified trainers at the Local Government Training Institute, such as coaching in the work environment and/or face-to-face training.

At the start of the program, participants are given learner’s guides, reading materials, work based projects, self-assessment checklists and appropriate assessment tasks.

They are contacted regularly by the Local Government Training Institute staff to offer support and maybe visited in the workplace to monitor their progress and assess their skills. Phone and email support is available at all times.

Option 2: Training undertaken in the workplace using learning materials provided by LGTI

With the Correspondence Program, participants receive all of the resources and phone / email support as mentioned for the flexible delivery program. However, all support, assessment and monitoring are at a distance (ie. not face to face).

Incentives

Incentives may be available for eligible staff as a New-Entrant or Existing Worker Traineeship. Further details on available incentives are available from an Apprenticeships Centre in your area, for information and contact details visit <http://www.australianapprenticeships.gov.au>.

Local Government Training Institute

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Fees payable to Local Government Training Institute

Please contact the Business Development Team for more details on the fees applicable for this course.

Units of Competency

Participants must successfully complete 13 Units to obtain this qualification. Participants can tailor the program to suit their individual learning requirements, organisation or industry, provided the combination of units contributes to improving on their work outcome. Further details on the unit options are outlined below.

2 Common Units

BSBITU307A	Develop keyboarding speed and accuracy
BSBOHS201A	Participate in OHS processes

At least 7 Specialist Administration Units

Such as:

BSBFIA301A	Maintain financial records
BSBFIA302A	Process payroll
BSBITU302A	Create electronic presentations
BSBITU303A	Design and produce text documents
BSBITU304A	Produce spreadsheets
BSBWRT301A	Write simple documents
BSBCUS301A	Deliver and monitor a service to customers
BSBADM302B	Produce texts from notes
BSBINM301A	Organise workplace information
BSBINM302A	Utilise a knowledge management system
BSBOHS407A	Monitor a safe workplace
BSBPRO301A	Recommend products and services
BSBWOR301A	Organise personal work priorities and development

Plus, an additional 4 units can be chosen from the Business Services Training Package or any other endorsed Training Package, of which a minimum of 2 units must be from a qualification at AQF level III; a maximum of 2 units may be included from lower or higher levels in this qualification. Units from other Training Packages must not duplicate units selected from the Business Services Training Package.

* The Local Government Training Institute reserves the right to make changes to the advertised program arising from consultation with stakeholders.

How to obtain further details and apply for the course

For further details and an enrolment package please contact our Business Development Team on 02 4922 2333 or email reception@lgti.com.au.

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