

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, web-based activities, 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 are 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 of \$4,000 may be available for eligible staff under an 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>.

For people who undertake this certificate as part of a new-entrant or existing worker traineeship in NSW, the training may be partly funded by the NSW Government in partnership with the Australian Government.



Fees payable to Local Government Training Institute

The total fee for this qualification is \$1500 (GST Free). This includes a compulsory administration fee of \$414.

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 units 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:

Client Liaison and Support Officer

Ph: 4922 2342

rochellet@lgti.com.au

Local Government Training Institute

4 Sandringham Ave Thornton NSW 2322 AUSTRALIA

PO Box 137, Thornton NSW 2322 AUSTRALIA

Telephone: +61 2 49 222 312 Facsimile: +61 2 4966 0655

Email: certificateprograms@lgti.com.au

www.lgti.com.au

