



BSB30415 Certificate III in Business Administration Information Booklet

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MSA Training and Professional Development

MSA Training and Professional Development is a not-for-profit Registered Training Organisation (RTO) at Monash University, Clayton campus. Our courses are open to all, not just Monash students and staff. We are recognised for our high standards in student services, facilities and specialised training programs.

www.msatraining.edu.au

Our staff are dedicated to helping you achieve your educational goals and can provide you with the support and information to get you there.

MSA Training and Professional Development encourages people with a disability to apply to enrol. Please talk to us about how we can support you with your studies.



MONASH STUDENT ASSOCIATION
Training and Professional
Development

Monash Student Association (Clayton) Inc.
RTO No. 21526

Program Information

MSA Training and Professional Developments works in collaboration with industry and training specialists to develop a program that is flexible and relevant to industry needs.

All courses are delivered as classroom-based courses and all sessions are held on our Clayton campus. Throughout your learning program you will cover a variety of knowledge and skills and be given activities and assessments to complete both within the classroom and at home.

The opportunity to study at MSA Training and Professional Developments is open to everyone. We encourage people with a disability and people from diverse backgrounds to apply.

This booklet will guide you through a range of information relevant to this particular qualification. It is designed to be read in conjunction with the Student Information Handbook so please ensure you read and understand all aspects of both documents prior to enrolling.

Contacts



Course enquiries:
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03 990 53180



Group bookings:
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BSB30415 Certificate III in Business Administration

Course description

The BSB30415 Certificate III in Business Administration is a highly sought after qualification designed to reflect the roles of individuals who apply a broad range of administrative competencies in varied work contexts. Employability skills include communication, teamwork, problem solving, initiative and enterprise, planning and organising, self-management, learning and technology.

After graduation you may seek employment in a range of financial services sectors. This course provides students with theoretical and practical skills and knowledge in business administration leading to job roles such as:

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

This course is completed mixed mode. Online and Classroom based

Why study this course?

This course has been developed to provide skills and knowledge to:

- Work within the administration sector
- Organise meetings
- Deliver customer service
- Work safely
- Produce business documents

This course is suitable for:

- Those seeking to work in an administration office

Where can I study this course?

This course is available at:

- Monash University in Clayton
- At your workplace – Group Training

Entry requirements

There are no formal entry requirements for this course and after graduation you may seek employment in a range of Administration sectors within an education environment. This course provides students with theoretical and practical skills and knowledge in an administrative education role.

Students will require completion of Year 10 or equivalent knowledge or relevant qualifications or experience.

Students will require a sound understanding of how to navigate computers along with software (Word, Excel), opening and closing documents, saving documents, typing and using the internet for searching and emails. Students who are not confident using computers are welcome to enrol in one of the short computer courses provided by MSA Training and Professional Development.

Students are required to fill out a Language Literacy and Numeracy assessment during the enrolment process. For those with difficulty filling out the LLN form MSA Training and Professional Development offers a beginners ESL and individual ESL classes. During enrolment students will also undergo a pre-training review which will help assess if the course you wish to undertake is suitable.

Pathways

The primary pathway from this qualification is entry level employment in a range of administration sectors. After achieving this qualification candidates may undertake a qualification at Certificate IV level (eg. BSB50515 Certificate IV in Business Administration) would be suitable training pathways and would support career progression.

Course syllabus

This qualification contains 13 units of competency. 2 Core units and 11 elective units.

Unit of competency	What you will learn
BSBITU307 Develop Keyboarding speed and accuracy	<ul style="list-style-type: none"> • Use safe work practices • Identify and develop keyboard skills • Check accuracy
BSBWHS201 Contribute to health and safety of self and others	<ul style="list-style-type: none"> • Working safely • Implementing safety requirements • Participating in WHS consultative processes
BSBITU302 Create electronic presentations	<ul style="list-style-type: none"> • Prepare to create presentation • Create presentation • Finalise presentation
BSBITU304 Design and produce Spreadsheets	<ul style="list-style-type: none"> • Select and prepare resources • Plan spreadsheet design • Create Spreadsheet • Produce simple chart • Finalise spreadsheets
BSBFIA302 Process payroll	<ul style="list-style-type: none"> • Record payroll data • Prepare payroll • Handle payroll enquiries



BSBFIA303 Process accounts payable and receivable	<ul style="list-style-type: none">• Maintain financial journal systems• Prepare bank reconciliation• Maintain accounts payable and accounts receivable system• Process payments for accounts payable• Follow up outstanding accounts
BSBFIA304 Maintain a general ledger	<ul style="list-style-type: none">• Process journal entries• Prepare a trial balance
BSBDIV301 Work effectively with diversity	<ul style="list-style-type: none">• Recognise individual differences and respond appropriately• Work effectively with individual differences
BSBITU303 Design and produce digital text documents	<ul style="list-style-type: none">• Use safe work practices to ensure ergonomic, work organisation, energy and resource conservation requirements are met• Identify document purpose, audience and presentation requirements, and clarify with relevant personnel as required• Identify organisational and task requirements for text-based business documents to ensure consistency of style and image
BSBCMM201 Communicate in the workplace	<ul style="list-style-type: none">• Collect information to achieve work responsibilities from appropriate sources• Use method/s and/or equipment to communicate appropriate ideas and information to the audience• Use effective listening and speaking skills in verbal communication
BSBADM307 Organise schedules	<ul style="list-style-type: none">• Identify organisational requirements and protocols for diaries and staff planning tools• Identify organisational procedures for different types of appointments• Negotiate alternative arrangements and confirm when established appointments are changed
BSBITU306 Design and produce business documents	<ul style="list-style-type: none">• Select and use appropriate technology and software applications to produce required business documents• Select layout and style of publication according to information and organisational requirement.• Ensure document design is consistent with company and/or client requirements, using basic design principles
BSBCUE203 Conduct customer engagement	<ul style="list-style-type: none">• Obtain and study product or service details relating to customer engagement• Study prepared engagement guides or scripts• Locate sources of information that may be required to develop product and service expertise

Class and study estimated times

Please use these nominal hours as a guide only, times will vary depending on your learning style, skills and prior knowledge. Indicative nominal hours are a **guide only** and will depend on individual units of competency and time spent on classroom learning, private study, reading, research, group activities and working on assessments.

Total nominal hours: 600hrs

Total class hours: 110.5hrs

Study hours per week: 8-10hrs

Completion of assessment: 130 – 150hrs

You have 4 weeks after each unit to hand in your assessment. Extensions granted for special circumstance applications only.



Materials

Students will need access to a computer, internet and printer for the purposes of research and completing assessments.

Students will need to provide their own:

- Pens & pencils
- Paper or notebook

Workbooks will be provided throughout the course for each unit and are included in the cost of the course.

Austudy / Abstudy approved

This course is Austudy/Abstudy approved, please speak with Centrelink for application details and to check if you are eligible

Assessments

A Timetable will be given out on the first day of class which will include assessment due dates. Please read page 11 of the student handbook regarding Assessment and Extension Process.

Fees

Government funding

Unfortunately Government funding is no longer available for this course.

Statement of Fees

	Non-funded			
	Full		Concession	
Total nominal hours	Fee per hour	Total fee	Fee per hour	Total fee
600	\$4.67	\$2,800.00	\$4.33	\$2,600.00

Course fees must be made prior to course commencement. Up to \$1000 will be taken as a deposit for upfront payments, with the balance to be automatically deducted on the first day of the course.

All enrolments are subject to our Refund/Transfer Policy, please refer to this policy for the relevant details.

Payment plans

Credit card payment plans are available to assist student in paying for their tuition. Please see below for further details.



Installation	Funded Concession	Funded Full Fee	Non-Funded Concession	Non-Funded Full Fee
Deposit at enrolment	NA	NA	\$400	\$600
Week 2			\$200	\$200
Week 3			\$200	\$200
Week 4			\$200	\$200
Week 5			\$200	\$200
Week 6			\$200	\$200
Week 7			\$200	\$200
Week 8			\$200	\$200
Week 9			\$200	\$200
Week 10			\$200	\$200
Week 11			\$200	\$200
Week 12			\$200	\$200
Week 13			\$200	\$200
Total	NA	NA	\$2,600	\$2,800

Additional fees

Transfer fee	\$35
Refund fee	\$300
Re-Print of Certificate	\$22
Assessment Extension per unit	\$30

How to enrol

- Before you come in, make sure you have read and understood all the information in the student handbook and in the course information booklet and ensure you meet the pre-requisites or other conditions of enrolment
- Complete enrolment form, pre-training review and eligibility form at home.
- Create a USI (Unique Student Identifier) through www.usi.gov.au
- To submit your enrolment, YOU need to bring it into MSA Training and Professional Development, Room 159, level 1 Campus Centre, Chancellors Walk, Monash University Clayton. NO enrolments will be accepted via email or post (This process will take up to 30 minutes, please allow time for this).

When you come into MSA Training and Professional Development, please bring ORIGINALS* of the following with you:

- Your completed enrolment form
- Pre Training Review
- A current Driver License; or a current Learner's Permit; or a Proof of Age/'Keypass' card
- Medicare Card or,
- A current passport (Australian or New Zealand) or
- Birth Certificate or
- Naturalization certificate or
- Formal documentation issued by the Australian Department of Immigration and Citizenship confirming permanent residence or
- A signed declaration by a relevant referee.



- Credit card details if you wish to make part payments
- Any relevant concession cards, healthcare cards, pension cards etc.
- If applying for Credit Transfers, Original copy of your statement of results will need to be sighted.

***if you are unable to bring originals, only certified copies will be accepted.**

- While your enrolment is being processed you will be required to complete language, literacy and numeracy assessment. This must be done in person and completed by you, any such assessments not completed in the presence of a staff member will not be accepted.
- Discuss government funding, concessions or payment plans with staff and make appropriate arrangements for the payment of fees. Please note we do not take cash payments.

Please allow sufficient time for your enrolment to be processed. This process generally takes half an hour.

Please arrive prior to 4:00pm (Mon-Thurs), 2:00pm (Fridays) and 11:00am (Saturdays) to ensure adequate time for your enrolment to be processed before the office closes for the day.