

# Certificate III Business Administration



WPC Group Ltd is a registered training organisation delivering nationally recognised training. We have a commitment to helping people achieve their learning goals, in a fun and supportive learning environment.

WPC Group provides specialised industry training for anyone considering a career and employment within the Business industry.

## How can training benefit you?

- A Nationally Recognised qualification upon successful completion of the course
- Fun and flexible delivery of training and assessment by experienced industry trainers and assessors
- The opportunity to choose a career path through recognised qualifications
- Learning of new skills
- Develop your existing skills further, or have your existing skills recognised with a nationally recognised qualification
- Meet new people and gain confidence in your employment skills!

## Pathways into the qualification:

Preferred pathways for candidates considering this qualification include:

- after achieving the BSB20107 Certificate II in Business or other relevant qualification/s

OR

- providing evidence of competency in the majority of units required for the BSB20107 Certificate II in Business or other relevant qualification/s

OR

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

## Pathways from the qualification:

BSB40507 Certificate IV in Business Administration

## What content is covered in the training?

The Certificate III in Business Administration provides students with the skills across a broad range of administration competencies and provide technical advice and support to a team.

This qualification is tailored by WPC Group to expand your skills base in a developing "green economy".

Successful completion will provide students with the ability to gain employment in a range of administrative services. Such job roles may include:

- Office Administration Assistant
- Office Administrator
- Receptionist
- Junior Personal Assistant
- Accounts Payable Clerk
- Accounts Receivable Clerk

## SUSTAINABILITYCONTENT



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Sustainability 101  
with support of  
**GROUP TRAINING**  
ASSOCIATION OF VICTORIA

Sustainability  
victoria

**Greenskills**  
jobs for a sustainable future

**wpcgroup**  
Workforce Solutions

## Units

Participants need to complete 13 units of competency (including a sustainability flavoured unit), consisting of:

- 2 Core units
- 7 Administrative units
- 4 Elective units

## Who can undertake the training?

Our entry requirements are that students are competent in written and spoken English.

## The pre-requisites for this course are:

There are no pre-requisites for this course.

## How often do the courses run and what is their duration?

The course is run within your workplace while undertaking a traineeship with your employer.

## How is the course trained and assessed?

The course is delivered with both theory and practical elements and is completed via assessment within the workplace.

Assessment is used to provide you with feedback on your progress and to measure your skills and knowledge against the training qualification requirements and those of the industry. The assessment process will include written and practical presentations, observation and classroom participation and will require some time away from the training rooms completing assignments and self-paced exercises

## How much will it cost?

As per Certificate III in Business

NSW Enrolment Fees: \$436.00

NSW Concession Fees: \$53.00

VIC Indicative Fees: \$2.30 per hour\*

VIC Concession Fees: 20% of the non concession fee\*

Materials not included.

\*These changes are as a result of the State Government Education Reforms effective from 1st July 2012.

## Simplifying your menu choices with a splash of sustainability

### Menu

#### Core Units

BSBITU307A	Develop keyboarding speed and accuracy
BSBOHS201A	Participate in OHS processes

#### Sustainability Units

BSBITU306A	Design and produce business documents
BSBINM301A	Organise workplace information
BSBINN201A	Contribute to workplace innovation
BSBSUS201A	Participate in environmentally sustainable work practices
BSBADM311A	Maintain business resources

#### Administration Units

BSBADM307B	Organise schedules
BSBITU302A	Create electronic presentations
BSBITU303A	Design and produce text documents
BSBITU304A	Produce spreadsheets
BSBWRT301A	Write simple documents
BSBFIA303A	Process accounts payable and receivable

#### Elective Units

BSBWOR301A	Organise personal work priorities & development
BSBCUS301A	Deliver and monitor a service to customers
BSBDIV301A	Work effectively with diversity

Sustainability units will be achieved online via **SUSTAINABILITY101** (VIC ONLY)

If you hold a current healthcare card, your fees will be reduced on presentation of your concession card.

#### Other fees

For re-issuance of Certificates and Statements of Attainments the student will be charged \$12.50 per document required. Payment for the re-issuance of such documents is required prior to the re-issuance occurring by the RTO.

#### Where do I start?

Have you recently applied for a Traineeship?

**Yes** Our Starter Kits have all our course/unit information to start your training process. You will receive your Starter Kit during your induction Session.

**No** Apply for your traineeship today and receive a Nationally Recognised Qualification on completion

#### Start now:

[www.wpcgroup.org.au/index.php/job-seekers/submit-your-resume](http://www.wpcgroup.org.au/index.php/job-seekers/submit-your-resume)

WPC Group Training adheres to principles of access and equity

#### VIC

This training is delivered with Victorian and Commonwealth Government Funding.

#### NSW

This training is funded by the NSW Government in partnership with the Commonwealth Government.

#### Would you like more information?

Contact our friendly team at WPC Group on 1300 656 461