



AccessGroupTraining

## CERTIFICATE III IN BUSINESS ADMINISTRATION (BSB30201)

Certificate III in Business Administration aims to develop participants administrative skills to a higher level in a wide range of administrative and office support positions.

The qualification builds on introductory skill levels and consolidates existing competencies such as;



- **Computing Skills**
- **Customer Service**
- **Organisational Skills**
- **Financial Skills**

Participants need to demonstrate at a standard of reliable performance in an office environment, with some aspects of higher level integration and management of tasks. Participants undertaking this program have the opportunity to examine specialist administrative areas.

A Regional Training Consultant from Access Group Training will meet with the individual undertaking the traineeship and with the employer to discuss the benefits of undertaking this traineeship.

This meeting is to ensure that the workplace has the necessary equipment, resources and appropriately qualified/experienced staff to support the training, that all required OH&S standards are maintained and that appropriate facilities exist for this training.

## What is required in this Qualification?

12 units of competency are required to complete this qualification. At least 5 units are to be chosen from the Specialist Administration section and at least 3 units from the Common Business section (including a compulsory unit).

Additional units may be chosen from the Business Administration Certificate III (BSB30201), or from other similar level qualifications in the Business Services Training Package or from other endorsed training packages on Access Group Training's accredited scope.



A minimum of 2 of the 4 units chosen from other qualifications or packages must be at AQF level III or higher and units chosen from other endorsed training packages must not duplicate units from the Business Services Training Package.

Certificate III in Business Administration has a 12-month nominal term for a full time employee. Part-time employees (greater than 15 hours per week) can undertake this traineeship with an increased term period.

### *Vision Statement*

*Access Group Training will provide superior vocational services ensuring value beyond purpose*



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## POTENTIAL JOB PATHWAYS IN BUSINESS ADMINISTRATION CERTIFICATE III (BSB30201)

- Business Administration Services
- Administrative Assistant
- Corporate Receptionists
- Legal Receptionists
- Admissions Clerk
- Medical Receptionists

- Business Information Services
- Archives Officer
- Record Officer
- Information Officer

- Business Development
- Office/Sales Assistant

- Business Management
- Team Leader

- International Services
- Import Export Officer

- E-Business
- Online E-Business Assistant

*Further details on Business Job Pathways are available from the Australian Apprenticeships Training Information Service website: [www.aatinfo.com.au](http://www.aatinfo.com.au) then follow the following links "Pathway Charts" then "Business Services—BSB NSA"*

### ADDITIONAL INFORMATION

All support and assistance for trainees and employers will be provided by Access Group Training for the duration of the traineeship and if there are specific needs or you require additional information, please contact our nearest office

## ACCESS GROUP TRAINING

### Dubbo Office

Unit 3 Riverview Business Park  
36 Darling Street (P.O. Box 1873)  
DUBBO NSW 2830

### Port Macquarie Office

Level 1, Suite 2, 31 Horton Street  
(P.O. Box 2037)  
PORT MACQUARIE NSW 2444

### Wagga Wagga Office

Unit 2, 104 Baylis Street  
(P.O. Box 142)  
WAGGA WAGGA NSW 2650

**Tel: 1300 784 408**

Email: [admin@agt.edu.au](mailto:admin@agt.edu.au)

Website: [www.agt.edu.au](http://www.agt.edu.au)

*Also servicing the following regions:*

Central Coast, Central West, North West, Far West, Sydney, Southwest Slopes,  
A.C.T. (Canberra), MIA and Riverina