



BSB30415

Certificate III in Business Administration

Step into business admin and learn from the ground up!

Efficient and reliable admin staff are at the core of any business. This qualification will teach students the necessary skills to work independently and as part of a team in any business context. With numerous job opportunities, graduates complete training with a well-rounded knowledge and excellent communication skills so they're able to fit into any modern office and become a valuable business asset.



Starting:



Duration:



Venue:



Price:

Please visit novaskill.com.au/course-calendar to see our scheduled upcoming courses or contact your local branch for next available dates and more details.



NSW Students: This training is subsidised by the NSW Government. For consumer protection information please visit <https://smartandskilled.nsw.gov.au/for-students> or call 1300 772 104.

QLD Students: This training is funded by the Queensland Government.
HGT Australia Ltd. | RTO 6996 | CRICOS 03488B



HGT Australia Ltd | 1300 885 680 | enquiries@novaskill.com.au | 148 Lambton Road, Broadmeadow NSW 2292

novaskill.com.au



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Potential career outcomes

Upon successful completion of the qualification, career pathways may include, but are not limited to:

- Junior Personal Assistant
- Administration Assistant
- Receptionist

Duration

Students are able to study full time, part time or with an employer as a traineeship for a maximum of 12 months.

Delivery method

This course can be delivered face-to-face in a classroom, self-paced via correspondence, online or as a combination. Please ask for more details.

Work Placement

This qualification does not require work placement however is advised.

Pre-requisites

There are no specific pre-requisites for this course. Students may be required to undertake an initial pre-enrolment assessment to determine their suitability for this level of study.

Pathways

Graduates may choose to further their study through enrolment in BSB40215 Certificate IV in Business, BSB42015 Certificate IV in Leadership and Management or BSB51915 Diploma of Leadership and Management.

Student Support

Friendly support, advice and assistance is provided by our teaching staff and Student Services Division to all students.

Units of Competency

Students complete 13 units.

Price

The price for this qualification is based upon specific eligibility requirements and concessions may be available to some students. Please contact us for more details and a quote. Payment options may vary.

Awarded by

HGT Australia Ltd. trading as Novaskill/HGT Australia International College. RTO Code: 6996. CRICOS Provider: 034887B

Your Qualification

Successful completion of this course will lead to a nationally recognised qualification in Australia.



For more information about this course, including units of competency, please ask for a Training Product Outline. For information about enrolment, please see our Student Handbook.



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