

BSB30415

Certificate III in Business Administration Gosford Location

Overview

This program has been designed for students wishing to gain the skills and knowledge valued by any employer. The skills and knowledge acquired will assist in providing access to a wide range of employment pathways.

Students will cover topics such as communication, keyboarding, Microsoft Office (including Word, Outlook, Excel and PowerPoint), working with others and managing work priorities.



The training will incorporate the development of tools that will assist students with their search for employment including a customised resume and an impressive portfolio of work completed throughout the program to allow students to showcase themselves to prospective employers.

ET Australia will actively search for suitable employment opportunities and will work with students during the program to link them to employment.

The training is delivered in a simulated work environment and the practical work experience component included will allow students to apply their skills in a real work environment and provide valuable hands on experience.

The structure of this program provides students with a supportive learning environment and is ideal for anyone who likes a more personalised approach to training. With classroom based training, students have their classmates, the Trainer and Training Officer to support and help them with their various learning needs. The location for the training in the Parkside Building provides additional wrap around services that are available to all students.

Entry Requirements

There are no formal entry requirements however it is recommended that applicants considering this program have completed BSB20115 Certificate II in Business or other relevant qualification/s or have relevant work experience assisting in a range of support roles without holding a formal business qualification.

Employment Opportunities

Following are examples of employment opportunities that may be available on completion of the program:-

- Receptionist
- Data Entry Operator
- Customer Service Advisor
- Call Centre Operator
- Retail Assistant
- Administration Assistant

Further Study

All students who undertake this qualification are provided with advice on employment and training options. Students who successfully complete this qualification could progress their studies to BSB40515 Certificate IV in Business Administration.

Structure

- Training Days:** 2 days a week – Wednesdays, Thursdays
- Dates:** 13 September 2017 – 1 March 2018 (with a break over the Christmas / New Year period – last training day for 2017 will be 14 December 2017 with training resuming in the new year 17 January 2018)
- Venue:** ET Australia, 123 Donnison Street, Gosford
- Times:** 9.00am to 2.30pm (hours may vary during work experience)
- Work Experience:** 30 hours (ET Australia will assist students to secure a work experience placement)
- Please note, this program is approved with Centrelink as a full time program.

Benefits

- Linkages to local employment opportunities
- 30 hours work experience included to provide hands on experience
- Training will be delivered in a simulated business environment
- The 13 units have been selected to provide a broad range of career pathways
- Upon successful completion students will be assessed with a nationally recognised qualification BSB30415 Certificate III in Business Administration
- Supportive learning environment
- Linkages with youth and community support services

Units of Study

Code	Title	Core Unit	Elective Unit
BSBITU307	Develop keyboarding speed and accuracy	✓	
BSBWHS201	Contribute to health and safety of self and others	✓	
BSBWRT301	Write simple documents		✓
BSBITU303	Design and produce text documents		✓
BSBITU304	Produce spreadsheets		✓
BSBWOR301	Organise personal work priorities and development		✓
BSBADM307	Organise schedules		✓
BSBCMM201	Communicate in the workplace		✓
BSBWOR204	Use business technology		✓
BSBITU303	Design and produce text documents		✓
BSBITU302	Create electronic presentations		✓
BSBCUS301	Deliver and monitor a service to customers		✓
BSBITU309	Produce desktop published documents		✓

How will I be assessed?

A variety of assessment techniques will be used including but not limited question and answer activities, case studies, simulations, role plays and projects.

Student Fees (Subsidised Training Place)

To be eligible for a subsidised training place, at the time of enrolment an individual must:

- Be an Australian citizen, a permanent Australian resident, a humanitarian visa holder or a New Zealand citizen, and
- Be aged 15 years or older, and
- Live or work in New South Wales, and
- No longer be at school or equivalent

For further information relating to eligibility please visit the following web page
<https://smartandskilled.nsw.gov.au/are-you-eligible>

If you're eligible for subsidised training under Smart and Skilled, you pay only a portion of the training cost. If you're an Aboriginal or Torres Strait Islander person, a student with a disability or a Commonwealth welfare recipient, you and your dependants may be eligible for fee exemptions or concessions when enrolling. For more detailed information relating to fee exemption / concession refer to 'Attachment 1 - Fee Exemptions and Concessions'.

An outline of the student fees payable for this qualification are following. The Smart and Skilled student fee you will pay will depend on your eligibility and past studies.

Concession Fee	First Qualification	Second or Further Qualification
\$240	\$1,320	\$1,580

Further information relating to the student fees can be found by visiting the following web page
<https://smartandskilled.nsw.gov.au/for-students/how-much-will-your-course-cost>
 Payment plans are available – speak to an ET Australia Representative to discuss your individual circumstances.

Fee-Free Scholarships

Fee-Free Scholarships are a category of 'fee exemption' meaning that recipients of a Fee-Free Scholarship are exempt from paying the student fee.

Smart and Skilled Fee-Free Scholarships are available for:

- Young people who are eligible for a concession fee
- Young people who are or have been in out-of-home care
- People who are experiencing or have experienced domestic and family violence and their dependants

Are you eligible?

To be eligible for a Fee-Free Scholarship, individuals must first meet the rules for the relevant program.

Smart and Skilled eligible students undertaking a full qualification up to and including Certificate IV may be eligible for a Smart and Skilled Fee-Free Scholarship and are:

- aged between 15 and 30 years old when you start training and eligible for a concession fee (ie a Commonwealth Government welfare recipient)
- or
- commencing in training and meet the Out of Home Care definition at the time of enrolment and are:
 - aged 15-17 years and currently in out-of-home care, or
 - aged 18-30 and previously in out-of-home care
- or
- aged 15 and over, commencing in training and be able to disclose (self-declare) at enrolment that they meet the domestic and family violence definition

Individuals are eligible for one scholarship per financial year and a maximum of two scholarships up to 30 June 2019.

For further information relating to Fee Free Scholarships please visit the following website

<https://smartandskilled.nsw.gov.au/for-students/fee-free-scholarships>

What support is on offer?

ET Australia has a dedicated Training Officer for each training program run. The Training Officer works closely with all students throughout the training period. In addition, students have access to the Trainer/Assessor. ET Australia prides itself on providing a supportive learning environment for all students and if we can't provide the type of support required by a student, we will link them to the appropriate external organisation.

Where can I obtain additional information?

Pre-enrolment information is available and will assist prospective students to make an informed choice prior to enrolling. The pre-enrolment information can be accessed via our website and should answer any additional questions a prospective student may have <http://www.etaustralia.com/make-an-informed-choice>. Alternatively please call our office on 4323 1233 or email email@etaustralia.com to get in contact with ET Australia's Product Specialist.

How can I enrol?

Attendance is required at an interview for selection into the program.

To register your interest please call ET Australia on 4323 1233 or email email@etaustralia.com

If you are accepted into the program, you will need to obtain a Unique Student Identifier (USI) before you enrol. This subsidised training is nationally recognised, so you need to have a current USI to enrol. For more information visit <http://www.usi.gov.au/Pages/default.aspx> or speak with an ET Australia representative.

Attachment 1 - Fee exemptions and concessions

Students who qualify for a **fee exemption** are:

- Australian Aboriginal or Torres Strait Islander people
- People with a disability (ie people who meet the disability fee exemption criteria, including the dependent child, spouse or partner of a recipient of a Disability Support Pension).
- Recipients of Fee-Free Scholarships

A student who receives a specified Commonwealth benefit or allowance is eligible for a **concession fee** for a qualification up to and including a Certificate IV. A student who is receiving an eligible benefit or allowance at the time of enrolment is eligible for a concession.

The concession fee is also available to a student who is a dependant of a person receiving a specific Commonwealth benefit or allowance. To be eligible for the concession the person who the student is a dependant of must be receiving the benefit or allowance at the time of enrolment.

The specified Commonwealth benefits and allowances for concession fees include:

- Age Pension
- Austudy
- Carer Payment (this category does not include the Carer Allowance or Carer Adjustment Payment)
- Disability Support Pension
- Family Tax Benefit Part A (maximum rate)
- Farm Household Allowance
- Newstart Allowance
- Parenting Payment (Single)
- Special Benefit
- Sickness Allowance
- Veterans' Children Education Scheme
- Veterans' Affairs Pensions
- Widow B Pension
- Widow Allowance
- Wife Pension
- Youth Allowance

Want to know more about ET Australia?



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