

# Certificate III in Business Administration

## BSB30415



Ballistic Training Solutions Pty Ltd

ABN: 30 156 084 481

Provider No: 41097

**Packing Rules:** 13 units (2 core/11 electives) of which: 7 elective units must be selected from the Group A units listed below, 4 elective units may be selected from the Group A or Group B elective units listed below, or any currently endorsed Training Package or accredited course at the same qualification level if not listed below, 2 of the elective's units may be selected from a Certificate II or Certificate IV qualification. Elective units must be relevant to the work environment and the qualification, maintain the integrity of the AQF alignment and contribute to a valid, industry-supported vocational outcome.

**Applicable Roles:** Clerk/ Administration Officer/ Receptionist/ Administration Assistant/ Work Process Operator/ Customer Service Officer/ Help Desk Operator/ Personal Assistant

### Unit Description:

#### Core

BSBITU307 Develop keyboarding speed and accuracy  
BSBWHS201 Contribute to health and safety of self and others

#### Electives

BSBADM307 Organise schedules  
BSBITU309 Produce desktop published documents  
BSBWOR204 Use business technology  
BSBINM301 Organise workplace information  
BSBITU312 Create electronic presentations  
BSBITU313 Design and produce test documents  
BSBITU314 Produce spreadsheets  
BSBITU306 Design and produce business documents  
BSBWOR301 Organise personal work priorities and development  
BSBWRT301 Write simple documents  
BSBADM311 Maintain business resources

**Course Duration:** 12 months traineeship

**Nationally Recognized Qualification available through User Choice Funding - Call Ballistic Training Solutions today and build the work force your**

**What is User Choice?** The user choice 2017-2020 program provides a public funding contribution towards the cost of training and assessment for eligible Qld apprentices and trainees, providing flexibility for employers and staff to select a preferred RTO for the delivery of accredited training to meet their specific needs.

**Why Ballistic Training Solutions?** As a Registered Training Organisation (RTO), we are entrusted with the responsibility and accountability of meeting your individual business needs, while ensuring we provide accredited training to industry standards and national competency requirements. We pride ourselves on our customer service, attention to details and commitment to ensure that your learning needs are met with the highest standards of training.

**Eligibility for a funded place in the User Choice Program** There is eligibility criteria for User Choice, including being employed in an approved apprenticeship or traineeship, having entered into a training contract for a qualification funded by the Qld Government, selected a training provider that is a pre-qualified supplier, such as Ballistic Training Solutions.

**Expected fees to pay** usually Students are required to pay a co-contribution fee, a third party may pay this fee, but not the RTO delivering the training. Partial or full exemptions may be applied in respect to the fees. School based trainees are not required to pay a co-contribution fee while they are at school.



NATIONALLY RECOGNISED  
TRAINING

**Contact us today to discuss your training needs**

P: 1300 738 098

E: [info@ballistic.edu.au](mailto:info@ballistic.edu.au)

W: [www.ballistic.edu.au](http://www.ballistic.edu.au)

PO Box 7502

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## About Us

Ballistic Training Solutions Pty Ltd is a Nationally Registered Training Provider (Provider no: 41097) specializing in the delivery of Nationally accredited training programs tailored to industry and client needs.

Specialising in the delivery of Nationally Accredited Training in Business, Management, Work Health & Safety, Education Support and Conservation and Land Management plus related programs.

We provide tailored training and assessment services to meet industry and our client's needs. The team at BTS are dedicated to ensuring your specific workplace training and support needs are met.

Based in Queensland Australia we provide training and assessment services Nationally linked to our industry and client needs.

**Ph: 1300 738 098**

**[www.ballistic.edu.au](http://www.ballistic.edu.au)**

### How to Enrol in 5 easy steps

1. Contact one of our expert consultants to discuss your specific needs
2. Complete an enrolment form & allow Ballistic to organise your induction into a National Training Contract
3. Discuss customized training options with your trainer/assessor
4. Complete training plan detailing delivery strategy between BTS, Employer and Trainee
5. Commence Course

**Ballistic Training Solutions Pty Ltd**

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#### Minimum entry requirements

*Not Applicable*

#### Mode of Study

The qualifications are offered via a flexible delivery strategy to support student engagement and workplace integration and RPL (Recognition of Prior Learning) options depending on the participant current skills, knowledge & experience mapped against the core competency requirements for each unit of the qualification. Participants must demonstrate a thorough understanding and application of these skill in their current activities.

#### Assessment Strategy

Participants will actively participate in theory and practical training and development activities both in workshop and workplace environments. BTS Trainers will :

- Assisting with learning support
- Risk assessment and communication strategies
- Assist in LLN needs with students where applicable
- Developing a Learning strategy & Training Program
- Support the principles of training for all clients

