



Workplace
Training
Specialists

BSB30907

Certificate III in Business Administration (Education)

The Certificate III in Business Administration (Education) offered at RMT is designed to give you a broad range of office and administrative skills in an educational or school support work context. You will gain an intermediate level of office, clerical and technology skills as well as the skills required for working within an educational environment. You will develop an understanding of the educational environment, quality teams, customer service, word processing, computer applications and document presentation.

Entry Requirements

There are no prerequisite requirements for individual units of competency. Pathways into the qualification may be gained :

- after achieving Certificate II in Business or other relevant qualification/s
- by providing evidence of competency in the majority of units required for the Certificate II in Business or other relevant qualification/s.
- with some vocational experience assisting in a range of support roles without a formal business qualification

Length of study

Total nominal hours:	298-705 hrs
Avg. Contact time:	10 hrs/month
Avg. Research time:	15 hrs/month
Full time duration:	12-15 months
Part-time duration:	15-18 months

Cost of Course

\$2000

Option 1

Pay now and receive a 10% discount

Option 2

Pay in 2 six monthly payments

Online Delivery

Online delivery provides a very flexible way to study. It means that you can learn at anytime and any place and Internet based classroom means you still have contact with your trainers.

Upon enrolment you will be provided with course materials for each unit and you will be able to work through them in your own time. In addition you will receive the following support:

- Regular contact with trainer via email
- Scheduled Internet based classroom session
- Contact via phone, email and Skype
- Assessment of each unit upon completion

The course has been designed and developed to be studied online to enable people currently employed to participate and for others living in non-local areas to remove the cost of travel and accommodation associated with regular classroom tuition

The course materials will be made available via post and through access to a learning management system, where you will also be able to submit assignment work for assessment by your trainer.

Head Office

PO Box 1256

BERRI, South Australia, 5343

Telephone: (08) 8582 3658

Fax: (08) 8582 3662

Email: admin@r-m-t.com.au



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Course structure

Total number of units = 13, made up of 2 core units, 5 education administration units, plus 5 administration units, and 1 elective from remaining administration units, educational units or generic business units

Core Units

Unit code	Unit name	Description
BSBITU307A	Develop keyboarding skill and accuracy	This unit describes the performance outcomes, skills and knowledge required to develop keyboard skills with speed and accuracy using touch typing techniques.
BSBOHS201A	Participate in OHS processes	This unit describes the performance outcomes, skills and knowledge required to participate in workplace occupational health and safety (OHS) processes to protect workers own health and safety, and that of others.
OR		
BSBOHS306B	Contribute to implementing emergency prevention activities and response procedures	This unit describes the performance outcomes, skills and knowledge required to contribute to the implementation of emergency prevention and response procedures. It includes determining relevant legislation and contributing to any actions to ensure compliance with occupational health and safety (OHS) legislation, codes and standards.

Education Administration Units

BSBIND301A	Work effectively in an educational environment	This unit describes the performance outcomes, skills and knowledge required to effectively apply industry knowledge in educational support roles in an educational environment. This includes applying broad knowledge of the Australian education system and its sectors and specific knowledge of an organisation and job role, working with diversity, and recognising access and equity issues in education.
TAAENV401A	Work effectively in vocational education and training	This unit requires you to work effectively in the operating environment of the VET sector. To achieve competency you will need to provide evidence that you have acquired knowledge of the key policies and features of the national vocational education and training system. You will also need to show how you integrate this knowledge into all aspects of your work in a vocational education and training organisation.
BSBADM405B	Organise meetings	This unit describes the performance outcomes, skills and knowledge required to organise meetings including making arrangements, liaising with participants, and developing and distributing meeting related documentation
BSBADM406B	Organise business travel	This unit describes the performance outcomes, skills and knowledge required to organise domestic and overseas business travel, including developing associated itineraries, booking travel and accommodation, preparing travel related documentation and making travel arrangements.
BSBCUS301A	Deliver and monitor a service to customers	This unit describes the performance outcomes, skills and knowledge required to identify customer needs and monitor service provided to customers.
BSBEBU401A	Review and maintain a website	This unit describes the performance outcomes, skills and knowledge required to undertake data analysis, review website content and update and maintain a website.
BSBMKG408B	Conduct market research	This unit describes the performance outcomes, skills and knowledge required to conduct market research using interview and survey methodologies (not specialist statistical design and analysis) and to report on findings.

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Imported Education Administration Units

CHCCS2C Deliver and develop client service
CHCCS407A Operate referral procedures
CHCCHILD2C Support the rights and safety of children within duty of care requirements
CULMS207B Assist with the presentation of public activities and events
HLTFA301B Apply first aid
ICAU1204B Locate and use relevant on-line information
PSPETHC301B Uphold the values and principles of public service
PSPGOV314A Contribute to conflict management
PSPLEGN301B Comply with legislation in the public sector

Administration Units

Financial Administration

BSBFIA302A Process payroll
BSBFIA303A Process accounts payable and receivable
BSBFIA304A Maintain a general ledger

General Administration

BSBADM307B Organise schedules

IT Use

BSBITU302A Create electronic presentations
BSBITU303A Design and produce text documents
BSBITU304A Produce spreadsheets
BSBITU306A Design and produce business documents
BSBITU309A Produce desktop published documents

Writing

BSBWRT301A Write simple documents

Generic Business Elective Units

Customer Service

BSBCUS301A Deliver and monitor a service to customers

Diversity

BSBDIV301A Work effectively with diversity

Financial Administration

BSBFIA301A Maintain financial records

General Administration

BSBADM302B Produce texts from notes
BSBADM303B Produce texts from audio transcription
BSBADM311A Maintain business resources

Information Management

BSBINM301A Organise workplace information
BSBINM302A Utilise a knowledge management system
BSBINM303A Handle receipt and despatch of information

Innovation

BSBINN201A Contribute to workplace innovation

Interpersonal Communication

BSBCMM301A Process customer complaints

IT Use

BSBITU301A Create and use databases
BSBITU305A Conduct online transactions

Occupational Health and Safety

BSBOHS407A Monitor a safe workplace

Product Skills and Advice

BSBPRO301A Recommend products and services
Sustainability
BSBSUS201A Participate in environmentally sustainable work practices

Workplace Effectiveness

BSBWOR204A Use business technology
BSBWOR301A Organise personal work priorities and development
BSBWOR302A Work effectively as an off-site worker

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Registration of Interest

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Name	_____
Address	_____
Phone	_____
Mobile	_____
Email	_____

Details of Training Qualifications completed

Study intentions

Study reasons

Employer support

Do you have internet access at work and at home

If yes, what type of internet access do you have

Other information:
