



BSB30415 CERTIFICATE III IN BUSINESS ADMINISTRATION

Ideal for students looking to gain employment in variety of roles within an office environment.



COST

Individuals may be eligible for funding under the User Choice Program or Certificate 3 Guarantee program funded by the Queensland Government.



DURATION

Within 12 Months with a variety of full-time and part-time study options, including online (LIME Room) with extensive trainer support.



STUDY MODE

Classroom & online training (flexible to your needs)



ENROLMENT

To register your interest in this course, call Axial Training on **1300 729 425** or email trgadmin@axial.com.au

BSB30415 Certificate III in Business Administration is a well-structured qualification that will equip you with the necessary foundation skills and knowledge required by business administrators. Individuals who enrol in this qualification will learn key skills and knowledge in the following areas; keyboarding, WHS, payroll, accounts payable and receivable, scheduling, electronic presentations, spreadsheets, business documents and customer service.

Employers - Axial Training can work with you to design a bespoke course to suit your needs.

BSB30415 Units of study

- > BSBADM307 Organise schedules
- > BSBWRT301 Write simple documents
- > BSBITU314 Design and produce spread sheets
- > BSBITU313 Design and produce digital text documents
- > BSBITU306 Design and produce business documents
- > BSBITU307 Develop keyboarding speed & accuracy
- > BSBINN301 Promote innovation in a team environment
- > BSBWHS201 Contribute to health and safety of self & others
- > BSBWOR301 Organise personal work priorities & development
- > BSBSUS201 Participate in environmentally sustainable work practices
- > BSBDIV301 Work effectively with diversity
- > BSBFIA303 Process accounts payable & receivable
- > BSBITU312 Create electronic presentations

RPL or Credit Transfer is available for this qualification



Why choose Axial Training:

Axial Training is a Queensland based company providing exceptional vocational education and training in a variety of industry groups. Axial Training has educated over **100,000 students** for over **10,000 businesses** since 1997.

We have evolved and continue to develop into a training and recruitment partner for many businesses, with a specific focus on the **Hospitality, Business, Retail Meat, Electro-technology, Engineering, Automotive, Manufacturing, Mining and Resource** industries.



Qualification delivered by **Axial Training** - RTO 2437
connect@axial.edu.au axial.edu.au
1300 729 425



**AXIAL™
TRAINING**

OVER 100,000 AXIAL TRAINING STUDENTS CAN'T BE WRONG

At Axial Training we pride ourselves on delivering the highest quality apprenticeship, traineeship and skills training. Speak to an Axial Business Development Associate today about training to become a:

Qualified Chef



Qualified Car Mechanic



Qualified Butcher



Qualified Truck Mechanic



Qualified Engineer



Qualified Car Air Con Mechanic



Qualified Appliance Service Tech



connect with us for more



1300 729 425

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3398 Pacific Hwy, Springwood

382 Sturt St, Townsville

Plus, we can deliver the essential skills in:

Hospitality



Barista



Business



Electro-Technology



▶ GET *job ready*
BE WHO YOU WANT TO BE

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