

BSB30415

Certificate III in Business Administration

RECOGNITION OF PRIOR LEARNING (RPL)



+

HELLO THERE, OUR DREAM IS TO HELP YOU **MAKE GREAT HAPPEN**



Industry endorsed



Student satisfaction

OVERVIEW

Gain the recognition you deserve

Recognition of Prior Learning or 'RPL' is a process where the applicant's experience, formal and informal learning is recognised and mapped to a nationally recognised qualification. TAFE Queensland Gold Coast offers RPL options to successful applicants based on their prior experience. The RPL process does not require study, class work or assignments, but does require the applicant to provide 'evidence' which can be obtained from your current or recent employment.

RPL is **recognition of work experience** and previous
[...more online](#)



LOCATION/S

Gold Coast - Southport



DURATION

COURSE DETAILS

Course delivery options

WORKLOAD	LOCATION	DELIVERY
	Gold Coast - Southport	Recognition of prior learning (RPL)

Key dates

For key start dates for each location visit the online brochure for this course (under the course details tab).

tafegoldcoast.edu.au/course/16972

Entry requirements

For RPL enquiries please email the RPL Coordinator at .
[...more online](#)

Resources required

No specific resources are required to successfully complete this course.

It is recommended that students have access to a reliable internet connection to
[...more online](#)

COSTS

For the cost per unit please contact the RPL Coordinator at

rplcoordinator.goldcoast@tafe.qld.edu.au.

For more information visit:

tafegoldcoast.edu.au/study-with-us/enrolment-fees/course-fees

[...more online](#)

OUTCOMES

Outcome

Whether you see yourself sitting behind the reception desk in a corporate office, or you enjoy the challenge of working behind the scenes as a Personal Assistant, this program will help get you there. You will be able to work as an Administrative Assistant, Clerical Officer, Accounts Receivable/Payable Clerk or Receptionist.

Job prospects

- Accounts Clerk
- Data Entry Operator
- Office Administrator
- Receptionist
- General Clerk
- Junior Personal Assistant
- Office Assistant
- Personal Assistant
- Secretary (General)

ARE YOU READY TO TAKE THE NEXT STEP ON YOUR PATH TO GREAT?

Enrol today to secure your spot in this course.

HOW TO ENROL

Enrol now

You're ready if you have:

- checked your important dates (under the course details tab)
- checked you meet the entry requirements (under the course details tab)
- checked your course costs and know which payment option is right for you (under the costs tab)

Accurate as at 19 October 2017. For the latest information see:

tafegoldcoast.edu.au/course/16972

RTO 0275
CRICOS 03020E

Units

To achieve the Certificate III in Business Administration, a total of 13 units must be completed - 2 core and 11 electives.

BSBITU307	Develop keyboarding speed and accuracy	Core
BSBWHS201	Contribute to health and safety of self and others	Core
BSBADM307	Organise schedules	Elective
BSBFIA303	Process accounts payable and receivable	Elective
BSBFIA304	Maintain a general ledger	Elective
BSBITU302	Create electronic presentations	Elective
BSBITU304	Produce spreadsheets	Elective
BSBITU306	Design and produce business documents	Elective
BSBITU309	Produce desktop published documents	Elective
BSBWRT301	Write simple documents	Elective
BSBCMM301	Process customer complaints	Elective
BSBCUS301	Deliver and monitor a service to customers	Elective
BSBDIV301	Work effectively with diversity	Elective
BSBFIA301	Maintain financial records	Elective
BSBITU303	Design and produce text documents	Elective
BSBITU301	Create and use databases	Elective
BSBWOR204	Use business technology	Elective
BSBWOR301	Organise personal work priorities and development	Elective
BSBITU201	Produce simple word processed documents	Elective

Disclaimer

Not all electives available at all campuses

- Read the [student rules](#) and [refund policy](#)
- Created your [Unique Student Identifier](#) and can provide this code to TAFE Queensland

All done? Then head to the link below to complete your enrolment:

tafegoldcoast.edu.au/study-with-us/enrolment-fees/enrol

Recognition of prior learning

Fast-track your way to a formal qualification by earning credit for the things you already know. Getting recognition for the skills you've gained from the workplace or previous learning means less study time for you, and getting the paper to prove you're qualified a whole lot sooner.

More info:

<http://tafegoldcoast.edu.au/study-with-us/career-changers-jobseeker/recognition-prior-learning>

Make your future happen

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