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...

LOCATION/S
Gold Coast - Southport

DURATION
Recognition of prior learning (RPL)

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...

Resources required
No specific resources are required to successfully complete this course.

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

Outcome
Accurate as at 19 October 2017. For the latest information see:
tafegoldcoast.edu.au/course/16972

ARE YOU READY TO TAKE
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)

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

### Disclaimer
Not all electives available at all campuses

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**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)
- 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.


**Make your future happen**

Connect with TAFE on Facebook

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