

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 21 March 2018. 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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