

BSB30415
CERTIFICATE III IN BUSINESS ADMINISTRATION

At Foundation Training Australia (FTA) we believe the best investment you can make is in yourself, today, for your future tomorrow. In this fast paced, digital world some things can't be rushed and quality training is one of them.

FTA ensures that your personal ambitions are fuelled and developed throughout your learning journey with real, first-hand practical experience, to provide you with a range of possibilities and career opportunities in this thriving industry.

At FTA we are committed to providing you with real and relevant training to provide you with the skills, knowledge and experience that should be valued, celebrated and rewarded.


BUILDING YOUR KNOWLEDGE BASE IS ESSENTIAL TO GROWTH

Do you want to have one of the most in-demand roles in a business? Completing this qualification will equip you with the skills and knowledge required to be a business administrator. You will gain solid principles and relevant skills in a range of areas to prepare you for employment in any business or if you currently work in administration and need some formal qualifications this is the qualification for you.

Sitting in the middle of any business is the administration function, which is the heart and conduit to all other facets. Having the skills to support this integral role is to ensure the health of the business (the heart). Invest in your knowledge growth through this nationally recognised qualification.


BENEFITS:

- Vital business functionality
- Fabulous career prospects
- Investment in your knowledge

FUNDING:

FTA is a proud supplier of a wide variety of funding options for eligible students. These funding options are designed to financially support your study and help you achieve your career goals. If you'd like more information on what funding may be available for your training please call us on **1300 990 064** or visit our website **www.fta.edu.au** for details.

CAREER OUTCOMES:

Every business needs business administration knowledge. This qualification provides the mid-level skills in which to continue to develop within an office environment, providing further grounding foundational skills to build on as your practical experience evolves.

**Call us today on 1300 990 064
and develop key skills in business.**

BSB30415 CERTIFICATE III IN BUSINESS ADMINISTRATION

NO ENTRY REQUIREMENTS

COURSE DURATION: 12 MONTHS*

DELIVERY OPTIONS:

- Workplace delivery
- Workshop delivery
- Self-paced online learning
- Mixed-mode delivery
- Recognition of prior learning options may also be applicable depending on experience

* It is anticipated this course will take up to 12 months to complete, depending on the delivery method and course attendance. Prior qualifications and industry experience may also affect timeframes.

At FTA we are committed to inspiring you to grow and develop into the highest version of yourself so that you have the greatest opportunity to succeed in life.

**Call us today on 1300 990 064
and develop key skills in business.**

For further information regarding fees and charges and our refund policy please visit www.fta.edu.au or contact us on 1300 990 064.

