Brief History of IAD
The Institute for Aboriginal Development (IAD) was established in 1969.
It is an independent Aboriginal community controlled culture, language, publication and adult education resource centre serving the Aboriginal community of Central Australia.

Recognition of Prior Learning and Credit Transfer
Recognition of Prior Learning (RPL) is the formal acknowledgment of skills, knowledge and competencies already obtained through formal or informal study, experience in the workplace, voluntary work or life experiences.

If you think your previous study/and or experiences may be relevant to the unit/s in which you are enrolling discuss this with the trainer who will explain the RPL process.

IAD may accept the qualifications issued by other RTO’s. If you have statements of attainment for one or more of the units or modules in the course for which you are applying these credits may be transferred. Please ask the trainer who will explain the credit transfer process.

The Aims of the Institute

- To help Aboriginal people to develop the knowledge and skills required to cope with cross-cultural situations
- To devise and carry out educational and other programs related to the needs and aspirations of Aboriginal people.
- To promote cross-cultural understanding through specific programs for non-Aboriginal people.
- To maximise the involvement of Aboriginal people in the management of the Institute.

Certificate III in Business Administration
BSB30412

Institute for Aboriginal Development (Aboriginal Corporation)
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Alice Springs, NT 0870
Phone: (08) 8951 1311
Fax: (08) 89531884
www.iad.edu.au

2014
Certificate III in Business Administration BSB30412

Length of course: 485 hours

Description
This qualification reflects the role of individuals who apply a broad range of administrative competencies in varied work contexts, using some discretion and judgment. They may provide technical advice and support to a team.

Job Roles
Accounts Receivable Clerk, Accounts Payable Clerk, Data Entry Operator, Clerk, Junior Personal Assistant, Receptionist, Office Administration Assistant, Office Administrator or Word Processing Operator

Qualification Pathways

Prerequisite requirements
There are no prerequisite requirements for individual units of competency.

Pathways into the qualification
Preferred pathways for candidates considering this qualification include:
• after achieving the BSB20112 Certificate II in Business or other relevant qualification/s
OR
• providing evidence of competency in the majority of units required for the BSB20112 Certificate II in Business or other relevant qualification/s
OR
• with some vocational experience assisting in a range of support roles without a formal business qualification

Pathways from the qualification
• BSB40507—Certificate IV in Business Administration

Qualification Structure
To attain the Certificate III in Business Administration, all the below 13 competencies (2 core units and 11 elective units) must be successfully completed.

Certificate III in Business Administration BSB30412

- BSBWHS201A Contribute to health and safety of self and others -Core unit (50)
- BSBITU307A Develop keyboarding speed and accuracy -Core unit (20)
- BSBFIA303A Process accounts payable and receivable (30)
- BSBADM307B Organise schedules (5)
- BSBITU302A Create electronic presentations (20)
- BSBITU303A Design and produce text documents (90)
- BSBITU304A Produce spreadsheets (35)
- BSBITU306A Design and produce business documents (80)
- BSBWRT301A Write simple documents (30)
- BSBCUS301A Deliver and monitor a service to customers (30)
- BSBFIN301A Maintain financial records (60)
- BSBINM202A Handle mail (15)
- BSBWOR202A Organise and complete daily work activities (20)

“Education is the Way”

IAD can provide:
• Friendly and supportive staff
• Dedicated classrooms
• Individual portfolios

The $50 enrolment fee includes IAD Press 2014 Jukurrpa diary and all course materials.

For more information, please contact IAD on:

Ph: 8951 1311 Fax: 8953 1884
Email: student.services@iad.edu.au

The information in this brochure is correct however some details may change later.

16.01.14 (Version 3)