Brief History of IAD
The Institute for Aboriginal Development Incorporated (IAD) was established by the Uniting Church 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, life experience including voluntary work, domestic or social activities.

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

IAD accepts the qualifications issued by other RTO’s. This means that if you have received statements of attainment for one or more of the units or modules in the course for which you are applying, These credits will be transferred and you will not be asked to do further study for those units or modules. IAD cannot award these credit transfers until they have sighted your Statement of Attainment.

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 control and management of the affairs of the Institute.

INSTITUTE FOR ABORIGINAL DEVELOPMENT
(ABORIGINAL CORPORATION)

BSB30407 Certificate III in Business Administration

Institute for Aboriginal Development
( Aboriginal Corporation)
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2013
Certificate III in Business Administration  
**BSB30407**

**Length of course:** 495 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 BSB20107 Certificate II in Business or other relevant qualification/s OR
- providing evidence of competency in the majority of units required for the BSB20107 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**

- **BSBOHS201A** Participate in OHS processes -Core unit
- **BSBITU307A** Develop keyboarding speed and accuracy -Core unit
- **BSBFIA303A** Process accounts payable and receivable
- **BSBADM307B** Organise schedules
- **BSBITU302A** Create electronic presentations
- **BSBITU303A** Design and produce text documents
- **BSBITU304A** Produce spreadsheets
- **BSBITU306A** Design and produce business documents
- **BSBWRT301A** Write simple documents
- **BSBCUS301A** Deliver and monitor a service to customers
- **BSFIA301A** Maintain financial records
- **BSBINM202A** Handle mail
- **BSBWOR202A** Organise and complete daily work activities

“Culture and Education is the Way”

You can enroll anytime and have 12 months to complete your training. All students can obtain class table from trainer. Class time can be arranged to suit the needs of the group.

**IAD can provide:**
- Our students with tutoring.
- A friendly and welcome study environment.
- Performance diagnostic tools for employees.

Fees are applicable for all courses. For information regarding fees contact IAD.

Contact details are below.

For more information, please contact IAD on:  
Ph: 8951 1311 Fax: 8953 1884  
Email: student.services@iad.edu.au

National Provider No: 0167

While every reasonable effort has been made to ensure that information in this brochure is correct, details may be subject to change.

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