

CONGRATULATIONS ON CHOOSING TRAINING, CAREERS & COMPLIANCE AUSTRALIA

Training, Careers & Compliance Australia (TCCA) RTO Number 45319 is an independent, privately-owned Registered Training Organisation. Peta the Director of TCCA had been the Training and Development Manager of Active Training Specialists for 5 years and worked in the Vocational Education and Training (VET) sector for almost 20 years, across a range of qualifications and Institutes. We offer a common sense, client-focused approach to all training that we design, deliver and assess. Our design and delivery staff are highly experienced, qualified, and continually developing their training, assessment and industry specific skills and knowledge. We provide consultancy services to business to analyse their needs, develop objectives and policies and procedures for their training systems and programs.

COURSE DETAILS:

This qualification applies to a range of administrative roles in varied contexts. Individuals in these positions use some discretion and judgement and may provide technical advice and support to a team.

TRAINING PACKAGE RULES:

Total number of units = 13

2 Core units plus

11 Elective units

7 elective units must be selected from the Group A units below. The remaining 4 elective units may be selected from the Group A or Group B elective units listed below or any currently endorsed Training Package or accredited course at the same qualification level. If not listed below 2 of the elective units may be selected from a Certificate II or Certificate IV qualification. Elective units must be relevant to the work outcome, local industry requirements & qualification level

UNIT CODES AND NAMES

CORE UNITS		NOMINAL HOURS
BSBITU307	Develop keyboarding speed and accuracy	50
BSBWHS201	Contribute to health and safety of self and others	20

ELECTIVE UNITS GROUP A

BSBADM307	Organise schedules	15
BSBITU312	Create electronic presentations	20
BSBITU313	Design and produce digital text documents	90
BSBITU314	Design and produce spreadsheets	35
BSBITU306	Design and produce business documents	80
BSBITU309	Produce desktop published documents	50
BSBWRT301	Write simple documents	30
BSBFIA302	Process Payroll	30
BSBFIA303	Process accounts payable and receivable	30
BSBFIA304	Maintain a general ledger	60

ELECTIVE UNITS GROUP A

BSBINM301	Organise workplace information	30
BSBADM302	Produce texts from notes	60
BSBADM311	Maintain business resources	15
BSBINM303	Handle receipt and despatch of information	15
BSBCUS301	Deliver and monitor a service to customers	35
BSBDIV301	Work effectively with diversity	30
BSBINN201	Contribute to workplace innovation	35
BSBPRO301	Recommend products and services	20
BSBSUS201	Participate in environmentally sustainable work practices	20
BSBWOR204	Use business technology	20
BSBWOR301	Organise personal work priorities and development	30
BSBFIA301	Maintain financial records	60
BSBCMM301	Process customer complaints	30

IMPORTED UNITS FROM BSB20115

BSBITU212	Create and use spreadsheets	30
BSBITU213	Communicate electronically	20

PATHWAYS:

Further studies at a Certificate IV level and may include qualification such as

- BSB40515 – Certificate IV in Business Administration
- BSB42015 – Certificate IV in Leadership and Management

At this level, this qualification is a minimum industry requirement for job roles such as -

- Accounts Receivable Clerk
- Accounts Payable Clerk
- Junior Personal Assistant
- Receptionist
- Data Entry Operator
- Office Administrator Assistant
- Word Processing Operator

DURATION OF COURSE:

- Full time study – approximately 20 scheduled lessons over a period of 6 months with regular workshops throughout.
- Part time study – approximately 1 year with regular workshops throughout

Reasonable Adjustment will be applied in response to individual needs as approved through internal processes

ENTRY REQUIREMENTS:

There are no entry requirements for this course. All participants need to have the ability to read and write independently, and in some units requires maths skills. If you require support, please see one of our helpful staff.

TIME VARIATIONS:

Time variations may occur as a result of -

- Individual assessments (LLN)
- State Industry requirements
- Experience levels of the learner

LOCATION OF COURSE:

- Onsite at your venue (Negotiated with Director)
- Distance, working online
- TCCA Training Room at Shop 2, 221 Dawson Highway Gladstone QLD 4680

COST:	Contact our friendly staff at the office on (07) 4978 0889 for pricing
TYPE OF ASSESSMENT:	Online with our learning management system Moodle/Scenarios/written knowledge
STANDARD OF DRESS:	Classroom Based Training – Neat, casual attire and closed in shoes
PRACTICAL TRAINING:	Not applicable for this course

NATIONALLY ACCREDITED:

Participants who meet the requirement of the accredited training and assessment may be issued with either a Qualification or a Statement of Attainment. Both documents will be clearly identified with the Nationally Recognised Training Logo. To be able to provide funded training opportunities in our region we partner with Aakira (RTO. – 32086).

PARTICIPANT HANDBOOK:

Get all the information you need about Training, Careers & Compliance Australia, our student obligations, our policies and general information. You can find the participant handbook through our website – www.mytcca.com.au

CONTACT DETAILS:



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