Quality Training Solutions

Quality Training Solutions (QTS) is a Registered Training Organisation (RTO), delivering nationally recognised courses. All courses and services are designed with flexible learning in mind and are tailored to meet the developmental needs of employers and individual students.

The quality of an education and training provider can be measured by the standard of its curriculum, the excellence of its academic staff, the strength of its industry partners and ultimately the success of its graduates. QTS’s education technology platform enables students to fit study within their busy schedules by allowing them to study when and where they like. This flexible learning technology also facilitates direct access to academic teaching staff and support services.

Our **Vision** is to be recognised as one of the leading business education and training providers in Australia and the Asia Pacific region.

Our **Mission** is to deliver quality education and training programs that gives our students the chance to create a positive future for themselves in the form of employment, career advancement and pathways to further education and self-development.

**Why Study with QTS?**

- Participants have the freedom to study where they like and when they like, progressing at their own pace
- Our courses enable participants to apply their learning to their workplace and/or life experience
- Our courses are nationally recognised
- Participants can combine self-paced learning with trainer support. Our trainers are experienced industry professionals who will support students in their progress through their course
- Our courses are competency based
- Our courses are inclusive of training materials
- Participants can continue working while studying
- Our courses lead to a nationally recognised qualification, which is accepted by training providers and employers across Australia
- Our courses can be completed within 6 - 12 months, less if you commit the time
Certificate III in Business Administration

Overview

The Certificate III in Business Administration reflects the role of individuals who apply a broad range of administrative competencies in a varied work context using some discretion and judgement. They may provide technical advice and support to a team.

Online or Distance learning allows students the flexibility of completing their course at their own pace, at times to suit work and other life commitments. Avoiding commutes, classrooms and rigid timetables are just a few good reasons to undertake distance learning. Students can "attend" a course at anytime, from anywhere.
Qualification Details:

Cost: Please contact the friendly staff at QTS for more information about qualification cost. Please note, payment plans are available.

Phone: 1300 946 309 or 07 5593 8333
Email: admin@qts.edu.au

Potential Career Outcomes:

- Accounts receivable clerk
- Accounts payable clerk
- Clerk
- Data entry operator
- Junior personal assistant
- Receptionist
- Office administration assistant
- Office administrator
- Word processing operator

Delivery Mode:

- Online
- Distance (workbooks and assessments sent via post)
- Recognition of Prior Learning

Course Duration: 18 months max

Student Support: Both phone and email support is provided throughout enrolment

Nationally Recognised: Yes

Pathways: Previous completion of the Certificate II in Business or similar, or experience assisting in a range of support roles

Entry Requirements: Minimum age for entry into this qualification is 16 years. If under 18 years enrolment form must be signed by a parent or guardian.

Resource Requirements: Students must have access to a computer. Students will also need access to the following

- Internet
- Printer
- Scanner
- Macromedia Flash Player
- Adobe Acrobat Reader

Nationally Recognised Training
Unit Descriptions:

This qualification requires 13 units, consisting of 2 core units, plus 7 units elected from Group A and the remaining 4 units from Group A and/or Group B.

CORE UNITS

BSBITU307A Develop keyboarding speed and accuracy
- Use safe practices
- Identify and develop keyboard skills
- Check accuracy

BSBWHS201A Contribute to health and safety of self and other
- Work safely
- Implement workplace safety requirements
- Participate in WHS consultative process

ELECTIVE UNITS - GROUP A

BSBFIA302A Process payroll
- Record payroll data
- Prepare payroll
- Handle payroll enquiries

BSBFIA303A Process accounts payable and receivable
- Maintain financial journal systems
- Prepare bank reconciliations
- Maintain accounts payable and accounts receivable systems
- Process payments for accounts payable
- Prepare statements for accounts payable
- Follow up outstanding accounts

BSBFIA304A Manage a general ledger
- Process journal entries
- Prepare trial balance

BSBADM307B Organise schedules
- Establish schedule requirements
- Manage requirements

BSBITU302B Create electronic presentations
- Prepare to create presentations
- Create presentation
- Finalise presentation

BSBITU303A Design and produce text documents
- Prepare to produce word processed documents
- Design word processed documents
- Add tables and other data
- Produce text documents

BSBITU304A Produce spreadsheets
- Select and prepare resources
- Plan spreadsheet design
- Create spreadsheet
- Produce simple charts
- Finalise spreadsheets

BSBITU306A Design and produce business documents
- Select and prepare resources
- Design document
- Produce document
- Finalise document
BSBWRT301A Write simple documents
- Plan document
- Draft document
- Review document
- Write final document

ELECTIVE UNITS - GROUP B

BBSCUS301B Deliver and monitor a service to customers
- Prepare to produce desktop published document

BSBCMM301B Process customer complaints
- Organise and complete own work schedule

BSBPRO301A Recommend products and services
- Develop and maintain knowledge of products and services
- Recommend products and services
- Advise on promotional activities

BSBWOR301B Organise personal work priorities and development
- Organise and complete own work schedule
Enrol Today!

Enroling into the Certificate III in Business Administration through QTS is a quick and easy process.

To enrol, simply go to the QTS website at www.qts.edu.au and click ‘Enrol Now.’

Here you will be able to access the QTS participant handbook and enrolment form. Please complete the enrolment form and either email it to admin@qts.edu.au or post it to the following address

Quality Training Solutions
PO BOX 92
Miami
QLD 4220

If you require any additional information or assistance then please don’t hesitate to contact our friendly staff on 1300 946 309 or email admin@qts.edu.au

Other Qualifications Available Through QTS Include:

Certificate III in Business
Certificate IV in Business Administration
Certificate IV in Business
Certificate IV in Frontline Management
Certificate IV in Small Business Management
Certificate IV in Human Resources
Certificate IV in Bookkeeping
Diploma of Business
Diploma of Management