Australian Academy of Business & Management

Australian Academy of Business & Management (AABM) delivers nationally recognised courses to Diploma level across Australia. 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 and ultimately the success of its graduates. AABM’s education technology platform enables students to fit study within their busy schedules and 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 give our students the chance to create an improved future for themselves in the form of employment, career advancement and pathways to further education and self-development.
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Certificate III in Business Administration - BSB30412

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

Career Outcomes
• Manager

Course Fees
• Full course fees via Online learning = $900 AUD
• Full course fees via Distance Learning = $1,150 AUD
• Full course fees via RPL = $750 AUD

Payment Options:
1. You can pay the whole amount through secure online payment when you enrol in your course or via payment plan.
2. You can also choose the option to pay for the course on a $50/week payment plan.
Course Commencement

AABM does not have set course dates meaning individuals can enrol and commence their chosen course at any time.

Delivery

**Online** - Your skills and knowledge will be developed through AABMS online educational platform

or

**Distance** - You will be assessed online, however you will receive your learning material (i.e Books) in the post.

Duration

- **This qualification requires 13 units, consisting of 2 core unit, plus 7 units selected from Group A and the remaining 4 units selected from Group A or Group B**
- **AABM courses are self-paced, giving participants the flexibility of completing the courses in the amount of time best suited to them. Enrolments are valid for 24 months. Students can apply for an additional 6-month extension if required.**

Entry Requirements

Age Requirements

Minimum age for entry into this qualification is 16 years. If an individual is under 18 years their parent or guardian must sign a consent form.

Education and skills requirements:

Although there are no formal educational requirements needed to attend the course it is encouraged that participants have completed year 10 schooling. A solid understanding of the English Language is required as the course requires students to complete readings as well as written assessments.

Resource Requirements

Students must have access to a computer and may also need access to the following:

- Internet
- Scanner
- Adobe Acrobat reader
- Macromedia flash player
- Printer
Certificate III in Business Administration - BSB30412

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

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

### 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

### BSBADM307B
**Organise schedules**
- Establish schedule requirements
- Manage requirements

### 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

### BSBPRO301A
**Recommend products and services**
- Develop and maintain knowledge of products and services
- Recommend products and services
- Advise on promotional activities
Elective Units Group A

**BSBWRT301A**  
Write simple documents  
- Plan document  
- Draft document  
- Review document  
- Write final document

**BSBWOR301A**  
Organise personal work priorities and development  
- Organise and complete own work schedule  
- Monitor own work performance  
- Coordinate personal skill development and learning
Elective Units Group B

**BSBCUS301B**  
Deliver and monitor a service to customer  
- Identify customer needs  
- Deliver a service to customers  
- Monitor and report on service delivery

**BSBCMM301B**  
Process customer complaints  
- Respond to complaints  
- Refer complaints  
- Exercise judgement to resolve customer service issue
How we support you

Trainer
At AABM we pride ourselves on providing participants with the best support throughout their course. Our team of highly qualified trainers are available on a daily basis for students requiring assistance in their studies. Our trainers provide valuable feedback to students and are available through email and phone calls during business hours.

Student Support Team
Our student support team are here to answer any general questions about us or about our courses and can be contacted through the website or by phone. Any queries on the website will be followed up by a phone call by our student support team. The team is always available to help you if you have any doubts, questions or queries. They will also provide you with assistance on unit selections and course recommendations in order for you to get the most out of the course.

Coaching
Coaches will be provided to students that require that extra push as they provide extra assistance as well as motivation. Our coaches provide students with helpful tips that will enable students to stay on track during their course.

Counselling
At AABM we understand how stressful and how difficult student life can be, this is why we provide all our students with free and confidential counselling. Our professional counsellor will listen to student’s issues and provide advice on how to best manage them.

Career guidance
Our career guidance team is here to help out all students that are uncertain of which career path they want to take. Our team advises students on which courses to take in order to achieve certain career goals as well as advising students which career is best suited to their skill set.
Recognition of Prior Learning (RPL)

Skilled but not qualified?

Wanting a new job, a promotion, change career, a pay rise or just to have qualification?

If you have the knowledge and skills but don’t hold a nationally recognized qualification to back it up, this may be holding you back from gaining employment or progressing in your career.

Recognition of Prior Learning (RPL) is a process whereby you demonstrate that you currently have the required skills and knowledge for appropriate units or qualifications within the industry, which you are experienced. RPL focuses on your life and work experiences and how they meet the criteria of the national qualifications.

Through your experiences you may be able to gain a full qualification or partial qualification. However you look at it, RPL may be the solution to this frustrating problem of having the skills but not the qualification.

Recognition of Prior Learning is available in a diverse range of areas, including Business, Small Business Management, Frontline Management, Human Resources, Administration and Bookkeeping. There is no need to attend classes because this service can be provided anywhere within Australia or overseas, at times that suit you.

What sort of skills may be considered for RPL?

- Learning from work or other forms of practical experience
- Learning from life experiences
- Courses studied at other Universities, VET colleges and schools
- Courses provided by professional bodies
- Courses provided by industry
- Courses provided by registered private providers

All of Australian Academy of Business and Managements courses are available via Recognition of Prior Learning.
Why Choose AABM?

- Nationally recognised training
- 24/7 support by phone and email
- All training materials provided
- No hidden costs
- Study where and when it suits you
- Progress at your own pace
- Combine self paced learning with experienced trainer support
- Continue working while you are studying
- Our courses enable participants to apply their learning to their workplace and/or life experience
- Our courses are competency based
- Able to resubmit assessments until complete

Enrol Today!

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 online or distance learning. Students can “attend” a course at anytime, from anywhere.

Enrolling into the Certificate IV in Business through AABM is a quick and easy process.

1. Read the Student Handbook
2. Register as a student by completing the online enrolment form
3. Log into your student account and select your course.

If you require any additional information or assistance then please don’t hesitate to contact our friendly staff on (07) 5575 7052 or email admin@aabm.edu.au
Other Qualifications Available Through AABM Include:

- Certificate III in Business
- Certificate III in Business Administration
- 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
- Dual Diploma of Management & Business