



Australian Government

BSB30915 Certificate III in Business Administration (Education)

Release 2

BSB30915 Certificate III in Business Administration (Education)

Modification History

| Release | Comments |
|-----------|--|
| Release 2 | This version released with BSB Business Services Training Package Version 2.0. Version created to update unit list. |
| Release 1 | This version first released with BSB Business Services Training Package Version 1.0. |

Qualification Description

This qualification is suitable for individuals who may provide technical advice and support to a team using some discretion and judgement across broad range of administrative competencies in an educational or school support context.

Licensing/Regulatory Information

No licensing, legislative or certification requirements apply to this qualification at the time of publication.

Entry Requirements

Nil

Packaging Rules

Total number of units = 13

3 core units plus

10 elective units, of which:

- 4 elective units must be selected from the Group A units listed below
- 4 elective units must be selected from the Group B units listed below
- 2 elective units may be selected from the Group A, Group B or Group C units listed below, or any currently endorsed Training Package or accredited course at the same qualification level or one level lower or higher.

Elective units must be relevant to the work environment and the qualification, maintain the integrity of the AQF alignment and contribute to a valid, industry-supported vocational outcome.

Core Units

BSBITU307 Develop keyboarding speed and accuracy

BSBWHS201 Contribute to health and safety of self and others

BSBIND301 Work effectively in an educational environment

Elective Units

Group A units

BSBADM405 Organise meetings

BSBADM406 Organise business travel

BSBCUS301 Deliver and monitor a service to customers

BSBEBU401 Review and maintain a website

BSBMKG408 Conduct market research

CHCCCS007 Develop and implement service programs

CHCCS407C Operate referral procedures

ICTICT103 Use, communicate and search securely on the internet

PSPETHC301B Uphold the values and principles of public service

PSPGOV314A Contribute to conflict management

PSPLEGN301B Comply with legislation in the public sector

Group B units

BSBADM307 Organise schedules

BSBFIA302 Process payroll

BSBFIA303 Process accounts payable and receivable

BSBFIA304 Maintain a general ledger

BSBITU302 Create electronic presentations

BSBITU303 Design and produce text documents

BSBITU304 Produce spreadsheets

BSBITU306 Design and produce business documents

BSBITU309 Produce desktop published documents

BSBWRT301 Write simple documents

Group C units

BSBADM302 Produce texts from notes

BSBADM303 Produce texts from audio transcription
 BSBADM311 Maintain business resources
 BSBCMM301 Process customer complaints
 BSBDIV301 Work effectively with diversity
 BSBFIA301 Maintain financial records
 BSBINM301 Organise workplace information
 BSBINM302 Utilise a knowledge management system
 BSBINM303 Handle receipt and despatch of information
 BSBINN201 Contribute to workplace innovation
 BSBITU301 Create and use databases
 BSBITU305 Conduct online transactions
 BSBPRO301 Recommend products and services
 BSBSUS201 Participate in environmentally sustainable work practices
 BSBWHS401 Implement and monitor WHS policies, procedures and programs to meet legislative requirements
 BSBWOR204 Use business technology
 BSBWOR301 Organise personal work priorities and development
 BSBWOR302 Work effectively as an off-site worker

Qualification Mapping Information

| Code and title current version | Code and title previous version | Comments | Equivalence status |
|--|---|-------------------|-----------------------------|
| BSB30915 Certificate III in Business Administration (Education) Release 2 | BSB30915 Certificate III in Business Administration (Education) Release 1 | Updated unit list | Equivalent qualification |

Links

Companion volumes available from the IBSA website:

http://www.ibsa.org.au/companion_volumes -

http://companion_volumes.vetnet.education.gov.au/Pages/TrainingPackage.aspx?pid=13