BSB30415 Certificate III in Business Administration

Release 1
BSB30415 Certificate III in Business Administration

Modification History

<table>
<thead>
<tr>
<th>Release</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Release 1</td>
<td>This qualification first released with BSB Business Services Training Package Version 1.0.</td>
</tr>
</tbody>
</table>

Qualification Description

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.

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
2 core units plus
11 elective units, of which:

- 7 elective units must be selected from the Group A units listed below
- 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 electives units may be selected from a Certificate II or Certificate IV qualification.

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

Elective Units

Group A

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 B units

BSBADM302 Produce texts from notes
BSBADM303 Produce texts from audio transcription
BSBADM311 Maintain business resources
BSBCMM301 Process customer complaints
BSBCUS301 Deliver and monitor a service to customers
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
BSBIPR301 Comply with organisational requirements for protection and use of intellectual property
BSBITU301 Create and use databases
BSBITU305 Conduct online transactions
BSBPRO301 Recommend products and services
BSBSUS201 Participate in environmentally sustainable work practices
BSBWOR204 Use business technology
BSBWOR301 Organise personal work priorities and development
BSBWOR302 Work effectively as an off-site worker
BSBWHS401 Implement and monitor WHS policies, procedures and programs to meet legislative requirements

Qualification Mapping Information

<table>
<thead>
<tr>
<th>Code and title current version</th>
<th>Code and title previous version</th>
<th>Comments</th>
<th>Equivalence status</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSB30415 Certificate III in Business Administration</td>
<td>BSB30412 Certificate III in Business Administration</td>
<td>Updated to meet Standards for Training Packages</td>
<td>Equivalent qualification</td>
</tr>
</tbody>
</table>

Links

Companion volumes available from the IBSA website: