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# Certificate III in Business Administration BSB30407

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## Description

This qualification reflects the role of individuals who perform a broad range of administrative competencies in varied work contexts using some discretion, judgement. They may provide technical advice and support to a team. Job roles and titles vary across different industry sectors. Possible job titles relevant to this qualification include: Accounts Receivable Clerk; Accounts Payable Clerk; Clerk; Data Entry Operator; Junior Personal Assistant; Receptionist; Office Administration Assistant; Office Administrator; Word Processing Operator.



## Qualification Pathways

There are no prerequisite requirements for individual units of competency.

Preferred pathways for candidates considering this qualification include:

- after achieving the BSB20107 Certificate II in Business or other relevant qualification/s OR
- providing evidence of competency in the majority of units required for the BSB20107 Certificate II in Business or other relevant qualification/s OR
- with some vocational experience assisting in a range of work settings without a formal business qualification

After achieving the BSB30407 Certificate III in Business Administration, candidates may undertake the BSB40507 Certificate IV in Business Administration, a qualification for those who work in a range of business environments and who contribute their technical skills and knowledge to supporting the work of a team or a range of other relevant Certificate IV qualifications.

## Qualification Rules

2 Core Units + 7 Group A units + 4 Elective Units = 13 Units

## Training & Recognition of Current Competencies (RCC)

Much of the training is delivered on-the-job through reading, interacting with colleagues and completing useful project work. You only need to attend off-the-job training if a competency cannot be acquired at the workplace.

You may already have many of the skills required to qualify for this qualification. There is no need to be trained in things you can already do. NDA will assess current skills and give recognition for relevant competencies.

<b>Core Units</b> BSBITU307A Develop keyboarding speed and accuracy BSBOHS201A Participate in OHS processes	BSBITU303A Design and produce text documents BSBITU304A Produce spreadsheets BSBITU306A Design and produce business documents BSBITU309A Produce desktop published documents
<b>7 elective units must be selected from the Group A units listed below:</b>	<b>Writing</b> BSBWRT301A Write simple documents
<b>Group A units</b> <b>Financial Administration</b> BSBFIA302A Process payroll BSBFIA303A Process accounts payable and receivable BSBFIA304A Maintain a general ledger <b>General Administration</b> BSBADM307B Organise schedules <b>IT Use</b> BSBITU302B Create electronic presentations	The remaining <b>4 elective units</b> may be selected from <b>Group A</b> or <b>Group B</b> elective units listed below, or any currently endorsed Training Package or accredited course at the same qualification level. If not listed below <b>2 of the electives units</b> may be selected from a Certificate II or Certificate IV qualification.

## Group B units

### Customer Service

BSBCUS301A Deliver and monitor a service to customers

### Diversity

BSBDIV301A Work effectively with diversity

### Financial Administration

BSBFIA301A Maintain financial records

### General Administration

BSBADM302B Produce texts from notes

BSBADM303B Produce texts from audio transcription

BSBADM311A Maintain business resources

### Information Management

BSBINM301A Organise workplace information

BSBINM302A Utilise a knowledge management system

BSBINM303A Handle receipt and despatch of information

### Innovation

BSBINN201A Contribute to workplace innovation

## Intellectual Property

BSBIPR301A Comply with organisational requirements for protection and use of intellectual property

## Interpersonal Communication

BSBCMM301A Process customer complaints

## IT Use

BSBITU301A Create and use databases

BSBITU305A Conduct online transactions

## Occupational Health and Safety

BSBOHS407A Monitor a safe workplace

## Product Skills and Advice

BSBPRO301A Recommend products and services

## Sustainability

BSBSUS201A Participate in environmentally sustainable work practices

## Workplace Effectiveness

BSBWOR204A Use business technology

BSBWOR301A Organise personal work priorities and development

BSBWOR302A Work effectively as an off-site worker