
Certificate III in Business Administration BSB30407

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 Administration 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.

Core Unit:

BSBITU307A Develop keyboarding speed and accuracy
BSBOHS201A Participate in OHS processes

Elective Units - choose at least 7 from the list below:

BSBADM302B Produce texts from notes
BSBADM303B Produce texts from audio transcriptions
BSBADM307B Organise schedules
BSBADM311A Maintain business resources
BSBCMM301A Process customer complaints
BSBCUS301A Deliver and monitor a service to customers
BSBDIV301A Work effectively with diversity
BSBFIA301A Maintain financial records
BSBFIA302A Process payroll
BSBFIA303A Process accounts payable and receivable
BSBFIA304A Maintain a general ledger
BSBINM301A Organise workplace information
BSBINM302A Utilise a knowledge management system
BSBINM303A Handle receipt and despatch of information
BSBINN201A Contribute to workplace innovation
BSBITU301A Create and use databases
BSBITU302A Create electronic presentations
BSBITU303A Design and produce text documents

BSBITU304A Produce spreadsheets
BSBITU305A Conduct online transactions
BSBITU306A Design and produce business documents
BSBITU309A Produce desktop published documents
BSBOHS407A Monitor a safe workplace
BSBPRO301A Recommend products and services
BSBSUS201A Participate in environmentally sustainable work practices
BSBWOR204A Use business technology
BSBWOR301A Organise personal work priorities and developments
BSBWOR302A Work effectively as an off-site worker
BSBWRT301A Write simple documents
The other 4 elective units may be selected from the remaining elective units listed above, the BSB07 Business Services Training Package or any other currently endorsed national Training Package. If not listed above, a maximum of 2 units may be selected from a Certificate II qualification or from a Certificate IV qualification.