
Certificate III in Business Administration (Education) BSB30907

Description

This qualification reflects the role of individuals who perform a broad range of administrative competencies in an educational or school support work context, using some discretion and 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:

Education Program Support Worker, School Support Officer; Student Recruitment and Admissions Assistant; Student Services Officer; Student Support Assistant.



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 support roles without a formal business qualification

After achieving the BSB30907 Certificate III in Business Administration (Education), 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 + 5 Education units + 5 Administration units + 1 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.

2 Core Units:

BSBITU307A	Develop keyboarding speed and accuracy
BSBOHS201A	Participate in OHS processes, OR
BSBOHS306B	Contribute to implementing emergency prevention activities and response procedures

1 Education Elective Unit from either these 2 units:

BSBIND301A	Work effectively in an educational environment
TAAENV401A	Work effectively in vocational education and training

4 Education Units from the list below

BSBADM405B	Organise meetings
BSBADM406B	Organise business travel
BSBCUS301A	Deliver and monitor a service to customers
BSBEBU401A	Review and maintain a website
BSBMKG408B	Conduct market research
CHCCS2C	Deliver and develop client service
CHCCS407A	Operate referral procedures
CHCCHILD2C	Support the rights and safety of children within duty of care requirements
CULMS207B	Assist with presentation of public activities and events
HLTFA301B	Apply first aid
ICAU1204A	Locate and use relevant line information
PSPETHC301B	Uphold the values & principles of public service
PSPGOV314A	Contribute to conflict management
PSPLEGN301B	Comply with legislation in the public sector

5 Administration Elective from the list below:

BSBFIA302A	Process payroll
BSBFIA303A	Process accounts payable and receivable
BSBFIA304A	Maintain a general ledger
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
BSBDIV301A	Work effectively with diversity
BSBFIA301A	Maintain financial records
BSBADM302B	Produce texts from notes
BSBADM303B	Produce texts from audio transcriptions
BSBADM311A	Maintain business resources
BSBCMM301A	Process customer complaints
BSBINM301A	Organise workplace information
BSBINM302A	Utilise a knowledge management system
BSBINM303A	Handle receipt and despatch of information
BSBINN201A	Contribute to workplace innovation
BSBOHS407A	Monitor a safe workplace
BSBPRO301A	Recommend products and services
BSBSUS201A	Participate in environmentally sustainable work practices
BSBWOR204A	Use business technology

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BSBWOR301A Organise personal work priorities and developments

BSBWOR302A Work effectively as an off-site worker

The other **elective unit** 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 this unit may be selected from a Certificate II qualification or from a Certificate IV qualification.