

Qualification details



BSB30407 - Certificate III in Business Administration

Summary

Releases:	Release	Status	Release date
	2	Current	2011/11/28
	1	Replaced	2009/03/10

Usage recommendation: **Superseded**

Mapping:	Mapping	Notes	Date
	Is superseded by and equivalent to BSB30412 - Certificate III in Business Administration	Core unit BSBOHS201A Participate in OHS processes replaced with BSBWHS201A Contribute to health and safety of self and other. Elective unit BSBOHS407A Monitor a safe workplace replaced with BSBWHS401A Implement and monitor WHS policies, procedures and programs to meet legislative requirements - EQUIVALENT	2012/12/18

Training packages that include this qualification

Code	Title	Release
BSB07	Business Services Training Package	6.0

Units of competency

Code	Title	Essential
BSBADM302B	Produce texts from notes	N/A
BSBADM303B	Produce texts from audio transcription	N/A
BSBADM307B	Organise schedules	N/A
BSBADM311A	Maintain business resources	N/A
BSBCMM301B	Process customer complaints	N/A
BSBCUS301B	Deliver and monitor a service to customers	N/A
BSBDIV301A	Work effectively with diversity	N/A
BSBFIA301A	Maintain financial records	N/A
BSBFIA302A	Process payroll	N/A
BSBFIA303A	Process accounts payable and receivable	N/A
BSBFIA304A	Maintain a general ledger	N/A
BSBINM301A	Organise workplace information	N/A
BSBINM302A	Utilise a knowledge management system	N/A
BSBINM303A	Handle receipt and despatch of information	N/A
BSBINN201A	Contribute to workplace innovation	N/A
BSBIPR301A	Comply with organisational requirements for protection and use of intellectual property	N/A
BSBITU301A	Create and use databases	N/A
BSBITU302B	Create electronic presentations	N/A

Code	Title	Essential
BSBITU303A	Design and produce text documents	N/A
BSBITU304A	Produce spreadsheets	N/A
BSBITU305A	Conduct online transactions	N/A
BSBITU306A	Design and produce business documents	N/A
BSBITU307A	Develop keyboarding speed and accuracy	N/A
BSBITU309A	Produce desktop published documents	N/A
BSBOHS201A	Participate in OHS processes	N/A
BSBOHS407A	Monitor a safe workplace	N/A
BSBPRO301A	Recommend products and services	N/A
BSBSUS201A	Participate in environmentally sustainable work practices	N/A
BSBWOR204A	Use business technology	N/A
BSBWOR301B	Organise personal work priorities and development	N/A
BSBWOR302A	Work effectively as an off site worker	N/A
BSBWRT301A	Write simple documents	N/A

Classifications

Scheme	Code	Name
ANZSCO Identifier	531111	General Clerk
ASCED Qualification/Course Field of Education Identifier	0809	Office Studies
ASCO (occupation type) Identifier	6111-11	General Clerk
Qualification/Course Level of Education Identifier	514	Certificate III
Taxonomy - Industry Sector	N/A	Purchasing and Procurement, Community Services, Public Administration, Water Administration, Information Technology, Human Resource Management, Property Management, Farming, Business Administration, Warehousing and Storage, Accounting and Bookkeeping, Education Support, Accommodation, Education Administration, Government Service Delivery, Logistics, Property, Local Government Regulation
Taxonomy - Occupation	N/A	Office Administrator, Bookkeeper, Enrolment Assistant, Land Administration Officer, Human Resources Support Services Officer (Public Sector), Receptionist, Word Processing Operator, Administrative Assistant, Accounts Officer, Logistics Clerk, Waste Management Administration Clerk, Office Administration Assistant, Rural Business Worker, Holiday Park Receptionist, Freight Documentation Clerk, Legal Receptionist, Revenue Officer (Local Government), Junior Personal Assistant, Clerical Officer, Credits>Returns Officer, Administration Officer, Water Meter Administration Officer, Fee Officer, School Financial Administration Officer, Human Resources Clerk, Data Entry Operator, Payroll Officer, Administration Officer (Local Government), Secretary, International Education Office Receptionist

Classifications history

Scheme	Code	Name	Start date	End date
Qualification/Course Level of Education Identifier	514	Certificate III	2009/03/10	
ANZSCO Identifier	531111	General Clerk	2008/09/03	
ASCO (occupation type) Identifier	6111-11	General Clerk	2008/09/03	
ASCED Qualification/Course Field of Education Identifier	0809	Office Studies	2008/09/03	