



Australian Government

BSB30415 Certificate III in Business Administration

Release 1

BSB30415 Certificate III in Business Administration

Modification History

Release	Comments
Release 1	This qualification first released with BSB Business Services Training Package Version 1.0.

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

Code and title current version	Code and title previous version	Comments	Equivalence status
BSB30415 Certificate III in Business Administration	BSB30412 Certificate III in Business Administration	Updated to meet Standards for Training Packages	Equivalent qualification

Links

Companion volumes available from the IBSA website:

http://www.ibsa.org.au/companion_volumes - http://www.ibsa.org.au/companion_volumes