BSB30915 Certificate III in Business Administration (Education)

Modification History

<table>
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<th>Release</th>
<th>Comments</th>
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<tbody>
<tr>
<td>Release 3</td>
<td>This qualification first released with BSB Business Services Training Package Version 3.0. Version created to update codes and titles in unit list.</td>
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<tr>
<td>Release 2</td>
<td>This version released with BSB Business Services Training Package Version 2.0. Version created to update unit list.</td>
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<tr>
<td>Release 1</td>
<td>This version first released with BSB Business Services Training Package Version 1.0.</td>
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Qualification Description

This qualification is suitable for individuals who may provide technical advice and support to a team using some discretion and judgement across a broad range of administrative competencies in an educational or school support context.

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

3 core units plus

10 elective units, of which:

- 4 elective units must be selected from the Group A units listed below
- 4 elective units must be selected from the Group B units listed below
- 2 elective units may be selected from the Group A, Group B or Group C units listed below, or any currently endorsed Training Package or accredited course at the same qualification level or one level lower or higher.

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
BSBIND301 Work effectively in an educational environment

Elective Units

Group A units

BSBADM405 Organise meetings
BSBADM406 Organise business travel
BSBCUS301 Deliver and monitor a service to customers
BSBEBU401 Review and maintain a website
BSBMKG408 Conduct market research
CHCCC5007 Develop and implement service programs
ICTICT103 Use, communicate and search securely on the internet
PSPETH001 Uphold the values and principles of public service
PSPGEN021 Contribute to conflict management
PSPLEG001 Comply with legislation in the public sector

Group B units

BSBADM307 Organise schedules
BSBFIA302 Process payroll
BSBFIA303 Process accounts payable and receivable
BSBFIA304 Maintain a general ledger
BSBITU306 Design and produce business documents
BSBITU309 Produce desktop published documents
BSBITU312 Create electronic presentations
BSBITU313 Design and produce digital text documents
BSBITU314 Design and produce spreadsheets
BSBWRT301 Write simple documents

**Group C units**
BSBADM302 Produce texts from notes
BSBADM303 Produce texts from audio transcription
BSBADM311 Maintain business resources
BSBCMM301 Process customer complaints
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
BSBITU311 Use simple relational databases
BSBITU315 Purchase goods and services online
BSBPRO301 Recommend products and services
BSBSUS201 Participate in environmentally sustainable work practices
BSBWHS401 Implement and monitor WHS policies, procedures and programs to meet legislative requirements
BSBWOR204 Use business technology
BSBWOR301 Organise personal work priorities and development
BSBWOR302 Work effectively as an off-site worker

**Qualification Mapping Information**

<table>
<thead>
<tr>
<th>Code and title current version</th>
<th>Code and title previous version</th>
<th>Comments</th>
<th>Equivalence status</th>
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<tbody>
<tr>
<td>BSB30915 Certificate III in Business Administration (Education) Release 3</td>
<td>BSB30915 Certificate III in Business Administration (Education) Release 2</td>
<td>Updates to codes and titles in the unit list</td>
<td>Equivalent qualification</td>
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Links

Companion Volume implementation guides are found in VETNet - https://vetnet.education.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10