



Australian Government

Department of Education, Employment and Workplace Relations

PSP30704 Certificate III in School Support Services

Revision Number: 2

PSP30704 Certificate III in School Support Services

Modification History

PSP30704 Release 2: Layout adjusted. No changes to content.

PSP30704 Release 1: Primary release.

Description

This specialist qualification covers the competencies required by those providing school support services in a range of functions such as finance (Group D), administration (Group C), technology (Group E), scientific assistance (Group H), library assistance (Group G), disability support (Group F), hospitality (Group I), janitorial and grounds services Group J). It is not targeted at teacher aide occupations. Electives may be taken from a single stream, such as finance or disability support, or from a range of streams to suit the particular workplace. If all electives are chosen from Group B, the qualification is a generalist Certificate III, rather than this specialist qualification. Electives should reflect the responsibilities of the individual and the job skills required for effective performance. Where a free choice of electives is possible in the qualification packaging rules, electives may also be drawn from other Training Packages to reflect the work context and career plans of the individual.

Pathways Information

Not applicable.

Licensing/Regulatory Information

Not applicable.

Entry Requirements

Not applicable.

Employability Skills Summary

Not applicable.

Packaging Rules

This qualification requires 11 units of competency:

- 5 core units
- 6 elective units from the list below including:
 - 1 unit from Group A and four units from one of the groups of elective units
 - 1 unit may be selected from elsewhere within this Training Package, or any endorsed Training Package or Accredited Course.

Core Units	
PSPGOV301B	Work effectively in the organisation
PSPGOV302B	Contribute to workgroup activities
PSPGOV308B	Work effectively with diversity
PSPGOV312A	Use workplace communication strategies
CHCADMIN305D	Work within the administration protocols of the organisation
Group A Elective Units	
PSPOHS301A	Contribute to workplace safety
MSL943002A	Participate in laboratory/field workplace safety
Group B Elective Units	
PSPGOV303B	Build and maintain internal networks
PSPGOV305B	Access and use resources and financial systems
PSPGOV306B	Implement change
PSPGOV307B	Organise workplace information
PSPGOV309A	Address client needs
PSPGOV310A	Work in and with small, regional and remote organisations
PSPGOV311A	Work with a coach or mentor
PSPGOV312A	Use workplace communication strategies
PSPGOV313A	Compose workplace documents
PSPGOV314A	Contribute to conflict management

PSPGOV315A	Give and receive workplace feedback
Group C Elective Units	
PSPPROC303A	Carry out basic procurement
BSBADM302B	Produce texts from notes
BSBADM311A	Maintain business resources
BSBFLM305C	Support operational plan
BSBFLM309C	Support continuous improvement systems and processes
BSBFLM311C	Support a workplace learning environment
BSBITU203A	Communicate electronically
BSBITU301A	Create and use databases
BSBITU309A	Produce desktop published documents
BSBRES401A	Analyse and present research information
BSBRKG301B	Control records
Group D Elective Units	
BSBFIA301A	Maintain financial records
BSBFIA302A	Process payroll
BSBFIA303A	Process accounts payable and receivable
BSBFIA304A	Maintain a general ledger
BSBITU305A	Conduct online transactions
FNSACM303A	Process payment documentation
FNSACM401A	Evaluate and authorise payment requests
FNSICACC306A	Process journal entries
FNSICORG302A	Prepare reports for management
Group E Elective Units	
ICAICT302A	Install and optimise operating system software

ICAICT306A	Migrate to new technology
ICANWK411A	Deploy software to networked computers
ICASAS304A	Provide basic system administration
ICASAS306A	Maintain equipment and software
ICASAS419A	Support system software
Group F Elective Units	
CHCDIS301A	Work effectively with people with a disability
CHCEDS301A	Comply with legislative, policy and industrial requirements in the education environment
CHCEDS310A	Support learning for students with disabilities
CHCEDS315B	Support students with additional needs in the classroom
CHCIC301E	Interact effectively with children
CHCICS301A	Provide support to meet personal care needs
CHCICS305A	Provide behaviour support in the context of individualised plans
CHCICS404A	Plan and provide advanced behaviour support
CHCRF301E	Work effectively with families to care for the child
Group G Elective Units	
CULDMT301A	Provide multimedia support
CULEVP201A	Assist with the presentation of public activities and events
CULINL301A	Develop and use information literacy skills
CULINM301A	Use established cataloguing tools
CULINS201A	Assist with circulation services
CULINS202A	Process information resource orders
CULINS301A	Process and maintain information resources
CULINS401A	Assist customers to access information

CULINS402A	Obtain information from external and networked sources
Group H Elective Units	
MSL924001A	Process and interpret data
MSL933001A	Maintain the laboratory/field workplace fit for purpose
MSL933002A	Contribute to the achievement of quality objectives
MSL943001A	Work safely with instruments that emit ionising radiation
MSL952002A	Handle and transport samples or equipment
MSL953001A	Receive and prepare samples for testing
MSL963001A	Operate basic handblowing equipment
MSL963002A	Repair glass apparatus using simple glassblowing equipment
MSL973001A	Perform basic tests
MSL973002A	Prepare working solutions
MSL973003A	Prepare culture media
MSL973004A	Perform aseptic techniques
MSL973005A	Assist with fieldwork
MSL973006A	Prepare trial batches for evaluation
MSL973007A	Perform microscopic examination
Group I Elective Units	
SITHACS006B	Clean premises and equipment
SITHCCC001B	Organise and prepare food
SITHCCC002A	Present food
SITHCCC003B	Receive and store kitchen supplies
SITHCCC004B	Clean and maintain kitchen premises
SITHCCC005A	Use basic methods of cookery
SITHACS007B	Launder linen and guest clothes

SITHCCC008A	Prepare stocks, sauces and soups
SITHCCC009A	Prepare vegetables, fruit, eggs and farinaceous dishes
SITHCCC016A	Develop cost-effective menus
SITHCCC030A	Package prepared foodstuffs
SITHCCC033B	Apply catering control principles
SITXFSA001A	Implement food safety procedures
SITXFSA003A	Transport and store food in a safe and hygienic manner
SITXOHS002A	Follow workplace hygiene procedures
Group J Elective Units	
PSPPROC303A	Carry out basic procurement
RIISAM203A	Use hand and power tools
BSBITS401A	Maintain business technology
CPPSEC2004A	Respond to security risk situation
CPPSEC3003A	Determine response to security risk situation
FPICOT2204A	Maintain chainsaws
FPICOT2206A	Cross cut materials with a hand-held chainsaw
NWP229B	Repair minor structures
AHCARB205A	Operate and maintain chainsaws*
SRCAQU001B	Monitor pool water quality
SRCAQU004B	Maintain pool water quality
TLIA2022A	Participate in stocktakes
TLID1001A	Shift materials safely using manual handling methods