



**Australian Government**

# **BSB30515 Certificate III in Business Administration (International Education)**

**Release 4**

## BSB30515 Certificate III in Business Administration (International Education)

### Modification History

Release	Comments
Release 4	This version first released with BSB Business Services Training Package Version 5.0. Version created to update Elective Unit list.
Release 3	This qualification first released with BSB Business Services Training Package Version 3.0. Version created to update codes and titles in unit list.
Release 2	This version released with BSB Business Services Training Package Version 2.0. Version created to update unit list.
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

### Qualification Description

This qualification is suitable for individuals working in international education administration who apply a broad range of competencies using some discretion and judgement and relevant theoretical knowledge. They 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 = 12

**5 core units** plus

**7 elective units, of which:**

- 5 elective units must be selected from the elective units listed below
- 2 elective units may be selected from the elective units listed below, or any currently endorsed Training Package or accredited course at the same qualification level
- if not listed below, 1 unit 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

##### **BSBDIV301 Work effectively with diversity**

BSBEDU301 Assist with monitoring compliance in international education services

BSBEDU302 Assist in resolution of issues and incidents in an international education environment

BSBIND302 Work effectively in the international education services industry

BSBITU306 Design and produce business documents

#### Elective Units

BSBADM307 Organise schedules

BSBADM311 Maintain business resources

BSBADM405 Organise meetings

BSBADM406 Organise business travel

BSBCUS301 Deliver and monitor a service to customers

BSBEDU303 Assist with the provision of international education information

BSBEDU304 Assist with the provision of pastoral care services to international students

BSBEDU305 Assist with international education events and programs

BSBFIA301 Maintain financial records

BSBINM301 Organise workplace information

BSBITU212 Create and use spreadsheets

BSBITU311 Use simple relational databases

BSBITU312 Create electronic presentations

BSBITU307 Develop keyboarding speed and accuracy

BSBITU309 Produce desktop published documents

BSBMKG401 Profile the market

BSBRKG402 Provide information from and about records

BSBSUS401 Implement and monitor environmentally sustainable work practices

BSBWRT301 Write simple documents

BSBWHS301 Maintain workplace safety

BSBWHS307 Apply knowledge of WHS laws in the workplace

CHCADV001 Facilitate the interests and rights of clients

ICTICT103 Use, communicate and search securely on the internet

## **Qualification Mapping Information**

Supersedes and is equivalent to BSB30507 Certificate III in Business Administration (International Education).

## **Links**

Companion Volume Implementation Guides are available from VETNet -

<https://vetnet.education.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10>