



Australian Government

BSBSS00120 Administrative Assistant Skill Set

Release: 1

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Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 7.0.

Description

This skill set addresses the skills and knowledge to assist administrative functions for a range of purposes required within an organisation.

Pathways Information

Units from this skill set can contribute to credit towards BSB30120 Certificate III in Business (Business Administration).

Licensing/Regulatory Information

No licensing, legislative or certification requirements apply to this skill set at the time of publication.

Skill Set Requirements

BSBFIN302 Maintain financial records
BSBOPS301 Maintain business resources
BSBOPS303 Organise schedules
BSBPUR301 Purchase goods and services

Target Group

This skill set is for individuals who are required to perform and assist with administrative tasks within an organisation.

Suggested words for Statement of Attainment

These units of competency from the BSB Business Services Training Package meet industry requirements for individuals who are required to assist administrative functions in a workplace.