

# Certificate III in Business Administration (Education) BSB30907

## Overview

This qualification reflects the role of individuals who apply a broad range of administrative competencies in an educational or school support work context, using some discretion and judgement. They may provide technical advice and support to a team.

## Qualification Requirements

**Total number of units = 13**

**2 core units** as listed below

BSBITU307A	Develop keyboarding speed and accuracy
BSBOHS201A	Participate in OHS processes
OR	
BSBOHS306B	Contribute to implementing emergency prevention activities and response procedures

Plus **5 education administration units** selected from the education administration units listed below including either:

BSBIND301A Work effectively in an educational environment OR  
TAAENV401A Work effectively in vocational education and training

BSBIND301A	Work effectively in an educational environment OR
TAAENV401A	Work effectively in vocational education and training
BSBADM405B	Organise meetings
BSBADM406B	Organise business travel
BSBCUS301A	Deliver and monitor a service to customers
BSBEBU401A	Review and maintain a website
BSBMKG408B	Conduct market research
CHCCS2C	Deliver and develop client service
CHCCS407A	Operate referral procedures
CHCCHILD2C	Support the rights and safety of children within duty of care requirements



CULMS207B	Assist with the presentation of public activities and events
HLTFA301B	Apply first aid
ICAU1204B	Locate and use relevant on-line information
PSPETHC301B	Uphold the values and principles of the public service
PSPGOV314A	Contribute to conflict management
PSPLEGN301B	Comply with legislation in the public sector

Plus **1 elective unit** selected from the remaining administration units, the remaining educational administration units or the generic business elective units listed below or from an equivalent AQF qualification in the BSB07 Business Services Training Package or any other currently endorsed national Training Package. If not listed below, this 1 elective unit may be selected from a Certificate II or Certificate IV qualification.

BSBCUS301A	Deliver and monitor a service to customers
BSBDIV301A	Work effectively with diversity
BSBFIA301A	Maintain financial records
BSBADM302B	Produce texts from notes
BSBADM303B	Produce texts from audio transcription
BSBADM311A	Maintain business resources
BSBINM301A	Organise workplace information
BSBINM302A	Utilise a knowledge management system
BSBINM303A	Handle receipt and despatch of information
BSBINN201A	Contribute to workplace innovation
BSBCMM301A	Process customer complaints
BSBITU301A	Create and use databases
BSBITU305A	Conduct online transactions
BSBOHS407A	Monitor a safe workplace
BSBPRO301A	Recommend products and services
BSBSUS201A	Participate in environmentally sustainable work practices
BSBWOR204A	Use business technology
BSBWOR301A	Organise personal work priorities and development
BSBWOR302A	Work effectively as an off-site worker

