



## Customised Training Pty Ltd

BSB30907

### Certificate III in Business Administration (Education)

#### Course Overview

Certificate III in Business Administration (Education) reflects the role of individuals who perform 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

Upon successful completion of this course participants will be awarded the nationally recognised qualification Certificate III in Business Administration (Education) BSB30907.

#### Course Requirements

13 units of competency must be completed including 2 core units, 5 education administrative units, 5 administration units and 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.

CORE UNITS	
Code	Unit Title
BSBOHS201A	Participate in OHS processes
BSBITU307A	Develop keyboarding speed and accuracy

EDUCATION ADMINISTRATION UNITS (Complete all)	
Code	Unit Title
BSBIND301A	Work effectively in an educational environment
BSBADM405B	Organise meetings
BSBCUS301A	Deliver and Monitor a service to customers
CHCCHILD2C	Support the rights and safety of children within the duty of care requirements
ICAU1204B	Locate and use relevant on-line information

Administration Units (Complete all)	
Code	Unit Title
BSBADM307B	Organise Schedules
BSBITU306A	Design and produce business documents
BSBWRT301A	Write simple documents
BSBADM311A	Maintain business resources
BSBINM301A	Organise workplace information
BSBWOR301A	Organise personal work priorities and development

The above elective units are a guide only. Our experienced and highly qualified training staff will be able to conduct a Training Needs Analysis and indicate elective units appropriate to the individual's vocational aspirations.



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### Vocational Outcomes

Job roles and titles vary across different industry sectors. Possible job titles relevant to this qualification include Education Program Support Worker, School Support Officer, Student Recruitment and Admission Assistant, Student Services Officer, Student Support Assistant.

### Develop your Employability Skills

The development of Employability Skills is integrated into the delivery and assessment of this qualification. Employability Skills are skills that apply across a variety of jobs and life contexts. There are eight Employability Skills: communication, teamwork, problem solving, initiative and enterprise, planning and organising, self-management, learning, and technology. The Employability Skills Summary lists the elements of each skill that have been identified for this qualification. The summary can be downloaded from <http://employabilityskills.training.com.au/>

### Delivery Strategy

Customised Training offers a variety of delivery options including classroom based and on-the-job, allowing participants the freedom to complete this qualification at their own pace under the guidance of one of our trainers. Participants will also be required to complete written assessment tasks.

### Prerequisites

No formal learning is required for this qualification; however participants are to be employed in a position relevant to the qualification or will need to arrange a suitable practical placement.

### Learning Pathway

Customised Training encourages you to continue learning through either formal or informal pathways. Informal ways of learning include finding a mentor, becoming a member of your industry association or participating in short courses. The formal pathway for this qualification is the Certificate IV in Business Administration (BSB40507) or you may want to consider a higher education degree or diploma. A helpful career website to refer to is [www.myfuture.gov.au](http://www.myfuture.gov.au)

### Recognition of Prior Learning/ Recognition of Current Competency

Recognition of Prior Learning/ Recognition of Current Competency enable a participant to receive recognition for the current skills, knowledge and experience they possess regardless of where the learning was obtained. These skills can be gained from:

- Previous study
- Work experience
- General life experience
- Prior qualifications and/or results

RPL/RCC ensures the knowledge and skills previously gained are applied to the qualification criteria. RPL/RCC can assist in identifying what training may be required to complete the qualification, avoiding any unnecessary training.

Participants are encouraged to discuss possible RPL/RCC application prior to commencement of training

**For more information, please contact CTCS today.**

### Customised Training Pty Ltd

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