

# BSB30415 Certificate III in Business Administration

## Packaging Rules: 2 Core Units PLUS 11 Elective Units

(7 elective units must be selected from the Group A units listed below. 4 elective units may be selected from the Group A or Group B elective units listed below, or any currently endorsed Training Package or accredited course at the same qualification level. If not listed below, 2 of the electives units may be selected from a Certificate II or Certificate IV qualification.)

| Core Unit Codes     | Core Unit Title                                    | Task Types  | Available |
|---------------------|--|---|-----------|
| BSBITU307           | Develop keyboarding speed and accuracy             | Task 1 – Practical: Produce a Word Processed Document<br>Task 2 – Theory: Short Answer Questions<br>Task 3 – Practical: Proofread   | ✓         |
| BSBWHS201           | Contribute to health and safety of self and others | Task 1 – Observation and Questioning<br>Task 2 – Practical: Implement Workplace Safety Requirements<br>Task 3 – Project: Participate in WHS Consultative Processes<br>Task 4 – Theory: Follow Safety Procedures<br>Task 5 – Evidence Record | ✓         |
| Elective Unit Codes | Elective Unit Title                                | Task Types  | Available |
| <b>Group A</b>      |  |   |           |
| BSBADM307           | Organise schedules                                 | Task 1 – Theory: Short Answer Questions<br>Task 2 – Practical: Manage Schedules<br>Task 3 – Evidence Record   | ✓         |
| BSBFIA303           | Process accounts payable and receivable            | Task 1 – Practical: Short Answer Tasks<br>Task 2 – Practical: Entries<br>Task 3 – Evidence Record   | ✓         |
| BSBFIA304           | Maintain a general ledger                          | Task 1 – Theory: Short Answer Questions<br>Task 2 – Practical: Enter Data Accurately<br>Task 3 – Practical: General Entry and Journal Relationship<br>Task 4 – Practical: Trial Balance<br>Task 5 – Practical: Tracking Errors              | ✓         |
| BSBITU302           | Task 5 – Practical: Tracking Errors                | Task 1 – Theory: Short Answer Questions<br>Task 2 – Practical: Develop your presentation<br>Task 3 – Observation: Demonstration of Skills<br>Task 4 – Evidence Record   | ✓         |
| BSBITU303           | Design and produce text documents                  | Task 1 – Practical: Design a Promotional Mail Out<br>Task 2 – Practical: Produce a Letter<br>Task 3 – Practical: Produce a Weekly Report<br>Task 4 – Evidence Record  | ✓         |

## Qualification Mapping

| Elective Unit Codes | Elective Unit Title                        | Task Types  | Available |
|---------------------|--|---|-----------|
| BSBITU304           | Produce spreadsheets                       | Task 1 – Practical: Format a Spreadsheet and Use<br>Task 2 – Practical: Format a Spreadsheet and Use Formulas<br>Task 3 – Practical: Profit/Loss Spreadsheet and Calculations<br>Task 4 – Practical: Create Charts<br>Task 5 – Evidence Record  | ✓         |
| BSBITU306           | Design and produce business documents      | Task 1 – Practical: Design Business Documents<br>Task 2 – Practical: Produce the Documents<br>Task 3 – Evidence Record  | ✓         |
| BSBWRT301           | Write simple documents                     | Task 1 – Practical: Plan and Draft Document<br>Task 2 – Practical: Review and Finalise Document<br>Task 3 – Evidence Record   | ✓         |
| <b>Group B</b>      |  |   |           |
| BSBADM311           | Maintain business resources                | Task 1 – Theory: Short Answer Questions<br>Task 2 – Project: Maintain Business Resources<br>Task 3 – Evidence Record  | ✓         |
| BSBCMM301           | Process customer complaints                | Task 1 – Theory: Short Answer Questions<br>Task 2 – Skills Practice: Resolving Complaints<br>Task 3 – Evidence Record   | ✓         |
| BSBCUS301           | Deliver and monitor a service to customers | Task 1 – Theory: Short Answer Questions<br>Task 2 – Role Play: Delivering Service to Customers<br>Task 3 – Project: Monitoring Service Delivery<br>Task 4 – Evidence Record   | ✓         |
| BSBDIV301           | Work effectively with diversity            | Task 1 – Quiz<br>Task 2 – Role Play<br>Task 3 – Practical: Organisational Diversity Policies<br>Task 4 – Short Answer Questions<br>Task 5 – Evidence Record   | ✓         |
| BSBFIA301           | Maintain financial records                 | Task 1 – Theory: Organisational Policies and Procedures<br>Task 2 – Practical: Prepare and Process Banking Documents<br>Task 3 – Practical: Prepare and Process Invoices for Payment<br>Task 4 – Practical: Prepare Journal Entries<br>Task 5 – Practical: Process Petty Cash Transactions<br>Task 6 – Practical: Trial Balance<br>Task 7 – Evidence Record | ✓         |
| BSBINM301           | Organise workplace information             | Task 1 – Theory: Short Answer Questions<br>Task 2 – Practical: Produce Document<br>Task 3 – Practical: Collection Process<br>Task 4 – Evidence Record   | ✓         |

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|---------------------|--|--|-----------|
| BSBINN201           | Contribute to workplace innovation   | Task 1 – Theory: Short Answer Questions<br>Task 2 – Project: Report on Innovation<br>Task 3 – Evidence Record<br>Task 4 – Skills Practice: Presentation and Discussion   | ✓         |
| BSBITU305           | Conduct online transactions  | Task 1 – Theory: Short Answer Questions<br>Task 2 – Practical: Conduct Online Transactions<br>Task 3 – Evidence Record   | ✓         |
| BSBPRO301           | Recommend products and services  | Task 1 – Theory: Short Answer Questions<br>Task 2 – Role Play: Prepare and Provide Advice<br>Task 3 – Evidence Record  | ✓         |
| BSBSUS201           | Participate in environmentally sustainable work practices                                    | Task 1 – Practical: Identify Current Resource Use<br>Task 2 – Practical: Comply with Environmental Regulations<br>Task 3 – Theory: Seek Opportunities to Improve Resource Efficiency<br>Task 4 – Evidence Record   | ✓         |
| BSBWOR204           | Use business technology  | Task 1 – Theory: Short Answer Questions<br>Task 2 – Practical: Process and Organise Data<br>Task 3 – Practical: Maintain Technology<br>Task 4 – Evidence Record  | ✓         |
| BSBWOR301           | Organise personal work priorities and development  | Task 1 – Theory: Short Answer Questions<br>Task 2 – Practical: Complete a Work Schedule<br>Task 3 – Project: Coordinate Personal Skill Development and Learning<br>Task 4 – Role Play: Request and Receive Feedback<br>Task 5 – Evidence Record                              | ✓         |
| BSBWHS401           | Implement and monitor WHS policies, procedures and programs to meet legislative requirements | Task 1 – Theory: Policy and Legislation<br>Task 2 – Theory: Participative Arrangements<br>Task 3 – Practical: Planning Training<br>Task 4 – Practical: Managing Hazards and Risks<br>Task 5 – Presentation: Provision of Information to the Team<br>Task 6 – Evidence Record | ✓         |

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