



### BSB30107

Qualification Rules: -

- Total number of units required = 12
- 1 core unit, plus 7 elective units, plus
- Another four (4) units which may be selected from any of the units listed below. A maximum of 2 of the 4 units may be selected from Certificate IV or 1 unit from Certificate II level.

CORE MODULES		
BSBOHS201A	Participate in OHS processes	OHS

ELECTIVE UNITS		
BSBADM311A	Maintain business resources	ADMIN
BSBINM301A	Organise workplace information	ADMIN
BSBINM302A	Utilise a knowledge management system	ADMIN
BSBINN301A	Promote innovation in a team environment	ADMIN
BSBWOR301A	Organise personal work priorities and development	ADMIN
BSBWRT301A	Write simple documents	ADMIN
BSBCUS301A	Deliver and monitor a service to customers	CUSTOMERS
BSBCMM301A	Process customer complaints	CUSTOMERS
BSBPRO301A	Recommend products and services	CUSTOMERS
BSBFIA301A	Maintain financial reports	FINANCIAL
BSBITU301A	Create and use databases	IT
BSBITU302A	Create electronic presentations	IT
BSBITU303A	Design and produce text documents	IT
BSBITU304A	Produce spreadsheets	IT
BSBITU306A	Design and produce business documents	IT
BSBITU309A	Produce desktop published documents	IT

ADDITIONAL UNITS		
BSBADM302B	Produce text from notes	ADMIN
BSBADM307B	Organise schedules	ADMIN
BSBFLM303C	Contribute to effective workplace relationships	ADMIN
BSBFIA302A	Process payroll	FINANCIAL
BSBFIA303A	Process accounts payable and receivable	FINANCIAL
BSBFIA304A	Maintain a general ledger	FINANCIAL
BSBITU307A	Develop keyboarding speed and accuracy	IT

The cost per qualification on a fee for service basis is \$2,000. Training can be delivered in a variety of modes including self paced trainer facilitated, supported distance and trainer led. If under a traineeship the cost is \$2,500 but employers may be eligible for Commonwealth funding.

**Vocational Outcomes** – This course can provide you with the skills needed to undertake further training or secure employment in roles such as Administration Assistant, Clerical Worker, Data Entry Operator, Information Desk Clerk, Office Junior or Receptionist.