



Candidate Information and Application Forms

BSB30407 Certificate III in Business Administration

You give this information to the candidate for them to read about the RPL process and to complete the appropriate forms.

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Descriptor

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

Job Roles

Job roles and titles vary across different industry sectors. Possible job titles relevant to this qualification include:

- Accounts Receivable Clerk
- Accounts Payable Clerk
- Clerk
- Data Entry Operator
- Junior Personal Assistant
- Receptionist
- Office Administration Assistant
- Office Administrator
- Word Processing Operator.

Qualification Pathways**Prerequisite requirements**

There are no prerequisite requirements for individual units of competency.

Pathways into the qualification

Preferred pathways for candidates considering this qualification include:

after achieving the BSB20107 Certificate II in Business or other relevant qualification/s

OR

providing evidence of competency in the majority of units required for the BSB20107 Certificate II in Business or other relevant qualification/s

OR

with some vocational experience assisting in a range of support roles without a formal business qualification.

Examples of indicative job roles for candidates seeking entry based upon their vocational experience include:

- Administration Assistant
- Clerical Worker
- Data Entry Operator
- Information Desk Clerk
- Office Junior
- Receptionist.

This breadth of expertise would equate to the competencies required to undertake this qualification.

Pathways from the qualification

After achieving the BSB30407 Certificate III in Business Administration, candidates may undertake the BSB40507 Certificate IV in Business Administration, a qualification for those who work in a range of business environments and who contribute their technical skills and knowledge to supporting the work of a team or a range of other Certificate IV qualifications.

Licensing, Legislative, Regulatory or Certification Considerations

There is no direct link between this qualification and licensing, legislative and/or regulatory requirements. However, where required, a unit of competency will specify relevant licensing, legislative and/or regulatory requirements that impact on the unit.

Tips and hints to help you prepare for recognition

To have skills formally recognised in the national system, assessors must make sure you have the skills and knowledge to meet the industry standard. This means you must be involved in a careful and comprehensive process that covers the content of all unit/s or qualification/s you can be recognised for.

Assessment happens in a variety of ways. Being prepared can save you valuable time and hassle and make the recognition process stress-free for you.

Here are some tips and hints for you:

Be prepared to talk about your job roles and your work history. Bring a resume or jot down a few points about where you have worked, either paid or unpaid, and what you did there.

Bring your position description and any performance appraisals you have from any training and assessment centres you have worked in.

Consider the possibilities for workplace contact. Are you in a workplace that is supporting your goal to get qualified? Would you feel comfortable to have the assessor contact your workplace or previous workplaces so your skills can be validated?

Think about who can confirm your skill level. Think about current or recent supervisors who have seen you work in the past 18 months and will be able to confirm your skills. The assessor will need to contact them. You may also have community contacts or even clients themselves who can vouch for your skill level.

Collect any certificates from in-house training or formal training you have done in the past.

You can speak with your training organisation about other ways you can show your skills in the vocational training and education industry. These could be letters from employers, records of your professional development sessions, employers or clients in related industries or government agencies, acknowledgements, workplace forms (as long as they don't show client details) or other relevant documents.

Steps in the RPL process

Step 1 – Provide information of your skills and experience

Complete the attached forms and provide as much information of your previous experience in the training and assessment or VET industry as you can. This is your first opportunity (and not the last) to provide proof of your variety of experience in the industry. Here you can supply examples of your work history which could include:

- brief CV or work history
- certificates/results of assessment
- certificates/results of assessment – interstate/overseas
- certificates/results of assessment – universities
- results/statement of attendance/ certificates – vendor training courses
- results/statement of attendance/ certificates – in house courses
- results/statement of attendance/ certificates – workshops, seminars, symposiums, etc
- (If Defence Personal, RAAF, Army or Navy) Copy of PM Keys showing Course attended, qualifications received, posting and rank promotions.
- industry awards
- membership of relevant professional associations
- learning resources developed (including electronic forms: videos, MP4s, DVDs...)
- minutes of industry network meetings
- quality system documents
- audit reports and documents
- marketing information
- minutes of meetings where leadership and teamwork are evident
- attendance and enrolment forms
- diaries/task sheets/job sheets/log books
- feedback forms and comments
- references/letters from previous employers/supervisors
- hobbies/interests/special skills outside work
- any other documentation that may demonstrate industry experience (list)

You will also need to supply contact details of one or two work referees who can confirm your skills in the industry.

Step 2 – Conversation with Assessor

An assessor will review the information you have provided (usually with you) and begin to match up your skills to the units/subjects in the qualification. At this point, you will have the opportunity to discuss and identify your previous experience with the assessor who will understand your industry experience and conduct a competency conversation with you. You will be required to answer training and assessment related questions to identify your current skills.

Step 3 – Practical demonstration of your skills

The assessor will conduct a practical skills test at your workplace (if appropriate) or at another suitable venue. This, again, is an opportunity to demonstrate your level of competence. This assessment will be focussed on skills that are required in the qualification. Your assessor will identify the skills that he/she will want you to demonstrate.

Further steps

After the assessment, your assessor will give you information about the skills that have been recognised and whether you have gained the full qualification. If you do have skill gaps, these may be addressed through flexible training.

Cost

Administration Cost	\$	100
If applicant enrolls in the 13 units the Administration will not apply.		
Cost of RPL per unit	\$	140
Full Qualification without RPL.....	\$	1,950
Full Qualification with RPL.....	\$	900
Extra cost per unit for any required Gap Training	\$	110
(All training resources are included in the training costs. Gap training is done with E Learning)		

Skilling Solutions Queensland may pay \$500 towards your RPL

Employability Skills give you a general outline of what is required for the BSB30407 Certificate III in Business Administration

The following table contains a summary of the Employability Skills required by industry for the BSB30407 Certificate III in Business Administration. The Employability Skills facets described here are broad industry requirements that may vary depending on qualification packaging options.

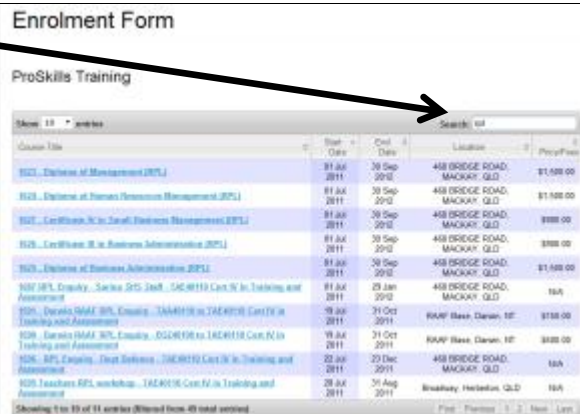
Employability Skill	Industry requirements for this qualification include:
Communication	clearly communicating workplace information to others (verbal and non-verbal)
	communicating sensitively in a cross-cultural context
	communicating with colleagues and clients to handle verbal enquiries such as clarifying instructions and responding to requests for information
	communicating with people who speak languages other than English
	interpreting needs of clients (internal or external)
	interpreting the needs of customers
	reading and interpreting workplace related documentation
	writing to audience needs
Teamwork	applying knowledge of own role to complete activities efficiently to support team activities and tasks
	working in a team of people to provide office administration services
	working with diverse individuals and groups
Problem solving	developing practical responses to common breakdowns in workplace systems and procedures
	rectifying discrepancies or errors in documentation and transactions
	taking action to resolve concerns
Initiative and enterprise	adapting to new and emerging situations in the workplace
	being proactive and creative in responding to workplace problems, changes and challenges
Planning and organising	allocating resources to workplace tasks and requirements
	collecting, analysing and organising workplace data
	identifying risk factors and taking action to minimise risk
	organising meeting schedules for clients and colleagues and negotiating alternative arrangements
	planning for contingencies
	planning information and documentation requirements
	utilising or determining required resources
Self-management	following workplace documentation such as codes of practice or operating procedures
	projecting a professional image when representing the organisation
	setting own work program and managing time to ensure tasks are done on time
	taking personal responsibility at the appropriate level
	working ethically when dealing with financial transactions
Learning	maintaining continuous learning by seeking out opportunities for improvement and developing new skills
	seeking assistance and expert advice
Technology	using business related technology safely (OHS)
	using business technology such as software programs for word processing spreadsheets, presentation and scheduling

To Enrol or enquire go to
www.proskills.com.au

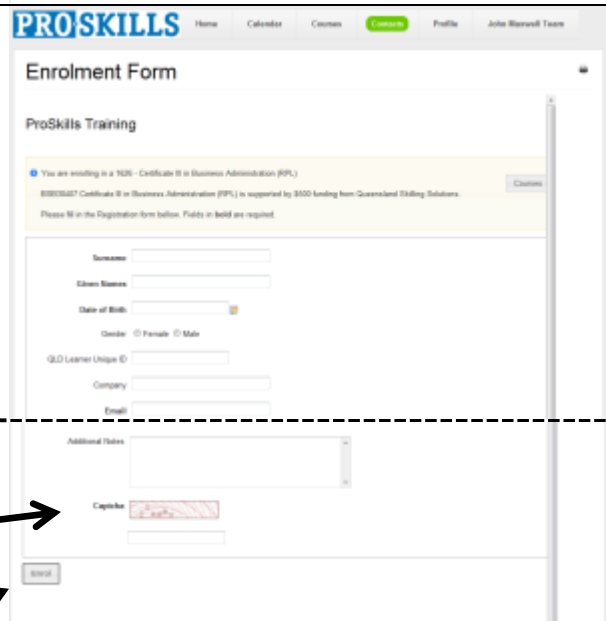


Click on Course List

In the SEARCH box type RPL then select the Qualification you want to Apply for RPL in.



Complete the Enrolment form.



When you are completing the Captcha note that this is a single digit number and then a simple word with the first letter ad Capital

Once you have completed all details click on Enrol.

BSB30407 Certificate III in Business Administration

Candidate Name: _____ Date Completed: _____

How often do you perform the following?

Unit Code	Unit Title	I have performed these tasks		
		Frequently	Sometimes	Never
Core Units				
BSBITU307A	Develop keyboarding speed and accuracy			
BSBOHS201A	Participate in OHS processes			
BSBWRT301A	Write simple documents			
BSBSUS301A	Implement and monitor environmentally sustainable work practices			
BSBITU303A	Design and produce text documents			
BSBITU306A	Design and produce business documents			
BSBADM307B	Organise schedules			
BSBITU304A	Produce spreadsheets			
BSBWOR204A	Use business technology			
BSBFIA301A	Maintain financial records			
BSBFIA302A	Process payroll			
BSBFIA303A	Process accounts payable and receivable			
BSBFIA304A	Maintain a general ledger			

Candidate Signature: _____ Date: _____

Evidence required on how you:**BSBITU307A – Develop keyboarding speed and accuracy**

Use safe work practices

Identify and develop keyboard skills

Check accuracy

Critical aspects for assessment and evidence required to demonstrate competency in this unit

Evidence of the following is essential:

- producing word processed documents
- typing with 98% accuracy assessed under test conditions in line with the current version of AS 2708:2001 Keyboarding speed tests (ProSkills will conduct a typing test)
- knowledge of relevant legislation

BSBOHS201A – Participate in OHS processes

Work safely
Implement workplace safety requirements
Participate in OHS consultative processes
Follow safety procedures

BSBWRT301A – Write simple documents

Plan document
Draft document
Review document
Write final document

BSBSUS301A – Implement and monitor environmentally sustainable work practices

Investigate current practices in relation to resource usage
Set targets for improvements
Implement performance improvement strategies
Monitor performance

BSBITU303A – Design and produce text documents

Prepare to produce word processed documents
Design word processed documents
Add tables and other data
Produce text documents

BSBITU306A – Design and produce business documents

Select and prepare resources

Design document

Produce document

Finalise document

BSBADM307B – Organise schedules

Establish schedule requirements

Manage schedules

BSBITU304A – Produce spreadsheets

Select and prepare resources
Plan spreadsheet design
Create spreadsheet
Produce simple charts
Finalise spreadsheets

BSBWOR204A – Use business technology

Select and use technology
Process and organise data
Maintain technology

BSBFIA301A – Maintain financial records

Maintain daily financial records
Maintain general ledger
Monitor cash control

BSBFIA302A – Process payroll

Record payroll data
Prepare payroll
Handle payroll enquiries

BSBFIA303A – Process accounts payable and receivable

Maintain financial journal systems
Prepare bank reconciliations
Maintain accounts payable and accounts receivable systems
Process payments for accounts payable
Prepare statements for accounts receivable
Follow up outstanding accounts

BSBFIA304A – Maintain a general ledger

Process journal entries
Prepare a trial balance

RPL application form

Applicant Details:

1. Occupation you are seeking recognition in		
2 Personal Details		
Surname		
Preferred Title (Mr, Mrs, Ms, Miss)		
First Name/s		
Any other name used		
Home Address		
Postal address if different from above		
Telephone Numbers	Home:	Work:
	Mobile:	Fax:
Date of Birth	/ /	
Gender	MALE / FEMALE	
Age		
Are you a permanent Resident of Australia	YES / NO	
3 Current Employment		
Are you currently employed?	YES / NO	
If yes. Position currently in.		
Employer	
If Yes, in which occupation are you currently employed?		
Who is your current employer?		
4. Armed Forces details (If Applicable)		
Branch of Service		
Trade classification on discharge		

5. Further Training	
Have you undertaken any training courses related to the occupation applied for?	YES / NO
If Yes	
What occupation were you trained in?	
Training completion Date (month, year)	
Country where you trained	
Name of course and institution (if applicable)	
6. Is there any further information you wish to give in support of your application?	
7. Professional Referees (relevant to work situation)	
Name Position Organisation Phone Number Mobile Number Email Address	
Name Position Organisation Phone Number Mobile Number Email Address	
Name Position Organisation Phone Number Mobile Number Email Address	
Name Position Organisation Phone Number Mobile Number Email Address	

Applicant Employment History Form

Name, Address and Phone number of Employers	Period of Employment (DD/MM/YYYY)		Position Held	Full Time Part-time Casual	Description of Major Duties
	From	To			
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					

Attach additional sheet if required

If you are including documents in your application, please provide a brief description below

Supporting evidence	Tick the items you can provide	Year completed	Office Use Only – assessor to use this section to align documents to specific units of competency and identify key questions for competency conversation
Brief CV or Work History			
Certificates/Results of Assessment			
Certificates/Results of Assessment – interstate/overseas			
Certificates/Results of Assessment – universities Results/Statement of Attendance/ Certificates – vendor training courses			
Results/Statement of Attendance/ Certificates – in house courses			
Results/Statement of Attendance/ Certificates – workshops, seminars, symposiums, etc			
Results/Statements of Attendance/ Certificates – club courses e.g. first aid, Surf Life Saving			
Industry awards			
Membership of relevant professional associations			

Our Mission:

- 1. We add value to someone everyday**
- 2. Everyday we will smile**

To enquire for a course with ProSkills Pty Ltd
go to web page:

www.proskills.com.au

or phone 07 4953 1588

Go to our Web page to see how we can help your Career

