

BSB30415

Certificate III in Business Administration

training—where knowledge + health meet

AMA Skills Training is a business unit of Australian Medical Association (South Australia) Inc., which is the peak representative body for the medical profession formed in 1879. AMA Skills Training is a Registered Training Organisation (RTO No. 40880) under ASQA Standards for Registered Training Organisations (RTOs) 2015.

We were established to develop and deliver training specifically for the Primary Health Care sector and to issue parchments/certificates and statements of attainment for nationally accredited qualifications and units of competency.

All our courses are based on a blended delivery:-

- ▶ face to face
- ▶ self paced learning
- ▶ workplace learning
- ▶ webinars
- ▶ online
- ▶ RPL

Our flexible delivery focuses on practical components of study as well as real work situations with choices of delivery times.

Our delivery staff include members of the Health workforce who are practitioners with extensive and current experience in the health Industry.

Course Description

This qualification applies to a range of administrative roles in varied contexts. Individuals in these positions use some discretion and judgement and may provide technical advice and support to a team.

Occupational Titles

Occupational titles for these workers may include:-

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

Course Scope

This course is nationally recognised and requires 13 units for award of the qualification.

- ▶ 2 core units
- ▶ 11 elective units

Further information will be provided at the course induction session.

For more information please contact:

Training Manager

AMA House | 2nd Floor, 8/161 Ward Street | North Adelaide SA 5006

PO Box 134 | North Adelaide SA 5006

P | 8274 6062

F | 8274 6000

E | training@amaskillstraining.org.au

W | www.amaskillstraining.org.au



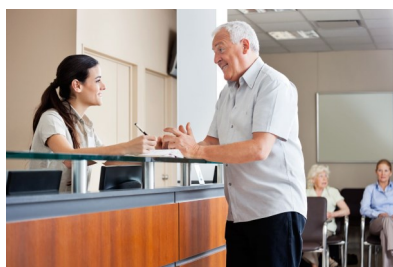
RTO No: 40880

BSB30415

Certificate III in Business Administration

Units of Competency

| Code | Title |
|-----------------------|--|
| Core Units | |
| BSBITU307 | Develop keyboarding speed and accuracy |
| BSBWHS201 | Contribute to health and safety of self and others |
| Elective Units | |
| BSBADM307 | Organise schedules |
| BSBFIA303 | Process accounts payable and receivable |
| BSBITU303 | Design and produce text documents |
| BSBITU304 | Produce spreadsheets |
| BSBITU306 | Design and produce business documents |
| BSBITU309 | Produce desktop published documents |
| BSBWRT301 | Write simple documents |
| BSBCMM301 | Process customer complaints |
| BSBCUS301 | Deliver and monitor a service to customers |
| BSBDIV301 | Work effectively with diversity |
| BSBWOR301 | Organise personal work priorities and development |



In partnership with AMA(SA) Inc & sapmea

For more information please contact:

Training Manager

AMA House | 2nd Floor, 8/161 Ward Street | North Adelaide SA 5006

PO Box 134 | North Adelaide SA 5006

P | 8274 6062

F | 8274 6000

E | training@amaskillstraining.org.au

W | www.amaskillstraining.org.au



RTO No: 40880