

**BSB30415 Certificate III in Business Administration – UNIT CHOOSER FORM**

[Full qualification = 2 Core Units + 11 Elective Units]

Trainee Name: \_\_\_\_\_

Date: \_\_\_\_\_

<b>CORE Units (2 units out of 2 to be marked)</b>	<b>RPL or Credit Transfer (CT) or Study Unit – please tick your preference</b>		
BSBITU307 Develop keyboarding speed and accuracy - What version of Word do you use? <input type="checkbox"/> 2007 <input type="checkbox"/> 2010 <input type="checkbox"/> 2013 <input type="checkbox"/> 2016	RPL <input type="checkbox"/>	CT <input type="checkbox"/>	Study Unit <input type="checkbox"/>
BSBWH5201 Contribute to health and safety of self and others	RPL <input type="checkbox"/>	CT <input type="checkbox"/>	Study Unit <input type="checkbox"/>
<b>ELECTIVE Units – GROUP A (7 units to be ticked)</b>			
BSBADM307 Organise schedules (General administration focus)	RPL <input type="checkbox"/>	CT <input type="checkbox"/>	Study Unit <input type="checkbox"/>
BSBFIA302 Process payroll (Financial administration focus)	RPL <input type="checkbox"/>	CT <input type="checkbox"/>	Study Unit <input type="checkbox"/>
BSBFIA303 Process accounts payable and receivable (Financial administration focus)	RPL <input type="checkbox"/>	CT <input type="checkbox"/>	Study Unit <input type="checkbox"/>
BSBFIA304 Maintain a general ledger (Financial administration focus)	RPL <input type="checkbox"/>	CT <input type="checkbox"/>	Study Unit <input type="checkbox"/>
BSBITU312 Create electronic presentations (using PowerPoint) (IT focus) - What version of PowerPoint do you use? <input type="checkbox"/> 2010 <input type="checkbox"/> 2013 <input type="checkbox"/> 2016	RPL <input type="checkbox"/>	CT <input type="checkbox"/>	Study Unit <input type="checkbox"/>
BSBITU313 Design and produce digital text documents (IT focus) - What version of Office do you use? <input type="checkbox"/> 2010 <input type="checkbox"/> 2013 <input type="checkbox"/> 2016	RPL <input type="checkbox"/>	CT <input type="checkbox"/>	Study Unit <input type="checkbox"/>
BSBITU314 Design and produce spreadsheets (using Excel) (IT focus) - What version of Excel do you use? <input type="checkbox"/> 2010 <input type="checkbox"/> 2013 <input type="checkbox"/> 2016	RPL <input type="checkbox"/>	CT <input type="checkbox"/>	Study Unit <input type="checkbox"/>
BSBITU306 Design and produce business documents (IT focus) - What version of Office do you use? <input type="checkbox"/> 2007 <input type="checkbox"/> 2010 <input type="checkbox"/> 2013 <input type="checkbox"/> 2016	RPL <input type="checkbox"/>	CT <input type="checkbox"/>	Study Unit <input type="checkbox"/>
BSBITU309 Produce desktop published documents (using Publisher) (IT focus) - What version of Publisher do you use? <input type="checkbox"/> 2007 <input type="checkbox"/> 2010 <input type="checkbox"/> 2013 <input type="checkbox"/> 2016	RPL <input type="checkbox"/>	CT <input type="checkbox"/>	Study Unit <input type="checkbox"/>
BSBWRT301 Write simple documents (General writing focus)	RPL <input type="checkbox"/>	CT <input type="checkbox"/>	Study Unit <input type="checkbox"/>
<b>ELECTIVE Units – GROUP B (4 units to be ticked – these 4 can be either from this Group B below or from any remaining units in Group A above)</b>			
BSBADM302 Produce texts from notes (General administration focus)	RPL <input type="checkbox"/>	CT <input type="checkbox"/>	Study Unit <input type="checkbox"/>
BSBADM303 Produce texts from audio transcription (General administration focus)	RPL <input type="checkbox"/>	CT <input type="checkbox"/>	Study Unit <input type="checkbox"/>
BSBADM311 Maintain business resources (General administration focus)	RPL <input type="checkbox"/>	CT <input type="checkbox"/>	Study Unit <input type="checkbox"/>
BSBCMM301 Process customer complaints (Interpersonal communication focus)	RPL <input type="checkbox"/>	CT <input type="checkbox"/>	Study Unit <input type="checkbox"/>

**BSB30415 Certificate III in Business Administration – UNIT CHOOSER FORM**

[Full qualification = 2 Core Units + 11 Elective Units]

BSBCUS301 Deliver and monitor a service to customers (Customer service focus)	RPL <input type="checkbox"/>	CT <input type="checkbox"/>	Study Unit <input type="checkbox"/>
BSBDIV301 Work effectively with diversity (Diversity focus)	RPL <input type="checkbox"/>	CT <input type="checkbox"/>	Study Unit <input type="checkbox"/>
BSBFIA301 Maintain financial records (Financial administration focus)	RPL <input type="checkbox"/>	CT <input type="checkbox"/>	Study Unit <input type="checkbox"/>
BSBINM301 Organise workplace information (Information management focus)	RPL <input type="checkbox"/>	CT <input type="checkbox"/>	Study Unit <input type="checkbox"/>
BSBINM302 Utilise a knowledge management system (Information management focus)	RPL <input type="checkbox"/>	CT <input type="checkbox"/>	Study Unit <input type="checkbox"/>
BSBINM303 Handle receipt and despatch of information (Information management focus)	RPL <input type="checkbox"/>	CT <input type="checkbox"/>	Study Unit <input type="checkbox"/>
BSBINN201 Contribute to workplace innovation (Innovation focus)	RPL <input type="checkbox"/>	CT <input type="checkbox"/>	Study Unit <input type="checkbox"/>
BSBITU311 Use simple relational databases (using Access) (IT focus) - What version of Access do you use? <input type="checkbox"/> 2010 <input type="checkbox"/> 2013 <input type="checkbox"/> 2016  If you don't use Access you can still undertake this unit using whichever database software you have as only the screenshots will be different, the concepts similar.	RPL <input type="checkbox"/>	CT <input type="checkbox"/>	Study Unit <input type="checkbox"/>
BSBITU315 Purchase goods and services online (IT focus)	RPL <input type="checkbox"/>	CT <input type="checkbox"/>	Study Unit <input type="checkbox"/>
BSBPRO301 Recommend products and services (Product skills and advice focus)	RPL <input type="checkbox"/>	CT <input type="checkbox"/>	Study Unit <input type="checkbox"/>
BSBSUS201 Participate in environmentally sustainable work practices (Sustainability focus)	RPL <input type="checkbox"/>	CT <input type="checkbox"/>	Study Unit <input type="checkbox"/>
BSBWOR204 Use business technology (IT focus) What version of Office do you use? <input type="checkbox"/> 2007 <input type="checkbox"/> 2010 <input type="checkbox"/> 2013 <input type="checkbox"/> 2016	RPL <input type="checkbox"/>	CT <input type="checkbox"/>	Study Unit <input type="checkbox"/>
BSBWOR301 Organise personal work priorities and development (Workplace effectiveness focus)	RPL <input type="checkbox"/>	CT <input type="checkbox"/>	Study Unit <input type="checkbox"/>
BSBWOR302 Work effectively as an off-site worker (Workplace effectiveness focus)	RPL <input type="checkbox"/>	CT <input type="checkbox"/>	Study Unit <input type="checkbox"/>
BSBWHS401 Implement and monitor WHS policies, procedures and programs to meet legislative requirements (WHS focus)	RPL <input type="checkbox"/>	CT <input type="checkbox"/>	Study Unit <input type="checkbox"/>

If you have already achieved alternative Elective Units through RPL, Credit Transfer or Study, please write/type those units below, include your Statement or Transcript in your email to us, and we will determine their eligibility for recognition towards this qualification.  
Only 2 alternative Cert II, III or IV level Elective Unit substitutions are permitted and they must be relevant to this qualification.

	RPL <input type="checkbox"/>	CT <input type="checkbox"/>	Study Unit <input type="checkbox"/>
	RPL <input type="checkbox"/>	CT <input type="checkbox"/>	Study Unit <input type="checkbox"/>