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.

What will I learn?
You will learn how to develop competence in exercising initiative in a business environment, organising workplace information, producing business documents, maintaining financial records, delivering and monitoring services to customers, participating in occupational health and safety processes, producing texts from notes, designing and developing business documents, creating electronic presentations and organising schedules.

Positions to consider:
- Accounts Receivable Clerk
- Accounts Payable Clerk
- Clerk
- Data Entry Operator
- Junior Personal Assistant
- Receptionist
- Office Administration Assistant
- Office Administrator
- Word Processing Operator

Who is this qualification for?
This qualification is for those who would like to improve their employment opportunities within the clerical and administrative environments. The qualification will see students prepare themselves for future higher duties in their current roles within business, or allow them the confidence and skills to break into the business administration industry.

Entry Requirements
There are no formal entry requirements for this qualification. You will be expected to have suitable language, literacy, numeracy and communication skills needed to undertake the qualification. Students are required to undertake a language, literacy and numeracy assessment.

Course Requirements
There are no course requirements for this qualification. A Statement of Attainment will be issued for any unit of competency if the full qualification is not completed.

“This training is delivered with Victorian and Commonwealth Government funding”
How can I study this qualification?
Cobram Community House only offers this qualification in a classroom environment with a minimum number of students.

Why study with CCH?
Cobram Community House is a not for profit organisation and we work with a range of students from across Australia from diverse backgrounds including migrants, job seekers and those returning to the workforce or further education.
Our Trainers are industry experts, and will work with you to ensure your training is directly related to your workplace or career aspirations.

Is what I know already taken into account?
YES - Your history of life and work experience as well as formal and informal training. This may be applied using the Recognition of Prior Learning (RPL) process. All students are offered RPL upon enrolment or commencement of training. Documentary evidence will be required.

Unit Selection

Core Units
BSBWHS201A Contribute to health and safety of self and others
BSBITU307A Develop Keyboard Speed and Accuracy

Elective Units
BSBCUS301B Deliver and monitor a service to customers
BSBDIV301A Work effectively with diversity
BSBITU301A Create and use databases
BSBWOR301B Organise personal work priorities and development

Administration Units
BSBITU304A Produce Spreadsheets
BSBWRT301A Write simple documents
BSBITU306A Design and produce business document
BSBITU303A Design and produce text documents
BSBITU302B Create electronic presentations
BSBFIA303A Process accounts payable and receivable
BSBFIA302A Process payroll

Contact Information

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More Information

Further information can be found on our website or by contacting us.