Got the Skills?

Get the Recognition for course 17807
Business Administration (Certificate III)

You don’t need to study what you already know! The skills, knowledge and experience you have gained from your previous learning, work experience and life in general may be taken into account. This is called recognition.

To apply for credit in one or more units you must clearly show that you have the equivalent and relevant skills, knowledge and experience of the unit or group of units.

Complete the relevant unit forms below, include your evidence and attach the Enrolment Adjustment Recognition form. Place this on top of your completed application as a cover sheet.

Keep a copy of all completed forms for your records.

Recognition for Unit of Competency forms

BSBOHS201A - Participate in OHS processes  
BSBITU307A - Develop keyboarding speed and accuracy  
BSBWOR204A - Use business technology  
BSBSUS201A - Participate in environmentally sustainable work practices  
BSBITU201A - Produce simple word processed documents  
BSBITU202A - Create and use simple spreadsheets  
BSBCUS301A - Deliver and monitor a service to customers  
BSBADM307B - Organise schedules  
BSBFIA302A - Process payroll  
BSBFIA303A - Process accounts payable and receivable  
BSBITU302B - Create electronic presentations  
BSBITU303A - Design and produce text documents  
BSBITU304A - Produce spreadsheets  
BSBWRT301A - Write simple documents  
BSBCMM201A - Communicate in the workplace  
BSBITU203A - Communicate electronically  
BSBITU301A - Create and use databases  
FNSICGEN305B - Maintain daily financial/business records

Can’t find the form you are looking for or need more help? Contact the Recognition Desk