Got the Skills?
**Get the Recognition for course 17810**
Business Administration (Medical) (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**

- BSBBOHS201A - Participate in OHS processes
- BSBITU307A - Develop keyboarding speed and accuracy
- BSBMED301B - Interpret and apply medical terminology
- BSBMED302B - Prepare and process medical accounts
- BSBMED303B - Maintain patient records
- BSBMED304B - Assist in controlling stocks and supplies
- BSBMED305B - Apply the principles of confidentiality
- 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
- BSBCUS301A - Deliver and monitor a service to customers
- BSBWOR204A - Use business technology
- BSBITU201A - Produce simple word processed documents
- BSBITU202A - Create and use spreadsheets
- BSBITU203A - Communicate electronically

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