

Certificate III in Business Administration (Medical)

Skills for Australia has recently published an updated version of the Business Services (BSB) Training Package, which includes a newer version of the Certificate III in Business Administration (Medical).

Clause 1.26 of the Standards for Registered Training Organisations (RTOs) states:

- a) where a training product on its scope of registration is superseded, all learners' training and assessment is completed and the relevant AQF certification documentation is issued or learners are transferred into its replacement...

The mapping information below and over page shows the relationship between your current course of study and the new qualification.

Qualification mapping		
	Superseded version	Replacement version
Training package	BSB Release 3, 27 September 2018	BSB Release 7, 19 October 2020
Qualification title	Certificate III in Business Administration (Medical)	Certificate III in Business (Medical Administration)
Code	BSB31115	BSB30120
Requirements	Students must complete 13 units: <ul style="list-style-type: none"> • 2 core units and • 11 elective units 	Students must complete 13 units: <ul style="list-style-type: none"> • 6 core units and • 7 elective units
Major changes	BSB31115 is superseded by and equivalent to BSB30120 Certificate III in Business <ul style="list-style-type: none"> • Amalgamated six qualifications including BSB31115 to create one qualification with one general and four specialist streams. • Changed total number of units, core and elective units. • Created elective groups and added specialisations 	

Teach out date

The teach-out period for this qualification has been [extended](#) to 18 months and will expire on **17 April 2022**. This is the date by which we must issue your qualification. You will need to have all assessment submitted at least one month prior to allow sufficient time for assessment, re-submission as/if necessary and processing to issue your qualification by this date.

Transition arrangements

- If your expected completion date is **before** the end of the teach-out period, you should continue with your current enrolment and complete by the expected date.
 - If, for any reason, you are unable to complete the course requirements by this date you will be issued with a statement of attainment for units achieved at that point.
 - You may choose to enrol in the new qualification version. Fees will apply and will be calculated to reflect individual circumstances.
 - Depending on the units you've completed, you will receive credit for **some** or **all** of these units in your new enrolment (see mapping advice over page).
- If your expected completion date is **after** the expiry date for the qualification UNEP will automatically transfer your enrolment to the new version at no charge.
 - The timing of your transfer will depend on individual circumstances.
 - Depending on the units you have completed at this point, you will receive credit for **some** or **all** of these units in your new enrolment (see mapping advice over page).
 - You **will** need to complete additional units to meet the requirements of the new qualification.

Mapping detail

The new qualification contains six core units. To complete the **Medical Administration** specialisation, students must complete the following elective units:

- 2 units from Group A
- 1 unit from Group B
- 4 units from Group F

The matrix below shows the relationship between units in your current course of study (left hand column) and units in the new qualification (centre column). Students who transition to the new qualification can claim credit for equivalent units completed within the last five years that fall within the new packaging rules. Please call a member of the program team for further advice.

BSB31115 Certificate III in Business Administration (Medical) (superseded version)	BSB30120 Certificate III in Business (Medical Administration) (replacement version)		Unit mapping
	BSBCRT311 Apply critical thinking skills in a team environment	Core	New unit. Full assessment required.
	BSBPEF201 Support personal wellbeing in the workplace	Core	New unit. Full assessment required.
	BSBSUS211 Participate in sustainable work practices	Core	New unit. Full assessment required.
	BSBTWK301 Use inclusive work practices	Core	New unit. Full assessment required.
	BSBXCM301 Engage in workplace communication	Core	New unit. Full assessment required.
	BSBWHS311 Assist with maintaining workplace safety	Core	New unit. Full assessment required.
BSBITU306 Design and produce business documents	BSBTEC301 Design and produce business documents	Group A elective	Updated and equivalent. Credit transfer
BSBITU312 Create electronic presentations	BSBTEC303 Create electronic presentations	Group A elective	Updated and equivalent. Credit transfer
BSBWRT301 Write simple documents	BSBWRT311 Write simple documents	Group A elective	Updated and equivalent. Credit transfer
BSBWOR301 Organise personal work priorities and development	BSBPEF301 Organise personal work priorities	Group B elective	Replaced. Full assessment required.
BSBMED301 Interpret and apply medical terminology appropriately	BSBMED301 Interpret and apply medical terminology appropriately	Group F elective	Not affected. No change. Credit transfer
BSBMED302 Prepare and process medical accounts	BSBMED302 Prepare and process medical accounts	Group F elective	Not affected. No change. Credit transfer
BSBMED303 Maintain patient records	BSBMED303 Maintain patient records	Group F elective	Not affected. No change. Credit transfer

BSBMED305 Apply the principles of confidentiality, privacy and security within the medical environment	BSBMED305 Apply the principles of confidentiality, privacy and security within the medical environment	Group F elective	Not affected. No change. Credit transfer
BSBMED304 Assist in controlling stocks and supplies	BSBMED304 Assist in controlling stocks and supplies	Group F elective	Not affected. No change. Credit transfer
BSBADM307 Organise schedules		NA	Equivalent unit not available in BSB30120
BSBITU307 Develop keyboarding speed and accuracy		NA	Equivalent unit not available in BSB30120
BSBWHS201 Contribute to health and safety of self and others		NA	Equivalent unit not available in BSB30120
BSBCUS301 Deliver and monitor a service to customers		NA	Equivalent unit not available in BSB30120