PATHWAYS

ENTRY
Certificate II

- BSB20115 Certificate II in Business AVU8

JOB OPTIONS
Office assistant

SKILLED
Certificate III

- BSB30115 Certificate III in Business AVR7
- OR
- BSB30415 Certificate III in Business Administration AVS2
- OR
- BSB31115 Certificate III in Business Administration (Medical) AVT3

JOB OPTIONS
Office clerk, Office assistant, Accounts clerk, Medical receptionist

Certificate III Traineeship

- BSB30115 Certificate III in Business AVR7
- OR
- BSB30415 Certificate III in Business Administration AVS2

Certificate IV

- BSB41015 Certificate IV in Human Resources AVT3

JOB OPTIONS
Payroll officer, Human resources assistant

SUPERVISORY
Certificate IV

- BSB50618 Diploma of Human Resources Management BDZ6

JOB OPTIONS
Human resources manager

- BSB51415 Diploma of Project Management AVW5

JOB OPTIONS
Project manager

- BSB51915 Diploma of Leadership and Management BEA0

JOB OPTIONS
Business manager, Sales team manager

- BSB40515 Certificate IV in Business Administration AVS9

- BSB42615 Certificate IV in New Small Business BEA1

- BSB42415 Certificate IV in Marketing and Communication A2J8

- BSB42215 Certificate IV in Marketing and Communication AVT3

- BSB42415 Certificate IV in Marketing and Communication A2J8

- BSB42215 Certificate IV in Marketing and Communication AVT3

NOTE: ANY CERTIFICATE III CAN ENTER ANY CERTIFICATE IV QUALIFICATION

PATHWAYS

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JOB OPTIONS
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Visit your nearest TAFE Jobs and Skills Centre at Mandurah, Rockingham or Thornlie campuses for advice and information on careers, training and employment. Services are free and accessible to all members of the community.

Ph: 13 64 64  Find out more about Jobs and Skills Centres at www.jobsandskills.wa.gov.au
### South Metropolitan TAFE: RTO: 52787 TEQSA: PRV14272 CRICOS: 00020G

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#### Job Options

**Trainer and assessor, Lecturer**

**SKILLED**

<table>
<thead>
<tr>
<th>Certificate IV (working in industry)</th>
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</thead>
<tbody>
<tr>
<td>TAE40016 Certificate IV in Training and Assessment BAB2</td>
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</tbody>
</table>

**SUPERVISORY**

<table>
<thead>
<tr>
<th>Diploma</th>
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</thead>
<tbody>
<tr>
<td>TAE50216 Diploma of Training Design and Development BAB3</td>
</tr>
</tbody>
</table>

**JOB OPTIONS**

- Trainer and assessor, Lecturer

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#### Pathways: Training and Assessment

**SKILLED**

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<tr>
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</thead>
<tbody>
<tr>
<td>FNS30217 Certificate III in Accounts Administration BDQ0</td>
<td>FNS30217 Certificate III in Accounts Administration BDQ0</td>
<td>FNS40217 Certificate IV in Accounting and Bookkeeping BDQ3</td>
<td>FNS40217 Certificate IV in Accounting and Bookkeeping BDQ3</td>
</tr>
</tbody>
</table>

**SUPERVISORY**

<table>
<thead>
<tr>
<th>Diploma</th>
<th>Advanced Diploma</th>
</tr>
</thead>
<tbody>
<tr>
<td>FNS50217 Certificate IV in Accounting BDQ8</td>
<td>FNS80217 Advanced Diploma of Accounting BDQ1</td>
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</tbody>
</table>

**JOB OPTIONS**

- Accounts assistant
- Office assistant
- Accounts clerk
- Payroll junior

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#### Financial Services

**SKILLED**

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<tbody>
<tr>
<td>FNS30217 Certificate III in Accounts Administration BDQ0</td>
<td>FNS50217 Certificate IV in Accounting and Bookkeeping BDQ3</td>
<td>FNS60217 Certificate IV in Accounting and Bookkeeping BDQ3</td>
<td>FNS60217 Certificate IV in Accounting and Bookkeeping BDQ3</td>
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<td>FNS80217 Advanced Diploma of Accounting BDQ1</td>
</tr>
</tbody>
</table>

**JOB OPTIONS**

- Accounts payable team leader
- Accounts receivable team leader
- Payroll team leader/Manager

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