Targeted training for administrative officers (AO2-AO5) endorsed qualifications list

Purpose

The following list of qualifications has been endorsed by the EB11 Implementation Group, and is to be read in conjunction with the *Targeted training for administrative officers HR Policy G14*:

Certificate II or AQF level 2	
Qualification code	Qualification name
BSA20197 or BSA20100	Certificate II in Business (Office Administration)
BSB20101, BSB20102, BSB20112 or BSB20115	Certificate II in Business
BSB20120	Certificate II in Workplace Skills
CN160	Certificate II in Office Administration
CN336	Certificate II in Office Studies
CN3445	Certificate II in Information Technology (Traineeship)
FNS20115 or FSN20120	Certificate II in Financial Services
ICA20199 and previous	Certificate II in Information Technology
ICT20115	Certificate II in Information, Digital Media and Technology
ICT20120	Certificate II in Applied Digital Technologies
ICT20319	Certificate II in Telecommunications Technology
LGA20100	Certificate II in Local Government (Governance & Administration) –
LGA20104	Certificate II in Local Government
PSP20199, PSP20104, PSP20112 or PSP20116	Certificate II in Government
Certificate III or AQF level 3	
Qualification code	Qualification name
Advanced Certificate in Office Administration (NSWTAFE) equivalent of Cert III	



Certificate III in Office Administration	
Certificate III in Education (Integration	n)
Certificate III in Education (Language a	and Literacy Aide)
7040	Certificate III in Frontline Management
BSA30197 and previous	Certificate III in Business (Office Administration)
BSA30200	Certificate III in Business
BSB30101, BSB30112, BSB30115 or BSB30120	Certificate III in Business
BSB30201 or BSB30415	Certificate III in Business Administration
BSB30320	Certificate III in Legal Services
BSB30401	Certificate III in Business (Recordkeeping)
BSB30501	Certificate III in Business (Frontline Management)
BSB30704	Certificate III in Business (Medical Administration)
BSB30712, BSB30715 or BSB30719	Certificate III in Work Health and Safety
BSB30815	Certificate III in Recordkeeping
BSB31015	Certificate III in Business Administration (Legal)
BSB31112 or BSB31115	Certificate III in Business Administration (Medical)
BSB31606, BSB30707, BSB30712 or BSB30715	Certificate III in Work Health and Safety
CHC30213	Certificate III in Education Support
CHC30899	Certificate III in Community Services (Mental Health Work – Non-Clinical)
CHC30912	Certificate III in Employment Services
CHC31008	Certificate III in Telephone Counselling Skills
CHC32015	Certificate III in Community Services
CHC33015	Certificate III in Individual Support
CN0009	Certificate III in Occupational Health and Safety
CN0393	Certificate III in Library and Information Studies
CN11165	Certificate III in Purchasing & Materials Management

Applications) CNCAB0001 Certificate III in Office Administration (Traineeship) CNCAB039 Certificate III in Community and Human Services CNO169 Certificate III in Community and Human Services CNO169 Certificate III in Education (Support Staff) FNB30302 Certificate III in Financial Services (Accounts Clerical) FNS30117, FNS30115 or FNS30120 Certificate III in Financial Services FNS30315 or FNS30317 Certificate III in Accounts Administration GCCB001 Certificate III in Business HLT31602 Certificate III in Health Service Assistance (Client/Patient Services) HLT33115 Certificate III in Health Services Assistance ICA30111, ICT30115 or ICT30118 Certificate III in Information, Digital Media and Technology ICA30120 Certificate III in Information Technology (Software Applications) ICA30399 Certificate III in Information Technology (Network Administration) ICT30210 or ICT30213 Certificate III in Information Technology (Network Administration) ICT30415 or ICT30419 Certificate III in Telecommunications Network Build and Operations ICT30515 or ICT30519 Certificate III in Telecommunications Technology ICT30599 Certificate III in Telecommunications (Call Centres) LGA30100 Certificate III in Local Government (Governance and Administration) LGA30104 Certificate III in Local Government PSP30109, PSP30104, PSP30112 or PSP30116 QLCN0009 Certificate III in Occupational Health and Safety Cert IV or AQF Level 4	CN303	Certificate III in Information Technology (Computer
CNCAB039 Certificate III in Accounting CNN74 Certificate III in Community and Human Services CNO169 Certificate III in Education (Support Staff) FNB30302 Certificate III in Financial Services (Accounts Clerical) FNS30111, FNS30115 or FNS30120 Certificate III in Financial Services FNS30315 or FNS30317 Certificate III in Accounts Administration GCCB001 Certificate III in Business HLT31602 Certificate III in Health Service Assistance (Client/Patient Services) HLT33115 Certificate III in Health Services Assistance ICA30111, ICT30115 or ICT30118 Certificate III in Information, Digital Media and Technology ICT30120 Certificate III in Information Technology (Software Applications) ICA30399 Certificate III in Information Technology (Network Administration) ICT30210 or ICT30213 Certificate III in Information Technology (Network Build and Operations ICT30515 or ICT30519 Certificate III in Telecommunications Network Build and Operations ICT30599 Certificate III in Telecommunications (Call Centres) LGA30100 Certificate III in Local Government (Governance and Administration) LGA30104 Certificate III in Local Government PSP30119, PSP30104, PSP30112 or PSP30116 Certificate III in Local Government		
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Administration) ICT30210 or ICT30213 Certificate III in Telecommunications ICT30415 or ICT30419 Certificate III in Telecommunications Network Build and Operations ICT30515 or ICT30519 Certificate III in Telecommunications Technology ICT30599 Certificate III in Telecommunications (Call Centres) LGA30100 Certificate III in Local Government (Governance and Administration) LGA30104 Certificate III in Local Government PSP30199, PSP30104, PSP30112 or PSP30116 Certificate III in Government Certificate III in Government Certificate III in Government	ICA30199	
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Administration) LGA30104 Certificate III in Local Government PSP30199, PSP30104, PSP30112 or PSP30116 Certificate III in Government Certificate III in Occupational Health and Safety	ICT30599	Certificate III in Telecommunications (Call Centres)
PSP30199, PSP30104, PSP30112 or PSP30116 Certificate III in Government QLCN0009 Certificate III in Occupational Health and Safety	LGA30100	
PSP30116 QLCN0009 Certificate III in Occupational Health and Safety	LGA30104	Certificate III in Local Government
		Certificate III in Government
Cert IV or AQF level 4	QLCN0009	Certificate III in Occupational Health and Safety
		Cert IV or AQF level 4

Qualification code	Qualification name
7041	Certificate IV in Frontline Management
14671NSW	Certificate IV in Practice Management
22274VIC	Certificate IV in Clinical Classification
BSA40197 or BSA40100	Certificate IV in Business (Administration)
BSB40101, BSB40212, BSB40215 or BSB40120	Certificate IV in Business
BSB40201	Certificate IV in Business Administration
BSB40220	Certificate IV in Aboriginal and Torres Strait Islander Governance
BSB40301	Certificate IV in Business (Recordkeeping)
BSB40401	Certificate IV in Business (Small Business Management)
BSB40507 or BSB40515	Certificate IV in Business Administration
BSB40701	Certificate IV in Business (Marketing)
BSB40801, BSB41013 or BSB41015	Certificate IV in Human Resources
BSB40420	Certificate IV in Human Resource Management
BSB40520	Certificate IV in Leadership and Management
BSB40620	Certificate IV in Legal Services
BSB40820	Certificate IV in Marketing and Communication
BSB40807, BSB40812 or BSB42015	Certificate IV in Frontline Management
BSB40820	Certificate IV in Marketing and Communication
BSB40920	Certificate IV in Project Management Practice
BSB40901 or BSB41915	Certificate IV in Business (Governance)
BSB40915	Certificate IV in Governance
BSB41001 or BSB41004	Certificate IV in Business (Frontline Management)
BSB41101	Certificate IV in Business Management
BSB41407	Certificate IV in Occupational Health and Safety
BSB41412, BSB41415 or BSB41419	Certificate IV in Work Health and Safety
BSB41504	Certificate IV in Project Management

BSB41513 or BSB41515	Certificate IV in Project Management Practice
BSB41615	Certificate IV in Purchasing
BSB41618	Certificate IV in Business (Procurement)
BSB41715	Certificate IV in Recordkeeping
BSB42015	Certificate IV in Leadership and Management
BSB42215	Certificate IV in Legal Services
BSB42415	Certificate IV in Marketing and Communication
BSB42515	Certificate IV in Small Business Management
BSZ40198 and previous	Certificate IV in Assessment and Workplace Training
CBTT1	Competency Based Train the Trainer Course equivalent of Cert IV
CHC40508, CHC40512 or CHC43315	Certificate IV in Mental Health
CHC40602, CHC41808, CHC41812 or CHC40413	Certificate IV in Youth Work
CHC40702	Certificate IV in Youth Work (Juvenile Justice)
CHC41102	Certificate IV in Mental Health Work
CHC41908, CHC41912 or CHC40513	Certificate IV in Youth Justice
CHC42012 or CHC41115	Certificate IV in Employment Services
CHC43015	Certificate IV in Ageing Support
CHC43215	Certificate IV in Alcohol and Other Drugs
CHC43415	Certificate IV in Leisure and Health
CHC43515	Certificate IV in Mental Health Peer Work
CN0004	Certificate IV in Management
CN0010	Certificate IV in Records Management
CN0040	Certificate IV in Business
CN0043	Certificate IV in Business (Accounting)
CN0133	Certificate IV in Workplace Management
CN0304	Certificate IV in Information Technology (PC Support)
CN11166	Certificate IV in Purchasing & Materials Management

CN786	Advanced Certificate in Business (Management)
CNCAB016	Certificate IV in Workplace Training
CNLFM	Certificate IV in Small Business Management
CNN84	Certificate IV in Office Administration
CUA41215	Certificate IV in Screen and Media
CUF40801	Certificate IV in Multimedia
FNB40399	Certificate IV in Financial Services (Credit Management/Mercantile Agents)
FNS40120	Certificate IV in Credit Management
FNS40207	Certificate IV in Financial Services (Bookkeeping)
FNS40215 or FNS40217	Certificate IV in Bookkeeping
FNS40604	Certificate IV Financial Services (Accounting)
FNS40615 or FNS40217	Certificate IV in Accounting
FNS40804	Certificate IV Financial Services (Finance/Mortgage Broking)
FNS41811 or FNS41815	Certificate IV Financial Services
HLT47315	Certificate IV in Health Administration
HLT40113	Certificate IV in Aboriginal and/or Torres Strait Islander Primary Health Care
ICA40111, ICT40115 or ICT40118	Certificate IV in Information Technology
ICA40199	Certificate IV in Information Technology (Client Support Traineeship)
ICA40699	Certificate IV in Information Technology
ICT40120	Certificate IV in Information Technology
ICT40215	Certificate IV in Information Technology Support
ICT40415 or ICT40418	Certificate IV in Information Technology Networking
ICT40615	Certificate IV in Information Technology Testing
LGA40100	Certificate IV in Local Government (Governance and Administration)
LGA40204	Certificate IV in Local Government Administration
LGA40704 or LGA40708	Certificate IV in Local Government (Planning)

MSL40109, MSL40116 or MSL40118	Certificate IV in Laboratory Techniques
PML40104	Certificate IV in Laboratory Techniques
PSP40199, PSP40104, PSP40112 or PSP40116	Certificate IV in Government
PSP40416	Certificate IV in Government Investigations
PSP40512	Certificate IV in Government (Financial Services)
PSP40612	Certificate IV in Government (Fraud Control)
PSP40616	Certificate IV in Procurement and Contracting
PSP40699	Certificate IV in Government (Project Management)
PSP41112	Certificate IV in Government (Occupational Health & Safety)
PSP41212	Certificate IV in Government (Project Management)
PSP41412	Certificate IV in Government (Statutory Compliance)
PSP41512	Certificate IV in Government (Investigation)
PSP42112	Certificate IV in Government (Revenue Administration)
PSP42212	Certificate IV I Government (Workplace Relations)
PSP42412	Certificate IV in Government (Procurement and Contracting)
TAA40104	Certificate IV in Workplace Training and Assessment
TAE40110 or TAE40116	Certificate IV in Training and Evaluation
	Diploma or AQF level 5
Qualification code	Qualification name
Associate Diploma of Business – Cairn	s Business College (Equivalent of Certificate IV)
Associate Diploma of Applied Science (Library Technology) Equivalent of Certificate IV	
Diploma of Management and Accounting (Cairns Business College) Equivalent of Certificate IV	
Diploma of Business (Community Service and Health Management)	
Diploma of Management (Deakin University)	
12688ACT	Diploma of Frontline Management
14672NSW	Diploma of Practice Management
3500DGA	Associate Diploma of Business (Office Administration)
7042	Diploma of Frontline Management

Targeted training for administrative officers (AO2-AO5) endorsed qualifications list – 15 June 2023

80154ACT Diploma of Public Administration 805323ACT Diploma of Administration BSA50197 or BSA50100 Diploma of Business (Administration) BSA50201 Diploma of Business Administration BSB50210 Diploma of Business BSB50220 Diploma of Aboriginal and Torres Strait Islander Governance BSB50220 Diploma of Business BSB50301 Diploma of Business (Recordkeeping) BSB50301 Diploma of Business Management BSB50415 Diploma of Business Administration BSB50607 or BSB50320 Diploma of Human Resource Management BSB50620 Diploma of Human Resource Management BSB50620 Diploma of Marketing and Communication BSB50615 or BSB50618 Diploma of Human Resources Management BSB5071 Diploma of Business (Governance) BSB5081 Diploma of Business (Human Resources) BSB50820 Diploma of Business (Frontline Management) BSB50810 Diploma of Business (Frontline Management) BSB51004 Diploma of Business (Frontline Management) BSB5107 Diploma of Management BSB51315 Diploma of Work H		
BSA50197 or BSA50100 Diploma of Business (Administration) BSA50201 Diploma of Business Administration BSB50120 Diploma of Business Administration BSB50201 Diploma of Business Administration BSB50220 Diploma of Business Administration BSB50220 Diploma of Business BSB50207 or BSB50215 Diploma of Business BSB50301 Diploma of Business (Recordkeeping) BSB50401 Diploma of Business Management BSB50415 Diploma of Business Administration BSB50407 or BSB50320 Diploma of Human Resource Management BSB50400 Diploma of Human Resource Management BSB50420 Diploma of Human Resources Management BSB50620 Diploma of Human Resources Management BSB50615 or BSB50618 Diploma of Business (Marketing) BSB50715 Diploma of Business (Governance) BSB50801 Diploma of Business (Human Resources) BSB50820 Diploma of Business (Frontline Management) BSB50820 Diploma of Business (Frontline Management) BSB5004 Diploma of Business (Frontline Management) BSB5107 Diploma of Management BSB5107 Diploma of Management BSB5119 Diploma of Occupational Health & Safety BSB51319 Diploma of Project Management BSB51319 Diploma of Project Management BSB51315 Diploma of Project Management	80154ACT	Diploma of Public Administration
BSA50201 Diploma of Business Administration BSB50120 Diploma of Business BSB50201 Diploma of Business Administration BSB50220 Diploma of Aboriginal and Torres Strait Islander Governance BSB50207 or BSB50215 Diploma of Business BSB50301 Diploma of Business (Recordkeeping) BSB50401 Diploma of Business Management BSB50415 Diploma of Business Administration BSB50607 or BSB50320 Diploma of Human Resource Management BSB50620 Diploma of Leadership and Management BSB50620 Diploma of Human Resources Management BSB50615 or BSB50618 Diploma of Human Resources Management BSB5071 Diploma of Business (Marketing) BSB50715 Diploma of Business (Marketing) BSB50800 Diploma of Business (Governance) BSB50800 Diploma of Business (Human Resources) BSB50810 Diploma of Business (Frontline Management) BSB5000 Diploma of Business (Frontline Management) BSB51004 Diploma of Management BSB51107 Diploma of Management BSB51315 Diploma of Occupational Health & Safety BSB51319 Diploma of Project Management BSB51319 Diploma of Project Management BSB51319 Diploma of Project Management BSB51315 Diploma of Project Management BSB51315 Diploma of Project Management	805323ACT	Diploma of Administration
BSB50120 Diploma of Business BSB50201 Diploma of Business Administration BSB50220 Diploma of Aboriginal and Torres Strait Islander Governance BSB50207 or BSB50215 Diploma of Business BSB50301 Diploma of Business (Recordkeeping) BSB50401 Diploma of Business Management BSB50415 Diploma of Business Administration BSB50607 or BSB50320 Diploma of Human Resource Management BSB50420 Diploma of Leadership and Management BSB50620 Diploma of Human Resources Management BSB50615 or BSB50618 Diploma of Human Resources Management BSB50701 Diploma of Business (Marketing) BSB50715 Diploma of Business (Marketing) BSB50801 Diploma of Business (Human Resources) BSB50800 Diploma of Project Management Practice BSB50801 Diploma of Project Management Practice BSB50004 Diploma of Business (Frontline Management) BSB51007 Diploma of Management BSB51107 Diploma of Management BSB51315 Diploma of Work Health and Safety BSB51319 Diploma of Project Management BSB51319 Diploma of Project Management BSB51515 Diploma of Project Management	BSA50197 or BSA50100	Diploma of Business (Administration)
BSB50201 Diploma of Business Administration BSB50220 Diploma of Aboriginal and Torres Strait Islander Governance BSB50207 or BSB50215 Diploma of Business BSB50301 Diploma of Business (Recordkeeping) BSB50401 Diploma of Business Management BSB50415 Diploma of Business Administration BSB50607 or BSB50320 Diploma of Human Resource Management BSB50620 Diploma of Human Resource Management BSB50620 Diploma of Marketing and Communication BSB50615 or BSB50618 Diploma of Human Resources Management BSB50701 Diploma of Business (Marketing) BSB50715 Diploma of Business (Governance) BSB50801 Diploma of Business (Human Resources) BSB50800 Diploma of Project Management Practice BSB51001 Diploma of Business (Frontline Management) BSB51004 Diploma of Business (Frontline Management) BSB51107 Diploma of Management BSB51315 Diploma of Occupational Health & Safety BSB51319 Diploma of Project Management BSB51319 Diploma of Project Management BSB51319 Diploma of Occupational Health and Safety BSB51315 Diploma of Project Management BSB51315 Diploma of Project Management	BSA50201	Diploma of Business Administration
BSB50220 Diploma of Aboriginal and Torres Strait Islander Governance BSB50207 or BSB50215 Diploma of Business BSB50301 Diploma of Business (Recordkeeping) BSB50401 Diploma of Business Management BSB50415 Diploma of Business Administration BSB50607 or BSB50320 Diploma of Human Resource Management BSB50420 Diploma of Leadership and Management BSB50620 Diploma of Marketing and Communication BSB50615 or BSB50618 Diploma of Human Resources Management BSB50701 Diploma of Business (Marketing) BSB50715 Diploma of Business (Governance) BSB50801 Diploma of Business (Human Resources) BSB50802 Diploma of Project Management Practice BSB51001 Diploma of Business (Frontline Management) BSB51004 Diploma of Business (Frontline Management) BSB51107 Diploma of Management BSB51107 Diploma of Management BSB51315 Diploma of Work Health and Safety BSB51319 Diploma of Project Management BSB51319 Diploma of Project Management BSB51515 Diploma of Project Management	BSB50120	Diploma of Business
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BSB51315 Diploma of Work Health and Safety Diploma of Occupational Health & Safety Diploma of Work Health and Safety Diploma of Work Health and Safety Diploma of Project Management Diploma of Purchasing	BSB51004	Diploma of Business (Frontline Management)
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BSB51515 Diploma of Purchasing	BSB51319	Diploma of Work Health and Safety
	BSB51415	Diploma of Project Management
BSB51518 Diploma of Business (Procurement)	BSB51515	Diploma of Purchasing
	BSB51518	Diploma of Business (Procurement)

BSB51715 Diploma of Recordkeeping BSB51915 or BSB51918 Diploma of Leadership and Management BSB52115 or BSB50520 Diploma of Library and Information Services BSB52318 Diploma of Governance CHC50412 Diploma of Community Services (Alcohol, other drugs and mental health) CHC51612 Diploma of Employment Services CHC52015 Diploma of Community Services CHC53215 Diploma of Alcohol and Other Drugs CHC53315 Diploma of Mental Health CHC53415 Diploma of Business CN0041 Diploma of Business CN0043 Diploma of Business (Accounting) CN0232 Diploma of Information Technology CN0392 Diploma of Library and Information Studies CN239 Associate Diploma of Business (Travel) CN757 Associate Diploma of Business (Management) CN914 Associate Diploma of Business (Management) CN925 Associate Diploma of Business (Computing) - equivalent to a Cert IV CNNARTO45 Diploma of Graphic Design CNM16 Associate Diploma of Business (Office Skills and Administration) CNNB5 Dipl		
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FM1005 Diploma of Frontline Management FNB50299 or FNB50202 Diploma of Accounting	CUF5071	Diploma in Multimedia
FNB50299 or FNB50202 Diploma of Accounting	CUL50111	Diploma of Library and Information Services
	FM1005	Diploma of Frontline Management
FNS50210, FNS50215 or FNS50217 Diploma of Accounting	FNB50299 or FNB50202	Diploma of Accounting
	FNS50210, FNS50215 or FNS50217	Diploma of Accounting

FNS50417	Diploma of Payroll Services	
HLT50113	Diploma of Aboriginal & Torres Strait Islander Primary Health Care	
ICA50111, ICT50118 or ICT50120	Diploma in Information Technology	
ICT50315	Diploma of Information Technology Systems Administration	
LGA50100	Diploma of Local Government (Governance and Administration)	
LGA50104	Diploma of Local Government Administration	
PAU50200	Diploma of Public Safety	
PSP50199, PSP50112 or PSP50116	Diploma of Government	
PSP50699, PSP51304 or PSP51312	Diploma of Government (Project Management)	
PSP50399 or PSP51112	Diploma of Government (Management)	
PSP50512	Diploma of Government (Financial Services)	
PSP50616	Diploma of Procurement and Contracting	
PSP50812	Diploma of Government (Human Resources)	
PSP50912	Diploma of Government (Injury Management)	
PSP51212	Diploma of Government (Occupational Health & Safety)	
PSP51412	Diploma of Government (Policy Development)	
PSP51504	Diploma in Government (Contract Management)	
PSP52112	Diploma of Government (Workplace Relations)	
PSP52512	Diploma of Government (Procurement and Contracting)	
SIT50416	Diploma of Hospitality Management	
TTH51202	Diploma of Hospitality Management	
Diploma of Business (Hospitality Mana	Diploma of Business (Hospitality Management) – TAFE SA	
Advanced Diploma or AQF level 6		
Qualification code	Qualification name	
Advanced Diploma of Business - University of Southern Queensland		
BSB60120	Advanced Diploma of Business	
BSB60201	Advanced Diploma of Business Management	

BSB60207 or BSB60215	Advanced Diploma of Business (Human Resources)
BSB60301	Advanced Diploma of Business (Human Resources)
BSB60320	Advanced Diploma of Human Resource Management
BSB60407	Advanced Diploma of Management
BSB60420	Advanced Diploma of Leadership and Management
BSB60520	Advanced Diploma of Marketing and Communication
BSB60615 or BSB60619	Advanced Diploma of Work Health and Safety
BSB60915	Advanced Diploma of Management (Human Resources)
BSB61015	Advanced Diploma of Leadership and Management
BSB61215, BSB61218 or BSB60720	Advanced Diploma of Program Management
FNS60215 or FNS60217	Advanced Diploma of Accounting
FNS60815 or FNS60820	Advanced Diploma of Integrated Risk Management
LGA60100	Advanced Diploma of Local Government (Governance & Administration)
LGA60104	Advanced Diploma of Local Government (Operational Works)
PSP60116	Advanced Diploma of Government (Workplace Inspection/Investigations/Fraud Control)
PSP60499 or PSP60412	Advanced Diploma of Government (Human Resources)
PSP60599 or PSP60512	Advanced Diploma of Government (Management)
PSP60612	Advanced Diploma of Government (Occupational Health & Safety)
PSP60616	Advanced Diploma of Procurement and Contracting
PSP61212	Advanced Diploma of Government (Procurement and Contracting)
SIT60316	Advanced Diploma of Hospitality Management
THH60202	Advanced Diploma of Hospitality Management
	Associate Degree in Indigenous Community Health (by Curtin University)

History

Date	Policy change
15 June 2023	 Formatted as part of the HR Policy review Amended title
November 2021	 The following additional qualifications have been endorsed by the EB10 Implementation Group: Certificate II in Financial Services FNS20120 Certificate III in Applied Digital Technologies ICT20120 Certificate III in Telecommunications Network and Build and Operations ICT30419 Certificate IV in Aboriginal and Torres Strait Islander Governance BSB40220 Certificate IV in Marketing and Communication BSB40820 Diploma of Human Resource Management BSB50320 Diploma of Aboriginal and Torres Strait Islander Governance BSB50220 Diploma of Library and Information Services BSB50520 Advanced Diploma of Program Management BSB60720 Advanced Diploma of Integrated Risk Management FNS60820
May 2021	The following additional qualifications have been endorsed by the EB10 Implementation Group: Certificate IV in Aboriginal and/or Torres Strait Islander Primary Health Care HLT40113
November 2020	 The following additional qualifications have been endorsed by the EB10 Implementation Group: Certificate II in Workplace Skills BSB20120 Certificate III in Telecommunications Technology ICT20319 Certificate III in Business BSB30120 Certificate III in Legal Services BSB30320 Certificate III in Financial Services FNS30120 Certificate III in Information Technology ICT30120 Certificate III in Telecommunications Technology ICT30519 Certificate IV in Business BSB40120 Certificate IV in Credit Management FNS40120 Certificate IV in Information Technology ICT40120 Certificate IV in Human Resource Management BSB40420 Certificate IV in Legal Services BSB40620 Certificate IV in Marketing and Communication BSB40820 Certificate IV in Project Management Practice BSB40920 Diploma of Business BSB50120 Diploma of Human Resource Management BSB50320 Diploma of Leadership and Management BSB50420 Diploma of Marketing and Communication BSB50620

Targeted training for administrative officers (AO2-AO5) endorsed qualifications list – 15 June 2023

Date	Policy change
	 Diploma of Project Management Practice BSB50820 Diploma of Information Technology ICT50120 Advanced Diploma of Business BSB60120 Advanced Diploma of Human Resource Management BSB60320 Advanced Diploma of Leadership and Management BSB60420 Advanced Diploma of Marketing and Communication BSB60520 Associate Degree in Indigenous Community Health (by Curtin University)
August 2020	 The following additional qualifications have been endorsed by the EB10 Implementation Group: Diploma of Aboriginal & Torres Strait Islander Primary Health Care HLT50113
January 2020	 The following additional qualifications have been endorsed by the EB9 Implementation Group: Certificate III in Work Health and Safety BSB30719 Certificate III in Information, Digital Media and Technology ICT30118 Certificate IV in Work Health and Safety BSB41419 Certificate IV in Business (Procurement) BSB41618 Certificate IV in Screen and Media CUA41215 Certificate IV in Information Technology ICT40118 Certificate IV in Information Technology Networking ICT40418 Certificate IV in Laboratory Techniques MSL40118 Certificate IV in Government Investigations PSP40416 Diploma of Work Health and Safety BSB51319 Diploma of Leadership and Management BSB51918 Diploma of Information Technology ICT50118 Advanced Diploma of Program Management BSB61218 Advanced Diploma of Accounting FNS60217 Advanced Diploma of Procurement and Contracting PSP60616

Date	Policy change
November 2018	 The following additional qualifications have been endorsed by the EB9 Implementation Group: Certificate III in Individual Support CCH33015 Certificate III in Accounts Administration FNS30317 Certificate IV in Bookkeeping FNS40217 Certificate IV in Accounting FNS40217 Diploma of Human Resource Management BSB50618 Diploma of Occupational Health & Safety BSB51307 Diploma of Business (Procurement) BSB51518 Diploma of Governance BSB52318 Diploma of Accounting FNS50217 Diploma of Payroll Services FNS50417 Diploma of Public Safety PAU50200 Diploma of Government PSP50116 Advanced Diploma of Management BSB60407
June 2017	 The following additional qualifications have been endorsed by the EB9 Implementation Group: Certificate II in Information, Digital Media and Technology ICT20115 Certificate III in Education Support CHC30213 Certificate III in Community Services CHC32015 Certificate III in Health Services Assistance HLT33115 Certificate III in Telecommunications Network Build and Operations ICT30415 Certificate III in Local Government LGA30104 Certificate IV in Marketing and Communication BSB42415 Certificate IV in Small Business Management BSB42515 Certificate IV in Information Technology Support ICT40215 Certificate IV in Information Technology Networking ICT40415 Certificate IV in Information Technology Testing ICT40615 Certificate IV in Local Government Administration LGA40204 Certificate IV in Procurement and Contracting PSP40616 Diploma of Library and Information Services BSB52115 Diploma of Community Services CHC52015 Diploma of Procurement and Contracting PSP50616 Diploma of Hospitality Management SIT50416 Advanced Diploma of Government (Workplace Inspection/Investigations/Fraud Control) PSP60116 Advanced Diploma of Hospitality Management SIT60316

February 2016

- The following additional qualifications have been endorsed by the EB8 Implementation Group:
 - Certificate II in Business BSB20115
 - Certificate II in Financial Services FNS20115
 - Certificate III in Business BSB30115
 - Certificate III in Business Administration BSB30415
 - Certificate III in Business Administration (Legal) BSB31015
 - Certificate III in Business Administration (Medical) BSB31115
 - Certificate III in Recordkeeping BSB30815
 - Certificate III in Work Health and Safety BSB30715
 - Certificate III in Employment Services CHC30912
 - Certificate III in Telephone Counselling Skills CHC31008
 - Certificate III in Accounts Administration FNS30315
 - Certificate III in Financial Services FNS30115
 - Certificate III in Health Administration HLT37315
 - Certificate IV in Business BSB40215
 - Certificate IV in Business (Governance) BSB41915
 - Certificate IV in Business Administration BSB40515
 - Certificate IV in Governance BSB40915
 - Certificate IV in Human Resources BSB41015
 - Certificate IV in Leadership and Management BSB42015
 - Certificate IV in Legal Services BSB42215
 - Certificate IV in Project Management Practice BSB41515
 - Certificate IV in Purchasing BSB41615
 - Certificate IV in Recordkeeping BSB41715
 - Certificate IV in Work Health and Safety BSB41415
 - Certificate IV in Ageing Support CHC43015
 - Certificate IV in Alcohol and Other Drugs CHC43215
 - Certificate IV in Employment Services CHC42012
 - Certificate IV in Leisure and Health CHC43415
 - Certificate IV in Mental Health CHC43315
 - Certificate IV in Mental Health Peer Work CHC43515
 - Certificate IV in Accounting FNS40615
 - Certificate IV in Bookkeeping FNS40215
 - Certificate IV in Financial Services FNS41815
 - Certificate IV in Health Administration HLT47315
 - Certificate IV in Government (Financial Services) PSP40512
 - Certificate IV in Government (Fraud Control) PSP40612
 - Certificate IV in Government (Investigation) PSP41512
 - Certificate IV in Government (Occupational Health & Safety) PSP41112
 - Certificate IV in Government (Procurement and Contracting) PSP42412
 - Certificate IV in Government (Revenue Administration) PSP42112
 - Certificate IV in Government (Statutory Compliance) PSP41412
 - Certificate IV in Government (Workplace Relations) PSP42212Diploma of Business BSB50215
 - Diploma of Business (Governance) BSB50715

Date	Policy change
Date	Diploma of Business Administration BSB50415 Diploma of Work Health and Safety BSB51315 Diploma of Human Resources Management BSB50615 Diploma of Leadership and Management BSB51915 Diploma of Project Management BSB51415 Diploma of Purchasing BSB51515 Diploma of Purchasing BSB51515 Diploma of Recordkeeping BSB51715 Diploma of Alcohol and Other Drugs CHC53215 Diploma of Community Services (Alcohol, other drugs and mental health) CHC50412 Diploma of Employment Services CHC51612 Diploma of Employment Services CHC53315 Diploma of Mental Health CHC53315 Diploma of Mental Health CHC53315 Diploma of Accounting FNS50215 Diploma of Government PSP50112 Diploma of Government (Financial Services) PSP50512 Diploma of Government (Human Resources) PSP50912 Diploma of Government (Policy Development) PSP51412 Diploma of Government (Policy Development) PSP51412 Diploma of Government (Project Management) PSP51312 Diploma of Government (Workplace Relations) PSP52112 Advanced Diploma of Business BSB60215 Advanced Diploma of Management BSB61015 Advanced Diploma of Management (Human Resources) BSB60915 Advanced Diploma of Management BSB61215 Advanced Diploma of Mork Health and Safety BSB60615 Advanced Diploma of Mork Health and Safety BSB60615 Advanced Diploma of Mork Health and Safety BSB60615 Advanced Diploma of Government (Human Resources) PSP60412 Advanced Diploma of Government (Human Resources) PSP60412 Advanced Diploma of Government (Human Resources) PSP60412 Advanced Diploma of Government (Human Resources) PSP60412
Previous	 Advanced Diploma of Government (Occupational Health & Safety) PSP60612 Additional information of qualifications endorsed by EB8IG is available in the history section of the Targeted training for administrative stream employees HR Policy G14.