



**FIRST CHOICE
COLLEGE**

RTO CODE 31707

TRAINEESHIP



BSB30115 CERTIFICATE III IN BUSINESS

QUALIFICATION OVERVIEW

Whether it's providing technical advice or support to a team, the BSB30115 Certificate III in Business will provide you with the fundamental skills required to work effectively in the business sector.

This course covers an array of business and organisational tasks including customer service, communication, maintaining and managing workplace information and understanding workplace safety.

The training is delivered by industry experts who are committed to helping you achieve your goals, no matter where your career takes you.

Successful completion of the qualification provides you with the practical skills to work in many business roles. You will also develop a solid foundation for further study.



JOB SUMMARY

This traineeship reflects the role of individuals who apply a broad range of competencies in a varied work context using some discretion, judgement and relevant theoretical knowledge. They may provide technical advice and support to a team.

Job roles and titles vary across different industry sectors. Possible job titles relevant to this traineeship include:

- Customer Service Advisor
- Data Entry Operator
- General Clerk
- Payroll Officer
- Typist
- Word Processing Operator.

WHAT YOU NEED TO KNOW ABOUT TRAINEESHIPS

ELIGIBILITY

You must already have an employer willing to take you on as a trainee to enrol in this programme. Talk to your employer about choosing First Choice College as your Supervising Registered Training Organisation (SRTTO) or give us a call on (07) 5689 5060 and we would be happy to talk to your employer.

COST

Eligible apprentices and trainees that meet the Queensland state funding requirements will be charged a set fee per nominal hour. These fees are calculated at a regulated rate of \$1.60 per nominal hour.

Nominal hours will vary depending on electives chosen, however there will be approximately 500 – 600 nominal hours in most cases. Concession rates of 40% (\$0.64 per nominal hour) apply for students who hold a current Health Care Card or who identify as Aboriginal or Torres Strait Islander. For eligible school based trainees, the training is fee free.

Non-funded trainees will be charged a fee for service cost. This will be confirmed prior to the commencement of training.

Information regarding costs will be outlined on the agreed training plan, which will be provided to the employer and trainee at time of induction

For more information on User Choice funding please see: <https://desbt.qld.gov.au/training/training-careers/incentives/userchoice>

This qualification comprises 12 units of competency, including 1 core unit and 11 elective units which must be completed. First Choice College offers the following units as a guide, however elective units will be chosen to match your individual job role where appropriate.

COURSE UNITS

Unit Code	Unit Title	Nominal Hours
Core Units		
BSBWHS302	Apply knowledge of WHS legislation in the workplace	20
Elective Units		
BSBDIV301	Work effectively with diversity	30
BSBADM311	Maintain business resources	15
BSBFIA301	Maintain financial records	60
BSBITU313	Design and produce digital text documents	90
BSBITU306	Design and produce business documents	80
BSBITU309	Produce desktop published documents	50
BSBINM301	Organise workplace information	30
BSBPRO301	Recommend products and services	20
BSBPUR301	Purchase goods and services	60
BSBSUS401	Implement and monitor environmentally sustainable work practices	40
BSBWOR301	Organise personal work priorities and development	30

GET IN TOUCH

Find out how we can tailor a training package specifically for you.

Call 07 5689 5060 or email us at info@fcc.edu.au

TRAINING PROVIDER

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COURSE NAME

BSB30115
CERTIFICATE III IN BUSINESS

WEBSITE

WWW.FCC.EDU.AU

