



**FIRST CHOICE  
COLLEGE**

RTO CODE 31707

**TRAINEESHIP**



## **BSB30415 CERTIFICATE III IN BUSINESS ADMINISTRATION**

### **QUALIFICATION OVERVIEW**

This qualification will give you the practical skills to successfully work in an office or business environment.

You will develop a broad range of skills covering keyboard speed and accuracy and health and safety for yourself and others. You may also have the opportunity to specialise in units that focus on payroll processing, electronic presentations, working effectively with diversity, and the use of business technology, depending on your work role. 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 office and 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 administrative competencies in varied work contexts, using some discretion and judgement. 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 qualification include:

- Accounts Receivable/Payable Clerk
- Data Entry Operator
- Junior Personal Assistant
- Receptionist
- Office Administrator
- Office Junior
- Word Processor 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. 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.

Nominal hours will vary depending on electives chosen, however there will be approximately 500 – 600 nominal hours in most cases. Concession rates 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 13 units of competency, including 2 core units 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
<b>Core Units</b>		
BSBITU307	Develop keyboarding speed and accuracy	50
BSBWHS201	Contribute to health and safety of self and others	20
<b>Elective Units</b>		
BSBADM307	Organise schedules	15
BSBADM311	Maintain business resources	15
BSBFIA301	Maintain financial records	60
BSBFIA302	Process payroll	30
BSBFIA303	Process accounts payable and receivable	30
BSBFIA304	Maintain a general ledger	60
BSBITU312	Create electronic presentations	20
BSBITU313	Design and produce digital text documents	90
BSBITU314	Design and produce spreadsheets	35
BSBITU306	Design and produce business documents	80
BSBITU309	Produce desktop published documents	50

### 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](mailto:info@fcc.edu.au)

### TRAINING PROVIDER

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### COURSE NAME

BSB30415  
CERTIFICATE III IN BUSINESS ADMINISTRATION

### WEBSITE

[WWW.FCC.EDU.AU](http://WWW.FCC.EDU.AU)

