

Government  
Funding  
Available

### 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.

### AVAILABLE FUNDING

#### TRAINEESHIPS

Under the User Choice program a subsidy is provided by the QLD Department of Education and Training for new or existing workers. This reduces the cost for the student and/or employer and provides incentives to assist in covering the cost of training.

#### CERTIFICATE 3 GUARANTEE PROGRAM

The Certificate 3 Guarantee and Higher Level Skills Funding supports eligible individuals to complete their first post-school certificate qualification and increase their skills to move into employment, re-enter the workforce or advance their career.

#### GET IN TOUCH

Contact us today on 07 5689 5060 to find out how we can tailor a training package specifically suited for you.

### JOB SUMMARY

This traineeship reflects the role of individuals who apply a broad range of competencies in varied work contexts, using some discretion 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 ROLES INCLUDE

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



## COURSE STRUCTURE

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

TOPIC	UNIT CODE	UNIT TITLE	NOMINAL HOURS
<b>CORE UNITS</b>			
Work, Health and Safety	BSBWHS302	Apply knowledge of WHS legislation in the workplace	20
<b>ELECTIVE UNITS</b>			
Diversity	BSBDIV301	Work effectively with diversity	30
Administration	BSBADM311	Maintain business resources	15
Finance	BSBFIA301	Maintain financial records	60
Information Technology	BSBITU313	Design and produce digital text documents	90
Information Technology	BSBITU306	Design and produce business documents	80
Information Technology	BSBITU309	Produce desktop published documents	50
Information Systems	BSBINM301	Organise workplace information	30
Marketing	BSBPRO301	Recommend products and services	20
Finance	BSBPUR301	Purchase goods and services	60
Sustainability	BSBSUS401	Implement and monitor environmentally sustainable work practices	40
Professional Development	BSBWOR301	Organise personal work priorities and development	30

### USER CHOICE FUNDING

Traineeships are funded by the Queensland Government under the User Choice Skills Assure supplier 2020–21 policy. User Choice provides a public funding contribution towards the cost of training and assessment services for eligible Queensland Apprentices and Trainees.

### 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 (SRTO) or give us a call on (07) 5689 5060 and we would be happy to talk to your employer.

### COST

Eligible 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 the qualification and the electives chosen. An individual training plan will be created for Trainees that details nominal hours and associated fees.

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 apprentices and 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>

### CERTIFICATE 3 GUARANTEE

**Certificate 3 Guarantee supports eligible individuals to complete their first post-school certificate III qualification.**

### ELIGIBILITY

Must not have completed or be enrolled in a qualification at the same, or higher qualification level of the course you are applying for, not including qualifications completed at school and foundations skills training.

### COST

This training is funded under the Queensland Government's Certificate 3 Guarantee program for eligible participants. A co-contribution fee of \$240 or \$120 concession is payable for this qualification.

For students that are not eligible for funding, the total course price is \$1,999.

**For more information on the Certificate 3 Guarantee Program please see:**

<https://desbt.qld.gov.au/training/providers/funded/certificate3>