



Government
Funding
Available

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.

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 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 ROLES INCLUDE

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

COURSE STRUCTURE

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

TOPIC	UNIT CODE	UNIT TITLE	NOMINAL HOURS
CORE UNITS			
Information Technology	BSBITU307	Develop keyboarding speed and accuracy	50
Work, Health and Safety	BSBWHS201	Contribute to health and safety of self and others	20
ELECTIVE UNITS			
Administration	BSBADM307	Organise schedules	15
Administration	BSBADM311	Maintain business resources	15
Finance	BSBFIA301	Maintain financial records	60
Finance	BSBFIA302	Process payroll	30
Finance	BSBFIA303	Process accounts payable and receivable	30
Finance	BSBFIA304	Maintain a general ledger	60
Information Technology	BSBITU312	Create electronic presentations	20
Information Technology	BSBITU313	Design and produce digital text documents	90
Information Technology	BSBITU314	Design and produce spreadsheets	35
Information Technology	BSBITU306	Design and produce business documents	80
Information Technology	BSBITU309	Produce desktop published documents	50

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 \$260 or \$130 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>