

BSB30120

CERTIFICATE III IN BUSINESS (BUSINESS ADMINISTRATION)



Government
Funding
Available

QUALIFICATION OVERVIEW

The BSB30120 Certificate III in Business (Business Administration) specialisation is an excellent starting point for those looking to enter the workforce, or to formalise the skills you are already using in your current job.

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 \$50 or \$25 concession is payable for this qualification.

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

JOB SUMMARY

These roles can be self-fulfilling and rewarding as they give people the opportunity to apply their skills and knowledge in almost countless situations across many different industries. 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

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

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

COURSE STRUCTURE

This qualification comprises 13 units of competency, including 6 core units and 7 elective units which must be completed.



COURSE UNITS

TOPIC	UNIT CODE	UNIT TITLE	NOMINAL HOURS
CORE UNITS			
Workplace Skills	BSBXCM301	Engage in workplace communication	40
Workplace Skills	BSBPEF201	Support personal wellbeing in the workplace	50
Workplace Skills	BSBTWK301	Use inclusive work practices	30
Health and Safety	BSBWHS311	Assist with maintaining workplace safety	40
Workplace Skills	BSBSUS211	Participate in sustainable work practices	20
Workplace Skills	BSBCRT311	Apply critical thinking skills in a team environment	40
ELECTIVE UNITS			
Technology	BSBTEC301	Design and produce business documents	80
Technology	BSBTEC303	Create electronic presentations	20
Workplace Skills	BSBPEF301	Organise personal work priorities	30
Operations	BSBOPS303	Organise schedules	15
Operations	BSBOPS301	Maintain business resources	15
Purchasing	BSBPUR301	Purchase goods and services	60
Finances	BSBFIN301	Process financial transactions	30

USER CHOICE FUNDING

Traineeships are funded by the Queensland Government under the User Choice Skills Assure supplier 2021-22 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>