

# BSB30120 CERTIFICATE III IN BUSINESS (ADMINISTRATION)



FIRST CHOICE  
COLLEGE

RTO Code 31707

ACCOUNTS CLERK  
DATA ENTRY OPERATOR  
JUNIOR PERSONAL ASSISTANT  
RECEPTIONIST  
OFFICE ADMINISTRATOR  
OFFICE JUNIOR  
WORD PROCESSOR OPERATOR

First Choice College is funded by the Queensland Government for eligible students under the Certificate 3 Guarantee Funding Program. **See page 2 for more details on C3G Funding.**

This qualification is available as a traineeship funded by the Queensland Government under the User Choice Skills Assure Supplier 2021-2023 policy. **See page 2 for more details on User Choice Funding.**

## QUALIFICATION OVERVIEW

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

First Choice College will provide you with your own one-on-one personal trainer/assessor to support you on your learning journey.

Successful completion of this qualification as traineeship will provide you with the practical on the job skills to work in many roles. You will also develop a solid foundation for further study.

## TRAINEESHIP DURATION

The duration of this traineeship will depend on the contract mode: Full Time or Part Time. If completing this course as a full-time traineeship, you will be provided with 12 months; and if completing as a part-time traineeship, you will be provided 24 months.

## JOB SUMMARY

This course 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.



Proud to be a Queensland Government  
subsidised training provider

First Choice College  
RTO Code 31707

P: (07) 5689 5060 | E: info@fcc.edu.au

## 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
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 & Safety	BSBWHS311	Assist with maintaining workplace safety	40
Workplace Skills	BSBSUS211	Participate in sustainable work practice	20
Workplace Skills	BSBCRT311	Apply critical thinking skills in a team environment	40
<b>ELECTIVE UNITS</b>			
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

### CERTIFICATE 3 GUARANTEE FUNDING

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

#### 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

A co-contribution fee of \$50 or \$25, if on concession, is payable for this qualification.

#### For more information on C3G funding please see:

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

### USER CHOICE FUNDING

Traineeships are funded by the Queensland Government under the User Choice Skills Assure supplier 2021-23 policy - providing a public funding contribution towards the cost of training and assessment services for eligible Queensland Apprentices and Trainees.

#### ELIGIBILITY

You must have an employer willing to take you on as a trainee. Give us a call and we can discuss traineeship options with you and/or your employer.

#### COST

Fees are calculated at a regulated rate of \$1.60 per nominal hour, or \$0.63 per nominal hour (40%) if on a valid concession. Nominal hours will vary between qualifications and an individual training plan will be created for Trainees that details nominal hours. 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.

#### For more information on UC Funding please see:

<https://desbt.qld.gov.au/training/training-careers/incentives/userchoice>