



## LEARN THE SKILLS TO BECOME JOB READY

# BSB30115 CERTIFICATE III IN BUSINESS

Funded by the Queensland government.

### WHAT IS THE USER CHOICE PROGRAM?

The User Choice program provides a public funding contribution towards the cost of training and assessment for eligible Queensland apprentices and trainees.

### ELIGIBILITY

To be eligible for a government contribution towards the costs of training, an apprentice or trainee must have entered into a training contract for a qualification that is funded by DET and be registered in DET's registration system DELTA.

The government contribution for a User Choice funding contribution is detailed in the apprentice or trainee's letter of registration from DET.

Apprentices and trainees can only receive one government contribution for a User Choice funded qualification at any single point in time, i.e. a student is not funded to undertake two apprenticeships or traineeships at the same time.

In addition, apprentices and trainees can only receive a maximum of two government funding contributions under the current User Choice Program.

### CO-CONTRIBUTION FEES

Students are required to pay a co-contribution fee currently \$1.60 per nominal hour of training to determine the cost of your course. Please contact Australian Academy for more details. An invoice is raised and presented at the first visit by the trainer and payment plans are agreed at that time.

### COURSE OVERVIEW

This qualification reflects the varied roles of individuals across different industry sectors who apply a broad range of competencies using some discretion, judgment and relevant theoretical knowledge. They may provide technical advice and support to a team.

### JOB OPPORTUNITIES

Job roles that may be available to you after successful completion of the course include:

- Customer service adviser
- Data entry operator
- General clerk
- Payroll officer
- Typist
- Word processing operator

### ENTRY REQUIREMENTS

1. Students must be 15 years of age or over.
2. Students are required to successfully complete the Language Literacy and Numeracy test and achieve Level 3 in the Australian Core Skills Framework across reading, writing, learning, oral communication and numeracy skill. Prospective students who have completed year 12 or provide an AQF Certificate III or above in any discipline will be deemed as meeting the LLN entry requirements. Satisfactorily complete a pre-training review interview to determine student's suitability for the chosen course.
3. Students are required to have access to a computer and internet in order to complete assessments and read information on the units of competency.

### COURSE MODE OF DELIVERY AND DURATION

The course is provided through face-to-face delivery or distance; however blended learning is an option with block delivery. This course will be delivered and assessed in 12 months.

### RECOGNITION OF PRIOR LEARNING

Many of our students already have a high level of skills, knowledge and expertise that can be recognised through a Recognition of Prior Learning (RPL) process. Students seeking recognition can apply for RPL on enrolment into a qualification or throughout the duration of their study.

### CREDIT TRANSFER

If you have completed previous study that is the same as your intended qualification with another organisation you may be able to apply for a credit transfer or exemption. A copy of the original transcript must be provided when applying for a credit transfer.

WORLD-CLASS TRAINING

# WORLD-CLASS LEADERS



## COURSE OUTLINE (UNITS OF COMPETENCY)

TOTAL NUMBER OF UNITS = 12

- 1 core units
- 11 elective units

CORE UNITS	
BSBWHS302	Apply knowledge of WHS legislation in the workplace
ELECTIVE UNITS	
BSBADM311	Maintain business resources
BSBDIV301	Work effectively with diversity
BSBFIA301	Maintain financial records
BSBFLM303	Contribute to effective workplace relationships
BSBFLM312	Contribute to team effectiveness
BSBITU303	Design and produce text documents
BSBITU304	Produce spreadsheets
BSBITU306	Design and produce business documents
BSBPRO301	Recommend products and services
BSBWOR301	Organise personal work priorities and development
BSBWRT301	Write simple documents

### ASSESSMENTS

To be assessed as competent, learners need to provide satisfactory evidence to all the assessment requirements relating to their knowledge and skills relevant to the unit of competence. Assessment methods may include:

- Written activities
- Case studies
- Projects
- Role plays / observations

### HOW TO ENROL

Applying to Australian Academy (AA) is easy. You can submit your enrolment application any time by email to [info@australianacademy.edu.au](mailto:info@australianacademy.edu.au) or call **1300 656 693**. You will be contacted by AA to arrange a follow up appointment for a pre-training review.

Once we receive your enrolment form, we will send you a Letter of Offer including all the enrolment conditions. When you accept it and return a signed copy along with payment, we will secure your place.

**Enrol Now**



#### Gold Coast (QLD)

10 Scarborough Street  
Southport, Gold Coast  
QLD 4215  
P 1300 656 693

#### Brisbane (QLD)

Level 3, 12 Mount Gravatt  
Capalaba Road, Upper  
Mount Gravatt QLD 4122  
P (07) 3343 3776

#### Sunshine Coast (QLD)

Sunshine Coast Stadium  
31 Sportsmans Parade  
Bokarina QLD 4575  
P 1300 656 693