



BSB30415

# Certificate III in Business Administration

To ensure more people can access Nationally Recognised training qualifications, Queensland Government is offering eligible Queenslanders the opportunity to access highly subsidised quality training that is directly linked to either an employment outcome or career progression in the workplace. Skills@Top is currently accepting enrolments in to Certificate III in Business Administration under this subsidised training program. To be eligible to receive the subsidy, prospective students must:

- @ Be aged 15 years or above, and no longer at school;
- @ Permanently reside in Queensland and be an Australian or New Zealand citizen, or an Australian permanent resident (or temporary resident with the necessary visa and work permits on the pathway to permanent residency);
- @ Not hold, and not be enrolled in, a Certificate III or higher level qualification (not including qualifications completed at school).

**Enrol today, start tomorrow and TAKE CONTROL of your career!**

BSB30415 Recommended Training Program

| Unit      | Description  | Enrolment Options |                                     |                 |
|-----------|--|-------------------|-------------------------------------|-----------------|
|           |  | Online Learning   | Recognition of Prior Learning (RPL) | Credit Transfer |
| BSBWHS201 | Contribute to health and safety of self and others       | ●                 | ●<br>(full assessment)              | ●               |
| BSBADM307 | Organise schedules                                       | ●                 | ●                                   | ●               |
| BSBITU303 | Design and produce text documents (MS Word—Intermediate) | ●                 | ●                                   | ●               |
| BSBCUS301 | Deliver and monitor a service to customers               | ●                 | ●                                   | ●               |
| BSBITU304 | Produce spreadsheets (MS Excel—Intermediate)             | ●                 | ●                                   | ●               |
| BSBINN201 | Contribute to workplace innovation                       | ●                 | ●                                   | ●               |
| BSBITU302 | Create electronic presentations (MS PowerPoint)          | ●                 | ●                                   | ●               |
| BSBWOR301 | Organise personal work priorities and development        | ●                 | ●                                   | ●               |
| BSBITU309 | Produce desktop published documents (MS Publisher)       | ●                 | ●                                   | ●               |
| BSBITU306 | Design and produce business documents                    | Clustered         | ●                                   | ●               |
| BSBWOR204 | Use business technology                                  | ●                 | ●                                   | ●               |
| BSBITU307 | Develop keyboarding speed and accuracy                   | ●                 | ●                                   | ●               |
| BSBWRT301 | Write simple documents                                   | ●                 | ●                                   | ●               |

Qld Government is subsidising the cost of training for eligible Queenslanders, however, a co-contribution fee must be paid by students:

Student Co-Contribution Fees

| Enrolment Option  | Student Co-Contribution Fee |                |
|---|-----------------------------|----------------|
|   | Non-Concession              | Concession*    |
| <b>Online learning</b> ( <i>study anywhere, anytime providing that you have an internet connection</i> )  | \$22.50 / unit              | \$12.50 / unit |
| <b>Correspondence</b> ( <i>study with hard copy training manuals and upload your assessment material online</i> )   | \$35.00 / unit              | \$25.00 / unit |
| <b>Application for Recognition of Prior Learning</b> ( <i>apply to have your existing skills, experience and knowledge recognised through a fast-tracked assessment process</i> ) | \$15.00 / unit              | \$8.75 / unit  |
| <b>Credit Transfer</b>  | No Fee                      | No Fee         |

\*Note that concessional status applies when the student holds a Health Care or Pensioner concession card issued under Commonwealth law (or is the partner or a dependant of a person who holds the same and is named on the card).

**Skills@Top (a division of Top Office Personnel Pty Ltd)**

Proudly celebrating 29 years of providing training and employment solutions in South East Queensland

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