



Get up to speed with the latest business and computing skills

#### COURSE DESCRIPTION

Open doors in the administration sector. Gold Training's Certificate III in Business qualification will provide you with the fundamental skills for entry into this industry. You will learn about basic office operations, creating spreadsheets, developing electronic presentations and conducting online transactions.

This qualification is suitable for those seeking to update their skill set. This qualification is ideal to bring you up to speed with the latest business and computing skills, allowing you to become more efficient in daily operations and improve your confidence in dealing with business regulations.

#### PREREQUISITES AND ENTRY REQUIREMENTS

There are no formal entry requirements, however, it is preferred that participants have some experience in the administration industry.

#### COURSE DELIVERY

Gold Training delivers flexible training with instructor's who have extensive industry experience. Gold Training offer this qualification through blended learning over 12 months including online, face to face and on the job training. This qualification can also be undertaken over 12 to 24 months as a traineeship.

#### VOCATIONAL OUTCOMES

This qualification reflects the responsibilities of an employee in administration or business industries. Participants will obtain valuable insights and experience including:

- Administrative office function
- Organisation
- Customer service
- Workplace culture and relations
- Preparing documents

#### POTENTIAL EMPLOYMENT OUTCOMES

- Administrator
- Business manager
- Supervisor or team leader

#### COURSE HIGHLIGHTS

This qualification also provides a pathway for further study and you may be eligible to apply for a credit towards a relevant university business degree.

#### COURSE FEES

Course fees may vary depending on the units you are enrolled in so an approximate amount has been shown based on Gold Training's standard unit selection. You will be given the exact amount of your fees at enrolment. Part time student fees will vary depending on the number of units you are enrolled in.

- Face to face - price on application
- Online - \$2,500.00

Course fees are made up of two components: tuition fees and resource fees. Tuition fees are determined by multiplying the nominal hours, which is the number of hours in which an average student could be expected to complete each unit. They are not the hours of training or instruction. Resource fees are charges for material that are essential to a course or unit, and are purchased by Gold Training to be used by students during the course.

**For enquiries about this course please call 1300 885 121  
or email [gt.studentadmin@goldtraining.edu.au](mailto:gt.studentadmin@goldtraining.edu.au)**

### QUEENSLAND GOVERNMENT FUNDING

Certificate 3 Guarantee program is funded by the Queensland Government and is available to support eligible participants to complete their first post-school Certificate III qualification and increase their skills to move into employment, re-enter the workforce or advance their career.

For more information on Certificate 3 Guarantee funding eligibility, please view the information fact sheet at <https://training.qld.gov.au/training/incentives/certificate3>.

Student Co-contribution fees for concessional and non-concessional participants apply to all qualifications offered through the Certificate 3 Guarantee funding program. Student Co-contribution fees are the essential costs for participants to undertake the qualification and include all costs associated with delivering the training.

- Non-concessional fee - \$50.00
- Concessional fee - \$25.00

### RECOGNITION OF PRIOR LEARNING (RPL)

Gold Training recognises that you may have skills or knowledge from previous learning or work experience, you may be eligible to apply for Recognition of Prior Learning and/or Credit Transfer towards partial completion of this qualification.

### UNIQUE STUDENT IDENTIFIER (USI)

From 1 January 2015, participants undertaking nationally recognised training require a USI before they can receive their training records and results. Once a USI is created participants will continue to use their USI for any future nationally recognised training they undertake.

Your USI links to an online account that contains all of your training records and results that you have completed after 1 January 2015.

If you would like to create your own USI prior to commencing training with Gold Training please visit [www.usi.gov.au](http://www.usi.gov.au). Alternatively, with your permission (which can be provided when completing your enrolment form) Gold Training will create your USI number on your behalf.

### STUDENT HANDBOOK

View the [Gold Training Student Handbook](#) for more information about course fees, the appeals and complaints process, and training with us.

### LANGUAGE, LITERACY & NUMERACY (LLN) ASSESSMENT

It is a requirement for this qualification that participants complete an LLN assessment to ascertain whether further support opportunities are required to assist completion of this qualification. Please complete our online LLN assessment [here](#).

### HOW TO APPLY

Please complete the Gold Training enrolment form including collating your supporting documents by selecting the 'BSB30115 Certificate III in Business' occurrence via our [online enrolment portal](#).

### PARTICIPANT RECRUITMENT

The recruitment of potential participants for this course is handled by Gold Training and WorkPac.

### HOW TO APPLY

Please complete the Gold Training enrolment form including collating your supporting documents by selecting the 'BSB30115 Certificate III in Business' occurrence via our [online enrolment portal](#).

### COURSE UNITS

BSBWHS302	Apply knowledge of WHS legislation in the workplace
BSBITU312	Create electronic presentations
BSBITU314	Design and produce spreadsheets
BSBWRT301	Write simple documents
BSBCUS301	Deliver and monitor a service to customers
BSBADM311	Maintain business resources
BSBWOR301	Organise personal work priorities and development
BSBCMM301	Process customer complaints
BSBITU307	Develop keyboarding speed and accuracy
BSBADM307	Organise schedules
BSBDIV301	Work effectively with diversity
BSBINM301	Organise workplace information

\*course units are subject to change



**Proud to be a Queensland Government  
subsidised training provider**



**NATIONALLY RECOGNISED  
TRAINING**