



## CERTIFICATE 3 GUARANTEE

### A QUEENSLAND GOVERNMENT INITIATIVE

Interested in Completing Your Certificate III in Business Administration

Are you Eligible for enrolment in a government funded Certificate III in Business Administration Course?

## ***ATTENTION All Queensland Eligible Students***

Enrol in a Nationally Recognized Qualification funded by the Queensland Government Certificate III in Business Administration from just **\$70** Under the Certificate 3 Guarantee Program

### **What is Certificate 3 Guarantee?**

The Certificate 3 Guarantee provides a government subsidy to support eligible individuals to complete their first post-school certificate III qualification.

### **Are you Eligible?**

This program is open to individuals who are:

- Queensland residents aged 15 years or over
- No longer at school (with the exception of VET in Schools students)
- Australian or New Zealand citizens or Australian permanent residents (including humanitarian entrants), or a temporary resident with the necessary visa and on the pathway to permanent residency
- Not holding, and not enrolled in, a certificate III level or higher qualification (not including qualifications completed at school and foundation skills training)

Contact the Team at Ballistic Training Solutions today to discuss your eligibility or further details on the Qld Government Certificate 3 Guarantee Program.

### **What level of subsidy is available?**

The investment priority or importance of the training determines the size of the government subsidy. Training in vocational areas that align with important economic and industry skills needs will receive a higher government subsidy.

### **Do I need to contribute to the cost of training?**

Given the benefits that training provides to individuals, students undertaking certificate III level training and non-concessional students undertaking lower-level vocational training are required to contribute to the costs of their Training through a co-contribution fee. The amount of your out-of-pocket expense will vary depending on the course you undertake and the training provider you choose. The fee may be paid on your behalf by an employer or another third party, but cannot be paid by the training provider.

#### **Ballistic Training Solutions Pty Ltd**

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## BSB30415 Cert III in Business Administration

### Qualification Description

This qualification applies to a range of administrative roles in varied contexts. Individuals in these positions use some discretion and judgement and may provide technical advice and support to a team.

### Applicable occupations are:

Clerk / Office Junior / Accounts Support / Payroll Officer / Data Entry Clerk



NATIONALLY RECOGNISED  
TRAINING

## Packaging Rules

Total number of units = 13

**2 Core / 11 Electives** of which: 7 elective units must be selected from the Group A units listed below, 4 elective units may be selected from the Group A or Group B elective units listed below, or any currently endorsed Training Package or accredited course at the same qualification level if not listed below, 2 of the elective's units may be selected from a Certificate II or Certificate IV qualification. Elective units must be relevant to the work environment and the qualification, maintain the integrity of the AQF alignment and contribute to a valid, industry-supported vocational outcome.

## Unit Descriptions

### Core Units

- ☐ BSBITU307 – Develop keyboarding speed and accuracy
- ☐ BSBWHS201 – Contribute to health and safety of self and others

### Elective Units

- ☐ BSBADM307 – Organise Schedules
- ☐ BSBITU309 - Produce desktop published documents
- ☐ BSBWOR204 – Use business technology
- ☐ BSBINM301 – Organise workplace information
- ☐ BSBITU312 – Create electronic presentations
- ☐ BSBITU313 – Design & produce text documents
- ☐ BSBITU314 – Produce spreadsheets
- ☐ BSBITU306 – Design & produce business documents
- ☐ BSBWOR301 – Organise personal work priorities and development
- ☐ BSBWRT301 – Write simple documents
- ☐ BSBADM311 – Maintain business resources

## Course Duration

12 months with an option for extension. Program is self-paced, external study and workplace based study supported by 6 weekly two hour visits by a BTS Trainer. Students are encouraged to complete the entire program within the recommended 12 month timeframe.

### Ballistic Training Solutions

**Who Are We:** Ballistic Training Solutions Pty Ltd is a Nationally Registered Training Provider (Provider no: 41097) specializing in the delivery of nationally accredited training programs tailored to industry and client needs.

**What Do We Do:** Specializing in the delivery of Nationally Accredited Training in Business, Management, Work Health & Safety, Education Support, Conservation and Land Management and related industry safety programs. We pride ourselves on our customer service, attention to details and commitment to ensure that you're learning needs are met with the highest standards of training & assessment services in the industry. We provide tailored training & assessment services to meet industry and our client's needs.

**Our Vision:** Our vision is to be the training provider of first choice to key industry and client groups across the Nation. Through our commitment to excellence, quality and service we will develop and deliver innovative training solutions tailored to industry requirements and achieving the training needs of both current and future workforce requirements.