



User Choice Program

## BSB30115 Certificate III in Business

The world in which we live in is dominated by businesses both big and small. There is a strong argument that in the future, everyone will need to have had a business education as whatever you do in your professional life, and the chances are that it will involve some form of business.

From customer service and occupational health and safety, to a number of specialty areas including administration, finance, marketing and management, modern businesses are not just about boring paper jobs! Use this qualification to gain knowledge about the engine that drives the world, and then take your skills off the page and put them towards an exciting career.

### User Choice (Apprenticeships and Traineeships)

The Queensland Government Department of Employment, Small Business and Training provides funding for User Choice Apprenticeships and Traineeships in Queensland, subject to eligibility conditions being met.

Queensford College is a Pre-Qualified Supplier under this program for the delivery of this Certificate III qualification as an apprenticeship or traineeship pathway for new and existing workers.

For more information about the User Choice 2017-20 program, view the following link:

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

### User Choice Contribution Fees

The Contribution Fee under the User Choice program is dependent on the elective choice. Fees are paid at a rate of \$1.60 per nominal hour. This fee represents the total cost to the student to enrol, undertake training and be awarded the qualification.

School-based apprentices and trainees are exempt for co-contribution fees.

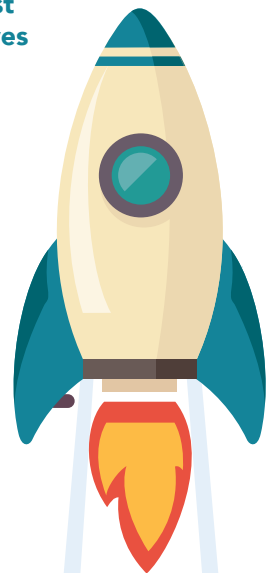
### Entry Requirements

There are no prerequisites for entry into this course however it is desired that candidates have completed Australian Year 10 (or equivalent).

Student may need to complete a language literacy and numeracy prior to enrolment.

### Possible Career Outcomes

- Customer Service Adviser
- Receptionist
- Data Entry Operator
- Payroll Officer



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RTO 31736 | CRICOS 03010G



## Unit Information

Code	Title	Nominal Hours
<b>Core Units</b>		
BSBWHS302	Apply knowledge of WHS legislation in the workplace	20
<b>Elective Units</b>		
Please <input checked="" type="checkbox"/> tick 7 units from below.		
<b>Group A</b>		
BSBADM311	<input type="checkbox"/> Maintain business resources	15
BSBCUS301	<input type="checkbox"/> Deliver and monitor a service to customers	35
BSBDIV301	<input type="checkbox"/> Work effectively with diversity	30
BSBFIA301	<input type="checkbox"/> Maintain financial records	60
BSBINM301	<input type="checkbox"/> Organise workplace information	30
BSBITU309	<input type="checkbox"/> Produce desktop published documents	50
BSBPRO301	<input type="checkbox"/> Recommend products and services	20
BSBPUR301	<input type="checkbox"/> Purchase goods and services	60
BSBSUS401	<input type="checkbox"/> Implement and monitor environmentally sustainable work practices	40
BSBWOR301	<input type="checkbox"/> Organise personal work priorities and development	30
BSBHRM405	<input type="checkbox"/> Support the recruitment, selection and induction of staff	50
Please <input checked="" type="checkbox"/> tick 4 units from below.		
<b>Food and Beverage Electives</b>		
SITHFAB003 <sup>^*</sup>	<input type="checkbox"/> Operate a bar	35
SITHFAB001*	<input type="checkbox"/> Clean and tidy bar areas	15
SITHFAB002	<input type="checkbox"/> Provide responsible service of alcohol	10
SITHFAB004*	<input type="checkbox"/> Prepare and serve non-alcoholic beverages	20
SITXFSA001	<input type="checkbox"/> Use hygienic practices for food safety	15
SITHFAB005*	<input type="checkbox"/> Prepare and serve espresso coffee	30
SITHCCC003*	<input type="checkbox"/> Prepare and present sandwiches	10
SITHCCC002*	<input type="checkbox"/> Prepare and present simple dishes	25
SITXHRM001	<input type="checkbox"/> Coach others in job skills	20
SITXFIN001	<input type="checkbox"/> Process financial transactions	25
SITXCCS007	<input type="checkbox"/> Enhance customer service experiences	40
SITXCCS003	<input type="checkbox"/> Interact with customers	20

\* Requires students to have completed the unit SITXFSA001 Use hygienic practices for food safety in full prior to commencement

<sup>^</sup> Requires students to have completed the unit SITHFAB002 Provide responsible service of alcohol in full prior to commencement

## Course Requirements

To achieve this qualification 12 units must be successfully completed including 1 core units and 11 elective units.

Of the elective units, a minimum of 7 must be selected from business electives. The remaining 4 may be selected from either business electives or food and beverage electives.

Some units have pre-requisite unit requirements which must be completed in full prior to the unit commencing.

## Course Delivery

This qualification is delivered over 12 months.

Customised to suit the client requirements but can include workplace training, blended, face to face, on campus and online methods.

# CONTACT US FOR MORE INFORMATION

Call us on **(07) 3221 1626** or email [info@queensford.edu.au](mailto:info@queensford.edu.au) for more information on our courses.

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All information in this document was correct at the time of publication but is subject to change.  
August 2018 v2.2 Reference:29082018

