A brief description of the qualification

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.

Why choose Gateway College of Technology?

Gateway College of Technology offers face-to-face classroom training as we believe that face-to-face environment offers valuable interaction between students and training staff. We have classrooms and computer labs optimised with essential study aids (e.g., Google hangouts as Virtual platform, fast internet, Lap-tops, printers) that are prevalent in modern workplace. Collectively, these facilities will give you the feel of a modern workplace. We believe that human touch is essential as our trainers / assessors are available on campus and away from campus (e.g., through phone call or Google Hangouts) to assist you in your journey with Gateway College of Technology.

Our potential learners comprise existing workers and new entrants who are undertaking team leadership roles. In addition to existing team leaders, potential learners may be providing technical advice and support to a team in settings: business administration, leadership and management, marketing and communication, project management, work health and safety, small business, international trade, franchising, purchasing, human resource, customer engagement, governance, legal services, conveyancing, and recordkeeping.

Qualification Fees
AUD $7000 (including material & administration fees)

Material Fees
All courseware resources and handouts will cost $300 (refundable if materials are returned undamaged)

FEES REQUIRED FOR ENROLMENT
Total fees for training and assessment required on enrolment (including non-refundable admin fees of $200 + $300 Material Fees + $1000 tuition fees) are $1500.
Remaining course fees (i.e., $5500) are payable according to the payment plan ($687.50 x 8 monthly payments)

RPL Fees
RPL Fees are AUD $2500 including $200 non-refundable administration fees.

Refunds
Learners are to read fees / refund information from the student handbook.

Qualification Duration
The Volume of training for the BSB30115 Certificate III in Business will be 1040 hours over a 52-week period.

Breakdown of total volume of learning
- Classroom training (1040 hours of training) at the RTO training facility, Level 1, Unit 3, 169 Wellington Road, East Brisbane, QLD 4169.
- Self-directed learning + assessment task completion = 600 hours
Learning support and Supplementary online support (Google-hangouts, additional trainer contact)

Entry Requirements
1) The RTO requires all learners to have a part-time or full-time employment in management or supervisory or leadership roles. New entrants or individuals providing technical advice and support teams are also encouraged to undertake this qualification.
2) Also, learners are required to have required language literacy and numeracy (LLN) skills to undertake AQF level 3 qualification.
3) Learners are required to be from a commutable distance from Brisbane as the RTO is located at East Brisbane.

Course Intake
Rolling intake depends on expression of interest from potential students

<table>
<thead>
<tr>
<th>Code</th>
<th>Unit of Competence</th>
<th>C/E</th>
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<tbody>
<tr>
<td>BSBWH302</td>
<td>Apply knowledge of WHS legislation in the workplace</td>
<td>C</td>
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<tr>
<td>BSBSUS401</td>
<td>Implement and monitor environmentally sustainable work practices</td>
<td>E</td>
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<tr>
<td>BSBADM311</td>
<td>Maintain business resources</td>
<td>E</td>
</tr>
<tr>
<td>BSBFIA301</td>
<td>Maintain financial records</td>
<td>E</td>
</tr>
<tr>
<td>BSBINN301</td>
<td>Promote innovation in a team environment</td>
<td>E</td>
</tr>
<tr>
<td>BSBCUS301</td>
<td>Deliver and monitor a service to customers</td>
<td>E</td>
</tr>
<tr>
<td>BSBITU301</td>
<td>Create and use database</td>
<td>E</td>
</tr>
<tr>
<td>BSBPUR301</td>
<td>Purchase goods and services</td>
<td>E</td>
</tr>
<tr>
<td>BSBFLM303</td>
<td>Contribute to effective workplace relationships</td>
<td>E</td>
</tr>
<tr>
<td>BSBINM302</td>
<td>Utilise a knowledge management system</td>
<td>E</td>
</tr>
<tr>
<td>BSBWOR302</td>
<td>Work effectively as an off-site worker</td>
<td>E</td>
</tr>
<tr>
<td>BSBCM301</td>
<td>Process customer complaints</td>
<td>E</td>
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Note: The RTO reserves the right to change the elective units within this training as per industry feedback.

Career opportunities
As the cohort of learners is already employed they may advance their career to include diverse roles in team leadership and management. Furthermore, they could undertake AQF level 4 qualification in Business/administration pathway. Please visit the following website for more information: https://www.ibsa.org.au/sites/default/files/downloads/BSB%20pathways%20charts.pdf
Award upon completion
Learners obtaining a competent result for all 12 unit(s) of competency will achieve the nationally recognised award, BSB30115 Certificate III in Business

Learners completing less than 12 units towards the qualification will receive a Statement of Attainment.

Recognition of Prior Learning
All individual students are offered the opportunity to apply for RPL, please see the Student Handbook or enquire at the RTO for the procedure on how to apply.

Credit Transfer
All individuals who have completed national recognised training that is on the RTO scope will receive credit transfer (CT) for the previously completed unit(s) of competency.

Unique Student Identifier (USI)
AQF Certification will be issued to learners only after being in receipt of a valid USI from the learner.

Please refer to the Enrolment Form, Student handbook, Learner pre-enrolment Analysis for the terms and conditions of enrolment, suitability of this qualification to you, previous recognitions, Enrolment and Selection; Training Guarantee; Course Fees, Payments and Refunds; Course Fees paid in Advance; Recognition of Prior Learning (RPL) or Credit Transfer.