


**Course Fee Structure – BSB30120**
**Program Structure and Pricing for  
 BSB30120 – Certificate III in Business**

				Non-Funded Full Fee		Co-Contribution Fee User Choice Funded (QLD Government funded - traineeship)		
Competency Code	Competency Description	Core-Elective	Nominal Hours	Non-Funded Full Fee	Non-Funded RPL	Non-Concession Funded	Concession Fee - Health Care Card	School based
<b>Enrolment &amp; resource Fee (Non-Refundable)</b>				\$600	\$600	N/A	N/A	N/A
BSBCRT311	Apply critical thinking skills in a team environment	Core	40			\$64.00	\$25.60	\$0
BSBPEF201	Support personal wellbeing in the workplace	Core	50			\$80.00	\$32.00	\$0
BSBSUS211	Participate in sustainable work practices	Core	20			\$32.00	\$12.80	\$0
BSBTWK301	Use inclusive work practices	Core	30			\$48.00	\$19.20	\$0
BSBWHS311	Assist with maintaining workplace safety	Core	40			\$64.00	\$25.60	\$0
BSBXCM301	Engage in workplace communication	Core	40			\$64.00	\$25.60	\$0
<b>Elective Units - Group A – Technology</b>		<b>Minimum 2 must be selected</b>						
BSBTEC301	Design and produce business documents	Elective	80			\$128.00	\$51.20	\$0
BSBTEC302	Design and produce spreadsheets	Elective	35			\$56.00	\$22.40	\$0
BSBTEC303	Create electronic presentations	Elective	20			\$32.00	\$12.80	\$0
BSBWRT311	Write simple documents	Elective	30			\$48.00	\$19.20	\$0
BSBDAT201	Collect and record data	Elective	40			\$64.00	\$25.60	\$0
BSBXCS303	Securely manage personally identifiable information and workplace information	Elective	40			\$64.00	\$25.60	\$0
BSBTEC201	Use business software applications	Elective	60			\$96.00	\$38.40	\$0
<b>Elective units - Group B – Business Competence</b>		<b>1 unit must be selected</b>						
BSBPEF301	Organise personal work priorities	Elective	30			\$48.00	\$19.20	\$0
<b>Elective units - Group C – Teamwork and Relationships</b>								
BSBPEF302	Develop self-awareness	Elective	30			\$48.00	\$19.20	\$0
BSBXTW301	Work in a team	Elective	40			\$64.00	\$25.60	\$0
<b>Elective Units - Group D – Customer and Client Engagement</b>								
BSBOPS304	Deliver and monitor a service to customers	Elective	35			\$56.00	\$22.40	\$0
<b>Elective Units - Group E – Business Administration</b>								
BSBOPS303	Organise schedules	Elective	15			\$24.00	\$9.60	\$0
BSBPUR301	Purchase goods and services	Elective	60			\$96.00	\$38.40	\$0
BSBFIN301	Process financial transactions	Elective	30			\$48.00	\$19.20	\$0
<b>Elective Units - Group F – Medical Administration</b>								
BSBMED301	Interpret and apply medical terminology appropriately	Elective	60			\$96.00	\$38.40	\$0
BSBMED303	Maintain patient records	Elective	20			\$32.00	\$12.80	\$0
<b>Elective Units - Import for Health Students</b>								
HLTINF006	Apply basic principles and practices of infection prevention and control	Import	35			\$56.00	\$22.40	\$0
<b>RPL Processing Fee</b>					<b>\$2,400</b>			
<b>TOTAL</b>				<b>\$2,550</b>	<b>\$3,000</b>	Varies depending on electives selected		

 Pricing current as of 15<sup>th</sup> October 2024

 Queensland Government prices are current as of July 2024 and are reviewed annually by the Department of Small Business and Training  
 Please refer page 2 for more information regarding Government Funded programs

**User Choice Funded – Queensland Government (Traineeships)**

Traineeships are funded by the Queensland Government under the User Choice Policy 2021-2025. User Choice provides a public funding contribution towards the cost of training and assessment services for eligible Queensland Apprentices and Trainees. Student contribution fees are set under this policy at \$1.60 per nominal hour. These fees will be reviewed annually by the Queensland Government and may be altered at various times throughout your training at their discretion. In circumstances where a student undertakes more than one apprenticeship or traineeship at the same time, the student will only receive funding for the government contribution fee for the qualification nominated in the first Training Contract registered.

Please Note: Apprentices and Trainees, including SATs (School-Based apprenticeships-traineeships), can only receive a maximum of two government funding contributions under the current User Choice Policy.  
Students will be notified in writing if any changes to the student contribution fees are made.

**Non-Funded Full Fee**

Students enrolling into the Fee for Service will be invoiced in increments as they progress through their training (This is detailed within in the participant handbook) The \$600 Enrolment and Resource Fee will be invoiced at time of enrolment.

Once payment has been received AADA will organise practical components of the course to be assessed in the workplace. it is recommended to be eligible for RPL that you have worked within the industry previously/currently. Please speak with an AADA staff member to confirm eligibility.