AADA College
RTO 41512

Course Fee Structure – BSB30120

Program Structure and Pricing for BSB30120 – Certificate III in Business				Non-Funded Full Fee	Co-Contribution fee Career Start General Training Pathway (QLD Government funded)		Co-Contribution Fee User Choice Funded (QLD Government funded - traineeship)		
Competency Code	**Competency Description**	**Core-Elective**	**Nominal Hours**	**Non - Funded Full Fee**	**Non-Concession Funded**	**Concession Fee - Health Care Card**	**Non-Concession Funded**	**Concession Fee - Health Care Card**	**School based**
BSBCRT311	Apply critical thinking skills in a team environment	Core	40	$195.00	$80.00	$68.00	$64.00	$25.60	$0
BSBPEF201	Support personal wellbeing in the workplace	Core	50	$195.00	$80.00	$68.00	$80.00	$32.00	$0
BSBSUS211	Participate in sustainable work practices	Core	20	$195.00	$80.00	$68.00	$32.00	$12.80	$0
BSBTWK301	Use inclusive work practices	Core	30	$195.00	$80.00	$68.00	$48.00	$19.20	$0
BSBWHS311	Assist with maintaining workplace safety	Core	40	$195.00	$80.00	$68.00	$64.00	$25.60	$0
BSBXCM301	Engage in workplace communication	Core	40	$195.00	$80.00	$68.00	$64.00	$25.60	$0
Elective Units - Group A – Technology					**Minimum 2 must be selected**				
BSBTEC301	Design and produce business documents	Elective	80	$195.00	$80.00	$68.00	$128.00	$51.20	$0
BSBTEC302	Design and produce spreadsheets	Elective	35	$195.00	$80.00	$68.00	$56.00	$22.40	$0
BSBTEC303	Create electronic presentations	Elective	20	$195.00	$80.00	$68.00	$32.00	$12.80	$0
BSBWRT311	Write simple documents	Elective	30	$195.00	$80.00	$68.00	$48.00	$19.20	$0
BSBDAT201	Collect and record data	Elective	40	$195.00	$80.00	$68.00	$64.00	$25.60	$0
BSBXCS303	Securely manage personally identifiable information and workplace information	Elective	40	$195.00	$80.00	$68.00	$64.00	$25.60	$0
BSBTEC201	Use business software applications	Elective	60	$195.00	$80.00	$68.00	$96.00	$38.40	$0
Elective units - Group B – Business Competence					**1 unit must be selected**				
BSBPEF301	Organise personal work priorities	Elective	30	$195.00	$80.00	$68.00	$48.00	$19.20	$0
Elective units - Group C – Teamwork and Relationships									
BSBPEF302	Develop self-awareness	Elective	30	$195.00	$80.00	$68.00	$48.00	$19.20	$0
BSBXTW301	Work in a team	Elective	40	$195.00	$80.00	$68.00	$64.00	$25.60	$0
Elective Units - Group D – Customer and Client Engagement									
BSBOPS304	Deliver and monitor a service to customers	Elective	35	$195.00	$80.00	$68.00	$56.00	$22.40	$0

Elective Units - Group E – Business Administration									
BSBOPS303	Organise schedules	Elective	15	$195.00	$80.00	$68.00	$24.00	$9.60	$0
BSBPUR301	Purchase goods and services	Elective	60	$195.00	$80.00	$68.00	$96.00	$38.40	$0
BSBFIN301	Process financial transactions	Elective	30	$195.00	$80.00	$68.00	$48.00	$19.20	$0
Elective Units - Group F – Medical Administration									
BSBMED301	Interpret and apply medical terminology appropriately	Elective	60	$195.00	$80.00	$68.00	$96.00	$38.40	$0
BSBMED303	Maintain patient records	Elective	20	$195.00	$80.00	$68.00	$32.00	$12.80	$0
TOTAL				**$2,535**	**Varies depending on electives selected**				
Pricing current as of 1 September 2025									

Career Start

Career Start supports Queensland job seekers to start their career, or move into more skilled roles or full-time employment.
You can participate in either a general training pathway, or an employment-based apprenticeship or traineeship pathway. You'll receive reduced-cost entry-level training aligned to the skill outcomes required by industry.
Career Start provides eligible Queenslanders with:

- access to certificate III qualifications in priority and emerging industries
- access to apprenticeship and traineeship training in priority and emerging industries
- access to lower-level qualifications identified by industry as the entry point for jobs
- expanded access to foundation skills such as language, literacy, numeracy, digital literacy and employability skills
- increased access to training in regional and remote areas
- supported training pathways for women and priority cohorts to take up skilled careers.

Career Start Program – Apprenticeship/Traineeship Pathway – Queensland Government (Traineeships)

Traineeships are funded by the Queensland Government under the Career Start Program 2025-2028. Career Start – Apprenticeship / Traineeship Pathway 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 Career Start Program.
Students will be notified in writing if any changes to the student contribution fees are made.
If a school-based student change their contract mode to part-time or full-time, fees will be invoiced at the standard $1.60 per nominal hour or the relevant concession rate if applicable.

Non-Funded Full Fee

Students enrolling as Fee for Service student will be invoiced in increments as they progress through their training (This is detailed within in the participant handbook)
The first 3 units of competency 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.
All Students must complete min 350 hours of work vocational placement (non-paid work experience –students are required to contact Industry to endeavour to find a placement. If multiple efforts do not result in a placement, AADA College will assist) or paid work within a Dental Practice.

Career Start Program – General Training Pathway - Queensland Government funded.

The Career Start - General Training Pathway supports eligible individuals to complete their first post-school Certificate III qualification. The Co-Contribution fee may be paid on behalf of the student by the employer or another third party, but the fee cannot be waived by the RTO. Enrolments under this pathway will not be activated until all eligibility requirements are met and initial invoice of fees for 3 units of competency have been paid.

For further information on the Career Start Program, please go to
https://www.qld.gov.au/education/training/funded/career-start