

**All Trades Queensland (RTO:40553)  
Program Structure and Pricing for BSB30415 Certificate III in  
Business Administration V5.0**

Competency Code	Competency Description	Core - Elective	Nominal Hours	User Choice Funding (Qld Government)		VET Invest (Qld Government) Certificate 3 Guarantee / Higher Level Skills		Construction Skills Queensland Funding		Non Funded Full Fee / RPL / Gap Training **	
				Non-Concession Funded	Concession Price - Health Care Card	Non-Concession Funded	Concession Price - Health Care Card	Non-Concession Funded	Concession Price - Health Care Card	Non Funded - RPL	Non Funded - Full Fee*
BSBITU307	Develop keyboarding speed and accuracy	Core	50	\$80.00	\$32.00	\$6.00	\$3.00	N/A	N/A	\$150.00	\$251.00
BSBWHS201	Contribute to health and safety of self and others	Core	20	\$32.00	\$12.80	\$6.00	\$3.00	N/A	N/A	\$150.00	\$251.00
BSBADM307	Organise schedules	Elective	15	\$24.00	\$9.60	\$6.00	\$3.00	N/A	N/A	\$150.00	\$251.00
BSBFIA303	Process accounts payable and receivable	Elective	30	\$48.00	\$19.20	\$6.00	\$3.00	N/A	N/A	\$150.00	\$251.00
BSBFIA304	Maintain a general ledger	Elective	60	\$96.00	\$38.40	\$6.00	\$3.00	N/A	N/A	\$150.00	\$251.00
BSBITU302	Create electronic presentations	Elective	20	\$32.00	\$12.80	\$6.00	\$3.00	N/A	N/A	\$150.00	\$251.00
BSBITU303	Design and produce text documents	Elective	90	\$144.00	\$57.60	\$6.00	\$3.00	N/A	N/A	\$150.00	\$251.00
BSBWRT301	Write simple documents	Elective	30	\$48.00	\$19.20	\$6.00	\$3.00	N/A	N/A	\$150.00	\$251.00
BSBINM301	Organise workplace information	Elective	30	\$48.00	\$19.20	\$6.00	\$3.00	N/A	N/A	\$150.00	\$251.00
BSBWOR204	Use business technology	Elective	20	\$32.00	\$12.80	\$6.00	\$3.00	N/A	N/A	\$150.00	\$251.00
BSBWOR301	Organise personal work priorities and development	Elective	30	\$48.00	\$19.20	\$6.00	\$3.00	N/A	N/A	\$150.00	\$251.00
BSBITU304	Produce spreadsheets	Elective	35	\$56.00	\$22.40	\$6.00	\$3.00	N/A	N/A	\$150.00	\$251.00
BSBITU306	Design and produce business documents	Elective	80	\$128.00	\$51.20	\$6.00	\$3.00	N/A	N/A	\$150.00	\$251.00
<b>Total:</b>			<b>510</b>	<b>\$816.00</b>	<b>\$326.40</b>	<b>\$78.00</b>	<b>\$39.00</b>	<b>N/A</b>	<b>N/A</b>	<b>\$1,950.00</b>	<b>\$3,263.00</b>

Queensland Government prices are current as of 3rd September 2018 and are reviewed annually by Department of Employment, Small Business and Training

\*\* Gap Training is costed the same as full fee

\* Please be aware that if undertaking this qualification fee for service (non-funded) a \$100.00 administration fee will be required at time of enrolment, this fee is non-refundable.

### User Choice

Apprenticeships are funded by the Queensland Government under the User Choice Policy 2017-2020. 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 the government contribution for the qualification nominated in the first Training Contract registered.

In addition, apprentices and trainees, including SATs (School-based apprenticeships and traineeships), can only receive a maximum of two government funding contributions under the current User Choice program.

**Students will be notified in writing if any changes to contribution fees are made.**  
**For more information on User Choice funding and eligibility contact us directly on 13 18 30 or see:**

<https://training.qld.gov.au/providers/funded/userchoice>

### Certificate 3 Guarantee

The Certificate 3 Guarantee is funded by the Queensland Government and supports eligible individuals to complete their first post-school certificate III qualification and increase their skills to move into employment, re-enter the workforce or advance their career.

It also supports school students to access training and Queensland's Year 12 graduates to transition to employment by providing fee-free training in high priority qualifications.

**For more information on Certificate 3 Guarantee funding and eligibility contact us directly on 13 18 30 or see:**

<https://training.qld.gov.au/providers/funded/certificate3>

Or read the

[Certificate 3 Guarantee fact sheet](#)