

User Choice

## **Business Administration level III – Traineeship**

This nationally recognized qualification is intended for people interested in working in administration and aims to develop the high level knowledge and in-depth critical thinking needed to enhance your career outcomes. Trainee duties may include but not limited to reception, data entry, word processing, accounts payable, accounts receivable, personal assistant, scanning, photocopying, filing, technical advice and support.

We inspire...

We Educate...

We deliver...

## Course information

BSB30415 Business Administration level III – Traineeship is delivered under the User Choice program which provides a public funding contribution towards the cost of training and assessment services for eligible Queensland apprentices and trainees. The program provides the flexibility that allows employers, apprentices, and trainees to select the RTO of their “choice” from a list of pre-qualified suppliers for the delivery of nationally recognised, accredited training to meet their needs.

## Training location and delivery

User Choice training is generally delivered in the workplace at a time convenient to the employer. Depending on the requirements of the training and workplace, training can be a combination of Face-to-Face Facilitator lead instruction in either practical workshop and classroom contexts or On-the-job blended learning.

## Expected Duration

BSB30415 Business Administration level III – Traineeship has an expected duration of 12 months. The expected duration is the amount of time that it is reasonably expected someone could become competent and complete their Apprenticeship. Apprentice’s Training Plans are developed using the Expected Duration timeframe rather than the contract’s nominal term.

## Contribution Fees

The User Choice 2016–2017 Policy requires Challenge to collect GST exempt fees as the participant’s contribution to the cost. Contribution Fee will be charged at a rate of \$1.60 per nominal hour and can be paid by either the trainee or the employer. Charges vary according to the units selected and the nominal hours required to be deemed competent. Please see the student handbook located on our website for more information on regulated student fees.

Our refund policy can also be found in the student handbook located on our website.

## Concession Fees

Students are eligible for concessional fees (partial contribution of 40%) provided they meet one of the following criteria:

- Eligible to hold a Centerlink health care card or pension concession card,
- Student is of school age and is not at school and has not completed year 12, or
- Identifies as an Aboriginal or Torres Strait Islander.

## Financial Incentives

Employers, Apprentices or trainees may be entitled for incentives provided by Australian and/or State Governments. Payment of incentives will be subjected to employers and their apprentices or trainees satisfying the eligibility criteria. Details of each incentives should be discussed with your local Australian Apprenticeship Support Network (AASN) provider.



**For more information, please contact our head office.**

**P** (07) 3282 8000  
**A** 21 Dunlop Street Collingwood Park 4301  
**E** admin@challengeemployment.org.au  
**W** www.challengeemployment.org.au  
RTO number: 5388

 [www.facebook.com/challengeemployment](https://www.facebook.com/challengeemployment)

We inspire... We educate... We deliver...