

## Certificate III in Business Administration (Medical) Traineeships Available

The qualification, **Certificate III in Business Administration (Medical) BSB31115** is a formal course designed to meet the training needs of a medical practice receptionist working in general practice and a variety of primary health care settings.

For General Practice this course satisfies the RACGP accreditation standards requirements - training of administrative staff (Standard 3.2, Criterion 3.2.3).

### Topics

- Work priorities and scheduling
- Working with practice administration
- Working in the practice environment
- An awareness of medico-legal issues
- Communication and the practice
- Write, develop and create business documents.

### Trainee support

UNE Partnerships' qualified trainers support students with industry relevant distance education course material. They will guide your staff member through the qualification. Employers need to assign a supervisor/mentor to provide workplace skills and knowledge to enhance the education experience.

### New worker traineeship

To be eligible for a traineeship a new worker must be employed less than 3 months full-time or up to 12 months part-time. Once a traineeship training contract is signed, employment must be for a minimum of 15 hours. The new worker must not hold other qualifications that rule them out of Commonwealth incentives and hold Australian Citizenship or other appropriate residency statuses.

The Apprenticeship Network provider evaluates eligibility for the traineeship, completes training contracts and administers Commonwealth Incentive payments to employers up to \$4000.

Traineeships for new workers are available with UNE Partnerships in the following States.

### Traineeship costs

Course candidature: 12 months.

	Non-concessional	Concessional
NSW ▲	\$1000	\$240
QLD*	\$704	\$281.60

▲ This training is subsidised by NSW Government

\* Funded by QLD Government User Choice Program

Some concessions may apply for benefit recipients or individuals who identify as Aboriginal or Torres Strait descent. There are no other hidden costs.

UNE Partnerships is committed to gaining successful completion of the qualification to assist in career development for staff.

### Career pathway for students:

- Certificate III in Business Administration (Medical) (BSB31115)
- Certificate IV in Business (BSB40215) for health practice managers
- Certificate IV in Medical Practice Assisting (HLT47715)
- Certificate IV Leadership and Management (HLT47715) for health practice managers
- Diploma of Professional Practice Leadership (10488NAT)

### Pathway

We have a suite of Professional Practice Management qualifications to support the whole patient centered practice.

Contact us and we can organise the local Apprenticeship Centre to make contact and complete a training contract under a traineeship or simply train with us under distance education arrangements.

For more information, contact:

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