

Certificate 3 Guarantee

The key initiative of this program is to provide eligible individuals with access to a subsidised training place.

UNE Partnerships is a Pre-Qualified Supplier of Certificate 3 Guarantee. This program is funded by the Queensland Government.

The aim is to assist working-age Queenslanders without a certificate III or higher level qualification to complete a nationally recognised certificate III level qualification that leads to a job outcome or advancement in the workplace or career progression.

Who is eligible to receive training?

- Be aged 15 years of above, and no longer at school.
- Permanently reside in Queensland
- Be an Australian Citizen, Australia permanent resident (includes humanitarian entrant), temporary resident with the necessary visa and work permits on the pathway to permanent residency, or a New Zealand citizen.
- Not hold, and not be enrolled in, a certificate III or higher level qualification, not including qualifications completed at school and foundation skills training.

Qualification

Certificate III in Business Administration (Medical) (BSB31115)

Candidature and cost

Course candidature: 12 months

Course cost \$650

Concessional fee \$250*

*Concessional fees:

A reduction in the course cost fee may be available for recipients of specific government pensions/allowances, students of Aboriginal or Torres Strait Islander descent.

Career pathway for students

- Certificate IV in Medical Practice Assisting (HLT47715)
- Certificate IV in Business (BSB40215) - for health practice managers
- Certificate IV in Leadership and Management (BSB42015)
- Diploma of Professional Practice Leadership (10488NAT)

Certificate III in Business Administration (Medical) - BSB31115

This course is customised to industry.

On successful completion of this qualification, participants will have the skills to:

- Organise workplace information and maintain business resources
- Exercise initiative in a business environment, and support innovation and change
- Organise personal work priorities and development
- Contribute to personal skill development and learning
- Contribute to effective workplace relations
- Maintain workplace safety
- Deliver and monitor a service to customers
- Write, design and create business documents and presentations

Indicative job roles: Medical Receptionists working in general practice and a variety of primary healthcare settings.