



GET
QUALIFIED
for only
\$24*

Imagine a Career in Business Services
(07) 5552 0900 | imagineeducation.edu.au

For which ever career pathway you take, the chances are that it will involve some form of business, with specialty areas ranging from administration, finance, marketing and management and occupational health and safety.

The Certificate III in Business reflects the varied roles of individuals across different industry sectors who apply a broad range of competencies using some discretion, judgment and relevant theoretical knowledge.

Individuals with this qualification are able to perform roles such as receptionist, office assistant, accounts clerk, word processor and more. After graduation, you may opt to return to complete a higher qualification to enable you to adopt more responsibility as an administrator, officer, executive and more.

To enrol or for more information, contact us today!
(07) 5552 0900 | info@imagineeducation.com.au

EMPLOYMENT OPPORTUNITIES

- Accounts Clerk
- Accounts Payable Clerk
- General Clerk
- Junior Personal Assistant
- Office Assistant
- Receptionist
- Word Processor

*ELIGIBILITY REQUIREMENTS

To be eligible to enrol in the Certificate 3 Guarantee program, you must:

- Be a Queensland resident (an Australian citizen/permanent resident or a New Zealand citizen).
- Be aged 15 years or over.
- Be no longer at school (with exception of VET in Schools students).
- Not have completed or be enrolled in a Certificate III level or higher qualification (excluding qualifications completed at school and foundations skills training).

CERTIFICATE 3 PROGRAM

The Certificate 3 Guarantee program (funded by the Queensland Government) gives eligible Queenslanders access to a government subsidised training place up to and including their first post-school certificate level 3 qualification in priority training areas.

For more information on the Certificate 3 Guarantee program, you can view the Certificate 3 Guarantee Student Fact Sheet at www.training.qld.gov.au

STUDENT CONTRIBUTION

All students who enrol under the Certificate 3 Guarantee program are required to pay a student contribution fee unless you are a Queensland Year 12 graduate who will enrol and commence training within 12-months of completing year 12 (that is, by the end of the calendar year following completion of year). The fee is calculated at \$2.00 per unit, excluding any credited units. For credited units to be recognized, you must provide a Statement of Attainment or Record of Results.

Certificate 3 Guarantee Qualification	Course Duration	Co-Contribution Fee		
		Non-Concession	Concession	Year 12
BSB30115 Certificate III in Business 12 Units	22 Weeks	\$24.00	\$12.00	Fee Free
		\$2.00 per unit	\$1.00 per unit	

CREDIT TRANSFER

Students can apply for units of competency to be credited by filling out a Direct Credit Transfer Application Form together with supporting evidence such as an original or certified copy of a Record of Results/Statement of Attainment. The Direct Credit Transfer Form is available from Imagine Education Australia's website at www.imagineeducation.edu.au

REFUNDS

If students cancel their course prior to its completion, they are applicable for a refund of the student contribution fee for any units they have not commenced. This is calculated by adding all unit student contribution fees for any non-commenced units. To receive the refund, students are required to complete a Refund Application Form which is located on Imagine Education Australia's website. Access to Imagine Education Australia's Refund Policy is available on our website at www.imagineeducation.edu.au under the 'Documents' section. All refunds are processed within 28 days of receipt of the refund.

COMPLAINTS

Imagine Education Australia has a Complaints and Appeals Policy which is available on our website at www.imagineeducation.edu.au under the 'Documents' section and in the Student Handbook.

ON COMPLETION

Students will be provided with a qualification and Record of Results on successful completion of the course. Students will no longer be eligible for a government-subsidised training place under a program once they have completed this qualification. If students do not complete the entire qualification, a Statement of Attainment will be issued to them. Students will be required to complete a short survey within 3-months of completing or discontinuing their course.

COURSE REQUIREMENTS

To successfully achieve this qualification, students are required to complete all units from the list below:

UNITS

Process customer complaints	BSBCMM301
Deliver and monitor a service to customers	BSBCUS301
Work effectively with diversity	BSBDIV301
Organise workplace information	BSBINM301
Create electronic presentations	BSBITU312
Design and produce business documents	BSBITU306
Purchase goods and services	BSBPUR301
Implement and monitor environmentally sustainable work practices	BSBSUS401
Apply knowledge of WHS legislation in the workplace	BSBWHS302
Work effectively with others	BSBWOR203
Organise personal work priorities and development	BSBWOR301
Write simple documents	BSBWRT301

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