

BSB31007 CERTIFICATE III IN BUSINESS ADMINISTRATION (LEGAL) USER CHOICE TRAINEESHIP

JobSmart is registered with the Training and Employment Board to deliver training statewide for *BSB31007 Certificate III in Business Administration (Legal)*.

Large numbers of **new and existing administration staff** may now qualify for User Choice Traineeships as a direct result of a **Commonwealth Government – Employer Incentive (DEEWR)** (*payable to your organisation*) and a **State Government training contribution (DET)** (*payable to the SRTO by DET*). In addition, an **employer-participant training contribution is required** for the **DEEWR incentive and DET contribution** to come to fruition.

*****Limited places are available*****

(Please note: Applicants with a level III qualification or higher may not be eligible for the Commonwealth employer incentive. JobSmart is not responsible for determining eligibility.)

This is nationally recognised training and more importantly, a new improved approach to flexible workplace learning.

In conjunction with **Australian Apprenticeship Centres (AAC)**, we will provide training information and support to you and your staff, for the duration of the training program.

DEEWR – Employer Incentive Overview

Incentive - Payable to Employer (a)	Incentive (b)
Commencement, payable after three months (c)	\$1500
Certificate completion	\$2500
Total	\$4000

- (1) Processed by AAC, in conjunction with employer.
- (2) Subject to change at any time. Additional incentives may apply. **JobSmart is not responsible for determining eligibility or actual incentive.**
- (3) Not applicable if participant already has a level II certificate or received a Level II incentive payment, with the exception of school-based certificates.

Overall Fee Structure

Priority Population Group Category (1)	SATS	PPG	All Others	SATS	PPG	All Others
DEEWR Employer Incentive (<i>refer above table</i>)	\$4000			\$4000		
Participant Training Location (2)	SEQ region			Country region		
DET Training Contribution (<i>payable by DET direct to JobSmart</i>)	\$2900	\$2900	\$1450	\$3336	\$3336	\$1668
Employer-Participant Training Contribution (<i>payable direct to JobSmart</i>) (3)	Nil	(4)	\$1450	Nil	(4)	\$1668
DEEWR Employer Incentive Residual (<i>retained by Employer</i>)	\$4000	\$4000	\$2550	\$4000	\$4000	\$2332

- (1) **SATS:** School-based traineeship participant. **PPG:** Priority population groups are those declared on the Training Contract, such as individuals of Aboriginal or Torres Strait Islander origin, individuals from a non-English speaking background and individuals with a disability, impairment or long-term condition. **All Others:** Anyone that is not a SATS or PPG participant.
- (2) Refer: <http://www.training.qld.gov.au/resources/training-organisations/xls/uc-2010-2011-location-loadings.xls>
- (3) This contribution is made up of a participant tuition fee, based on nominal training plan hours (4) and an employer contribution. It is our experience that the employer most often covers the cost of the tuition fee. Refer page 3 for example calculations.
- (4) The participant tuition fee is based on a rate of \$1.45/hr. A 60% discount applies in certain cases eg. Health Care Card, refer JobSmart. The participant tuition fee may be waived on hardship grounds. (*Please note there is no charge for school-based traineeships, credit transferred units and fee-for-service arrangements.*)



Once the traineeship has been registered with the Department of Education and Training (DET), we will be in contact to organise the development of the training plan and commence **training, generally within five working days.**

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THE OVERALL FEATURES and BENEFITS for YOUR ORGANISATION are:

- **Creates a training budget and culture of continuous learning.**
- **Up to two years (for part-time) to complete training** (*Note: This is competency-based training as no longer time based e.g. a 12 month traineeship can be completed in 6 months if all parties are in agreement, once minimum employment time has lapsed).*
- **Flexible training arrangements, with Recognition for Prior Learning, Fast-tracking and Credit Transfer** (*ask us anytime for further details).*
- **Training done at your work premises, school and/or home. We recommend a minimum of 2 hours training per week, removal from productive work, supported by at least monthly workplace training visits by JobSmart.** (*Please note that for school-based traineeships, it is not a contract requirement to provide training time at work, however it is advised that time be set aside to provide workplace application of competency skills and review of assessments.*)
- **Additional training hours and visits may be required to ensure satisfactory progress to complete as soon as possible.**
- **For school students (SATS) must be employed as casuals for a minimum of 48 days per year and their school timetable must be adjusted to allow for at least one days work per week.** (*Additional work time can be negotiated.*)
- **Provides a standard to get to know a potential future team member and lift productivity.**
- **Access to language, literacy and numeracy assistance** (*refer DET*) is available on request.
- **Access to counselling, mediation and dispute resolution support services** (*refer DET*).

ASK US ANYTIME FOR FURTHER DETAILS

N.B. Casual (except if school-based) and contract staff are not eligible, in the first instance.

IN CO-OPERATION WITH YOUR ORGANISATION WE DEVELOP AND DELIVER THE TRAINING

Overleaf is a List of Competencies **(referred to as certificate packaging rules).**

Customer survey reports on our performance by DET rated JobSmart as “exceeding the benchmark for quality and outcomes achieved”. We pride ourselves in our prompt and efficient service and our team looks forward to achieving a successful outcome for both you and staff.

If you would like to find out more about how we can assist you with regards to your staff training needs in these areas please phone us for more details. These incentives may also be available for members of your family who are new employees in your business. Ask us for details.

NO MORE LOSING YOUR STAFF TO DO THE TRAINING COURSE! TRAINING IS CONDUCTED ON SITE.

For general traineeship information, got to: www.apprenticeshipinfo.qld.gov.au

©JOBSMART “THE TRAINING SPECIALISTS” – THE INFORMATION CONTAINED IN THIS DOCUMENT IS PRESENTED WITH THE BEST INTENTIONS TO REFLECT THE CURRENT POLICIES OF THE USER CHOICE TRAINEESHIP PROGRAM. IT IS ADMINISTERED BY THE DEPARTMENT OF EDUCATION AND TRAINING (DET) IN CONJUNCTION WITH THE DEPARTMENT OF EDUCATION, EMPLOYMENT AND WORKPLACE RELATIONS (DEEWR) THROUGH AUSTRALIAN APRENTICESHIP CENTRES (AACS) DECISIONS ABOUT ELIGIBILITY FOR FUNDING SHALL BE MADE AT THE ABSOLUTE DISCRETION OF THESE DEPARTMENTS.

CERTIFICATE PACKAGING RULES

BSB31007 Certificate III in Business Administration (Legal)

13 UNITS MUST BE COMPLETED: 2 Core units, 5 Legal Administration units, 4 Administration units and 2 Elective units

Highlighted in yellow are units to show an example of a training plan selection

Core Units (nominal training hours in brackets)

BSBITU307A (50)	Develop keyboarding speed and accuracy	
AND	BSBOHS201A (20)	Participate in OHS processes
OR	BSBOHS306B (20)	Contribute to implementing emergency prevention activities and response procedures

Plus 5 Legal Administration Units (nominal training hours in brackets)

BSBLEG301A (80)	Apply knowledge of the legal system to complete tasks	BSBLEG305A (40)	Use legal terminology in order to carry out tasks
BSBLEG302A (25)	Carry out search of the public record	BSBLEG306A (40)	Maintain records for time and disbursements in a legal practice
BSBLEG303A (10)	Deliver court documentation	BSBLEG308A (10)	Assist in prioritising and planning activities in a legal practice
BSBLEG304A (20)	Apply the principles of confidentiality and security within the legal environment	BSBINM303A (15)	Handle receipt and dispatch of information

Plus 4 Administration units (nominal hours)

Information Technology		Finance	
BSBITU302A (20)	Create electronic presentations	BSBFIA302A (30)	Process payroll
BSBITU303A (90)	Design and produce text documents	BSBFIA303A (30)	Process accounts payable and receivable
BSBITU304A (35)	Produce spreadsheets	BSBFIA304A (30)	Maintain a general ledger
BSBITU306A (80)	Design and produce business documents	Other	
BSBITU309A (30)	Produce desktop published documents	BSBWRT301A (30)	Write simple documents
		BSBADM307B (15)	Organise schedules

Elective Units: (nominal training hours in brackets)

Select **two** from the list below (nominal hours) or from the remaining units from the previous lists.

Optional electives: 2 elective units may be selected from BSB07 Business Services Training Package or any other currently endorsed National Training Package. If not listed here, the elective units may be selected from a Certificate II or IV qualification. Elective units must be relevant to the work outcome, local industry requirements and the qualification level.

Information Technology		Customer Service	
BSBITU301A (20)	Create and use databases	BSBCUS301A (35)	Deliver and monitor a service to customers
BSBITU305A (40)	Conduct on-line transactions	BSBMM301A (30)	Process customer complaints
BSBWOR204A (20)	Use business technology	BSBPRO301A (20)	Recommend products and services
Administration/Finance		BSBDIV301A (30)	Work effectively with diversity
BSBFIA301A (60)	Maintain financial records	Information Management / Other	
BSBADM302B (60)	Produce texts from notes	BSBINM301A (30)	Organise workplace information
BSBADM303B (30)	Produce texts from audio transcription	BSBINM302A (30)	Utilise a knowledge management system
BSBADM311A (15)	Maintain business resources	BSBINN201A (35)	Contribute to workplace innovation
BSBWOR301A (30)	Organise personal work priorities and development	BSBSUS201A (20)	Participate in environmentally sustainable work practices
		BSBOHS407A (50)	Monitor a safe workplace

For an explanation of terms and how your training will progress, please refer to JobSmart's Training and Assessment Guide Notes.

(For more details, about each unit and other elective options; please go to: www.ntis.gov.au)

(Prior to your final selection of any elective units outside the list above, please contact JobSmart)

(Note: JobSmart is unable to deliver any level V units)

WANT TO KNOW MORE? CONTACT US NOW!

ATTENTION

The nominal training hours are used to calculate the tuition fee and are shown in brackets after each competency code. The **total nominal hours** on your training plan (ie. selected units) is multiplied by the base rate of **\$1.45/nominal hour**. (In calculating the total nominal hours, please note there is no charge for credit transferred units.)

For School-based traineeships, there is NO tuition fee.

(Highlighted yellow is for example only)

Total Nominal Hours: _____ (H) (Example only: 525 hours)

Participant Contribution (Tuition Fee) (H x \$1.45/hr): _____ (F) (Example only: \$761.25)

Health Care Card Discount (and other approved reasons): **Not Applicable or 60% discount** (ie. 40% is payable)
(Strike out what does not apply)

Discounted Tuition Fee (if applicable): _____ (DF) (Example only, if approved: \$304.50)

By negotiation, determine whether the employer (E) or participant (P) is to pay the tuition fee.

Priority Population Group Category	PPG			All Others		
	P	E	P	P	E	P
Participant Training Location	SEQ region			Country region		
Employer (E) or Participant (P) to pay for Participant Tuition Fee (1)	P Pays	E Pays	P Pays	P Pays	E Pays	P Pays
Participant Training Contribution (Tuition Fee) (payable direct to JobSmart)	DF	Nil	F or DF	DF	Nil	F or DF
Employer Training Contribution (payable direct to JobSmart) (2)	Nil	\$1450	\$1450-(F or DF)	Nil	\$1668	\$1668-(F or DF)
TOTAL: Employer-Participant Contribution (payable direct to JobSmart) (3)	DF	\$1450	\$1450	DF	\$1668	\$1668

- (1) For PPG, the employer may agree to pay the participant tuition fee by negotiation.
- (2) This contribution includes the participant tuition fee. No extra training charges shall apply.
- (3) This is the maximum contribution payable. The payment schedule shall be negotiated, at the time of JobSmart's training induction.