

SUPERVISING REGISTERED TRAINING ORGANISATION (SRTO)  
(TRAINING RECOGNITION COUNCIL - RTO NUMBER 0822)

## BSB31007 BUSINESS LEGAL ADMINISTRATION LEVEL III CERTIFICATE 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 **existing and potential office staff** may now qualify for User Choice Traineeships as a direct result of a **Commonwealth Government incentive (DEEWR)** of up to **\$4000** (payable to your organisation) and a **State Government training contribution (DET)** of up to **\$3236 (SEQ)** or **\$3721 (Country)** (payable to the SRTO by DETA).

**\*\*\*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, we will provide training information and support to you and your staff, for the duration of the training program.

Fee Structure (GST-free)	No Level 2*
Commonwealth Incentive Payment (\$1500 payable 3months from commencement and \$2500 on completion)	\$4000
Training Fee (Tuition Fee <sup>#</sup> ) ( <b>Estimate only</b> ) (Payable to JobSmart) <i>(Please note: The tuition fee is a contract requirement for the participant to contribute to the training costs. However, it is our experience that by negotiation it is generally paid for by Business. Fee is calculated based on nominal hours. See training plan.)</i>	\$750
Balance ( <b>Your Organisation Retains</b> )	<b>\$3250</b>

\* refers to BSB20107 Certificate II in Business. If the participant has already received a Commonwealth government commencement incentive, then only the completion incentive is available to the organisation for the level 3 Certificate.

# Tuition fee quoted is based on 550 nominal training hours.

Flexible payment arrangements available, if participant is required to pay (conditions apply).

**(Note: A 60% discounts apply in certain cases eg. Health care card, refer JobSmart).**

**(Please note there is no charge for school-based traineeships, credit transfers 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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Email: [jobsmart@bigpond.net.au](mailto:jobsmart@bigpond.net.au)

Web: [www.jobsmart.net.au](http://www.jobsmart.net.au)

**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).*
- **Flexible training arrangements, with Recognition for Prior Learning, Fast-tracking and Credit Transfer** (ask us anytime for further details).
- **Training done at your premises. We recommend a minimum of 2 hours per week, supported by at least monthly workplace visits.**  
*(Additional training hours and visits may be required to ensure satisfactory progress.)*
- **Available for full-time and part-time permanent employ employees**  
*(15 hrs min. per week) (Note: The participant must be under 3 months employ and under 12 months part-time or casual to qualify for government incentives; refer AAC.)*
- **Provides a standard to upgrade staff skills and lift productivity.**
- **Access to language, literacy and numeracy assistance (refer DET) is available on request** (ask us anytime for further details).
- **Access to counselling, mediation and dispute resolution support services (refer DET)** (ask us anytime for further details).

N.B. Casual (except 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](http://www.apprenticeshipinfo.qld.gov.au)

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# 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**

### Core Units (nominal hours)

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

### Plus 5 Legal Administration Units (nominal hours)

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: 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	Other	
BSBADM302B (60)	Produce texts from notes	BSBINN201A (35)	Contribute to workplace innovation
BSBADM303B (30)	Produce texts from audio transcription	BSBSUS201A (50)	Participate in environmentally sustainable work practices
BSBADM311A (15)	Maintain business resources	BSBOHS407A (50)	Monitor a safe workplace
BSBWOR301A (30)	Organise personal work priorities and development	Information Management	
BSBWOR302A (25)	Work effectively as an off-site worker	BSBINM301A (30)	Organise workplace information
		BSBINM302A (30)	Utilise a knowledge management system

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; go to: [www.ntis.gov.au](http://www.ntis.gov.au))

(Prior to your final selection of any elective units outside the list below, 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 hours on your training plan is multiplied by the base rate of \$1.45/nominal hour.

(Please note there is no charge for school-based traineeships, credit transfers and fee-for-service arrangements.)

**Total Nominal Hours:** \_\_\_\_\_ (H)

**Tuition Fee (H x \$1.45/hr):** \_\_\_\_\_

**Health Care Card Discount (and other reasons):** **Not Applicable or 60% discount**

*(strike out what does not apply)*

**Discounted Tuition Fee:** \_\_\_\_\_ (if applicable)

**To be paid for by employer or participant**

*(strike out what does not apply)*