



Certificate III in Business Administration (Medical) BSB31115

UNE Partnerships and QAIHC are pleased to offer specialised training for medical reception staff. This qualification is designed for staff working in medical administration and reception roles in healthcare practices. [More information](#)

2020 Training Schedule



Two face-to-face workshops

10 days training



Dates

11-15 May 2020 and 10-14 August 2020

- Course duration: 12 months
- Full academic and administrative support
- Full on-line access and online course materials
- Graduation 14 August 2020

Traineeships

Eligibility to receive training?

New Entrant (QLD resident)

This type of traineeship is available for those without prior qualifications who are:

- newly employed full-time (less than three months)
- or employed part-time (working 15 hours or more per week) but employed for less than one year
- individuals who are 13 years of age or older may be eligible to undertake an apprenticeship or traineeship in most occupations
- Australian citizens.

Course fee: \$704* | Concessional fee: \$281.60
Workshop fee: \$400

*Concessional fees may apply:

- for recipients of specific government pensions/allowances
- students of Aboriginal or Torres Strait Islander descent
- students with a disability.

User Choice Government Incentives

For Queensland employers

<https://training.qld.gov.au/employers/funding/apprenticeship/userchoice>

Funded

Certificate 3 Guarantee

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, advancement in the workplace or career progression.

You must:

- be aged 15 years of age 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.

Course fee: \$1300* | Concessional fee: \$704
Workshop fee: \$400

*Concessional fees may apply:

- for recipients of specific government pensions/allowances
- students of Aboriginal or Torres Strait Islander descent
- students with a disability.

Fee for Service

If you are not eligible for funding, full fee enrolment is available

Participants that are ineligible for funding are welcome to join the training program. They must pay the course fee and will be treated as a 'fee for service student'.

Ezypay payment plan available on request

To apply read the [Payment plan](#) and complete the [Ezypay application form](#).

Course fee: \$3200* | Workshop fee: \$400 | Total: \$3600

Please complete this form and return to: sandyrobertson@qaihc.com.au

Select the category you best fit into:

New entrant trainee Certificate 3 Guarantee Fee for Service

Students full name: _____ Date of birth _____

Email: _____ Phone: _____

Organisation: _____

Name of supervisor: _____ Supervisor's phone: _____

Supervisor's email: _____

Date of commencement of work: _____ Hours of work: _____

Type of employment (please circle): full time / part time / casual

Courses currently enrolled in: _____

Prior qualifications: yes / no If yes, please detail _____

I confirm I have consent from my employer to complete this expression of interest.

Sign: _____ Date: _____

PLEASE SEND YOUR EXPRESSION OF INTEREST TO:

Sandy Robertson

Queensland Aboriginal and Islander Health Council
sandyrobertson@qaihc.com.au | 07 3328 8500