



# BSB31115 Certificate III in Business Administration (Medical)

National ID: BSB31115 | State ID: AVT0

## About this course

### Do you want a career supporting health professionals?

When you complete the Certificate III in Business Administration (Medical) you'll have skills that may be suitable for a medical administration support role.

You will gain skills and knowledge in basic accounting, workplace organisation, workplace health and safety, as well as an introduction to medical terminology, maintaining patient records, and medical accounts.

Full-time attendance is equivalent to two and a half days a week.


With industry and government forecasting a growing demand for medical receptionists and clerks in coming years, you could be ready for recruiting.

## Overview

### Semester 2, 2019

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### Rockingham Campus - Full Time-Classroom

 Duration: **1 Semester**

 When: **Semester 2, 2019**

 How: **Full Time**

## Units

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### Core

National ID	Unit Title
BSBITU307	Develop keyboarding speed and accuracy
BSBWHS201	Contribute to health and safety of self and others

### Elective

National ID	Unit Title
BSBADM307	Organise schedules
BSBCUS301	Deliver and monitor a service to customers
BSBITU313	Design and produce digital text documents
BSBITU314	Design and produce spreadsheets
BSBMED301	Interpret and apply medical terminology appropriately
BSBMED302	Prepare and process medical accounts
BSBMED303	Maintain patient records
BSBMED304	Assist in controlling stocks and supplies
BSBMED305	Apply the principles of confidentiality, privacy and security within the medical environment

National ID	Unit Title
BSBWOR301	Organise personal work priorities and development
BSBWRT301	Write simple documents

## Entrance requirements

School Leaver	Non-School Leaver	AQF
OLNA or NAPLAN 9 Band 8	C Grades in Year 10 English and Maths or equivalent	Certificate I or Certificate II

## Job opportunities

- The Certificate III in Business Administration (Medical) will equip you with the essential skills, knowledge and attributes required to work in a modern business organisation, in a broad range of administrative and clerical occupations particularly in medical settings, where the work is carried out under supervision.

For information about jobs and pathways, please see <http://joboutlook.gov.au/>

Further study opportunities:

- BSB40215 Certificate IV in Business, State ID AVV9
- BSB40515 Certificate IV in Business Administration, State ID AVS9

or a range of other Certificate IV qualifications

## Fees and charges

### Indicative fees and charges

[2019 general admission fees list](#)

[2019 apprenticeship/traineeship fees list](#)

Fees and charges published on our website are indicative. Your fees will depend on your eligibility for government funding or a concession rate, and the units you choose to study or seek to be recognised under Recognition of Prior Learning (RPL). Our Indicative fees lists show fees that are:

- Based on the full possible study plan of units, including the recommended electives
- Based on full time study in 2019

- Charged at the government funded rate for over 18 years of age students
- Based on unit electives designed to meet localised industry demand for skills
- Made up of course fees and resource fees, or RPL fees. Course fees are the cost of your tuition, while resource fees pay for consumables provided to you to aid your study (such as printing and paper). You may also be required to purchase text books or equipment that are not part of our tuition or resource fees.

Fees may vary between students and between educational providers. Other charges may apply.

Visit our [Fees and payment options](#) page for more information.

Call 1800 001 001 to get a more accurate fee indication based on your eligibility and study plan before applying.

## VET Student Loans

Selected courses are VET Student Loan eligible courses.

A VET Student Loan creates a debt that must be repaid to the Commonwealth and is only available to students who are eligible.

To find out if you are eligible or to see the list of eligible courses visit our [Student Loans](#) page.

## International students

Selected courses are available to International students for full time study only.

Fees, charges, available locations, applications and enrolment procedures for International students are different to those for students who have Australian permanent residency.

For more information or to find a course visit the [TAFE International WA](#) website.

## Apprenticeships and traineeships

Fees for apprenticeships and traineeships are charged at a rate per nominal hour of study.

This means that your fees will vary depending on the units you study as part of your training plan.

Apprentices and trainees are liable to pay for their own fees but some industrial agreements (awards) dictate that employers are required to reimburse their apprentice upon receipt of satisfactory progress. An employer may also opt to pay on behalf of the apprentice or trainee.

For more information visit our [Apprenticeships and traineeships](#) page.

## Recognition of Prior Learning

Recognition of Prior Learning (RPL) enrolments are charged at \$3.25 per nominal hour of study.



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Metropolitan**

*We're working for  
Western Australia.*

No concession fees apply to RPL enrolments. Refer to the institutional or apprenticeship/traineeship fee lists for an indicative RPL course fee.

**Please note, fees are subject to change.**



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