

BSB31115 Certificate III Business Administration [Medical] (Online)

This qualification consists of competency in **2 core** and **11 elective units**. On successful completion of all **13 units** you will receive a **Certificate III in Business Administration [Medical]**.

Please follow the below Order of Study when enrolling.

Unit code	Unit name	Unit type	Textbook/ Resources	Study Schedule		
				Intake	Completed	
Direct credit transfer in BSB30120 – Medical Specialisation						
1	BSBMED305	Apply the principles of confidentiality, privacy and security within the medical environment	Electronic resources are available through the Connect learning management system		<input type="checkbox"/> Completed	
2	BSBWRT301	Write simple documents			<input type="checkbox"/> Completed	
3	BSBMED303	Maintain patient records			<input type="checkbox"/> Completed	
4	BSBMED301	Interpret and apply medical terminology appropriately			<input type="checkbox"/> Completed	
5	BSBDIV301	Work effectively with diversity			<input type="checkbox"/> Completed	
6	BSBMED302	Prepare and process medical accounts			<input type="checkbox"/> Completed	
7	BSBITU314	Design and produce spreadsheets			<input type="checkbox"/> Completed	
No credit transfer in BSB30120 – Medical Specialisation						
8	BSBCUS301	Deliver and monitor a service to customers			<input type="checkbox"/> Completed	
9	BSBMED304	Assist in controlling stocks and supplies			<input type="checkbox"/> Completed	
10	BSBITU313	Design and produce digital text documents			<input type="checkbox"/> Completed	
11	BSBADM307	Organise schedules			<input type="checkbox"/> Completed	
12	BSBITU307	Develop keyboarding speed and accuracy			<input type="checkbox"/> Completed	
13	BSBWHS201	Contribute to health and safety of self and others		<input type="checkbox"/> Completed		
Note: Students will be required to submit assessments in a variety of forms. This may include written, audio recordings, video presentations, quizzes and work samples						

All information was accurate at the time of publication V5.5 23/09/2021



STUDENT PORTAL

Through the portal you can enrol, update your details, and check your academic results whenever you like. To login just click on this link <https://tafeqld.t1cloud.com/> and use your Connect login credentials.

If you have an issue with the student portal please log the issue through the “Report an Issue” form in your forms tile and you will receive a response as soon as possible.

Alternatively, click the link below and scroll through the frequently asked questions that may assist you with your enquiry <https://tafeqld.edu.au/current-students/student-portal-pilot-faq.html>

To view the 2021 Intake dates please click [here](#).



CONNECT

Connect offers access for mobile devices, the ability to communicate with teachers and classmates, and excellent user support, allowing you the flexibility to study anywhere, anytime.

Your TAFE student number is your ‘username’ for logging into Connect. You will be prompted to create your own password by selecting ‘Password Manager’ on the Connect login homepage. In order to create your password, you will need to enter your date of birth and the email address you provided to TAFE Queensland.

Access your online studies via [Connect](#)

Online instructions: [Connect Help](#)

DON'T FORGET to [enable notifications in Announcements](#) so you don't miss an important announcements relating to your study.



HAVE YOU STUDIED BEFORE?

Credit Transfer is a process that offers you credit for earlier formal study that is equal to your nominated qualification. It is important that you apply before your start of study. Please see [eligibility information and the application form](#) for more information.



STUDENT RULES

The [TAFE Queensland Student Rules and Policies](#) are designed to make you aware of your rights as a student, as well as your responsibilities to TAFE and your fellow students.



WITHDRAWALS, TRANSFERS & REFUNDS

We all change our minds, so if for any reason you find the need to leave a course, or if you are seeking to transfer to another intake, or withdraw from study, please speak with your program coordinator and view the [TAFE Queensland Refund Policy](#) before submitting your withdrawal request, as you may not be eligible for a refund

If you are wishing to withdraw prior to the start of an intake - You can withdraw and swap units through the Student Portal. You can access this under the **My Study tile** in the **Withdraw From a Unit** menu. Note: Students with multiple courses in their **My Study tile** will need to select the **Manage your Course** button first. Once you have chosen your course, you can see the **Withdraw From a Unit** menu option, from here choose the unit/units to withdraw.

If you are wishing to withdraw after the start of an intake – you can submit your request through the Student Portal under the **Forms tile**. Scroll to the **Request for Withdrawal and or/Refund (TQ)**.