

# Order of Study

## BSB30120 Certificate III Business [Medical Administration] (Online self-directed)

On successful completion of all 13 units you will receive a BSB30120 Certificate III Business with a specialisation in Medical Administration.

Follow the below order of study when enrolling. Enrol in no more than two (2) units per intake, unless otherwise advised. To contact the teaching team email: [TQOL.Business@tafeqld.edu.au](mailto:TQOL.Business@tafeqld.edu.au)

| Unit Code  |           | Unit Name  | Unit Type | Textbook/<br>Resources  | Study Schedule |           |
|--|-----------|--|-----------|---|----------------|-----------|
| Must complete all units in order as listed below |           |  |           |   | Intake         | Completed |
| 1  | BSBMED305 | Apply the principles of confidentiality, privacy and security within the medical environment | Elective  | Electronic resources are available through <a href="#">Connect</a> , TAFE Queensland's Learning Management System<br><br>You must have access to a reliable PC with Microsoft Office for Windows to be able to complete assessment tasks in line with the assessment requirements |                | Completed |
| 2  | BSBPEF201 | Support personal wellbeing in the workplace  | Core      |   |                | Completed |
| 3  | BSBMED303 | Maintain patient records   | Elective  |   |                | Completed |
| 4  | BSBWHS311 | Assist with maintaining workplace safety   | Core      |   |                | Completed |
| 5  | BSBMED302 | Prepare and process medical accounts   | Elective  |   |                | Completed |
| 6  | BSBXCM301 | Engage in workplace communication  | Core      |   |                | Completed |
| 7  | BSBMED301 | Interpret and apply medical terminology appropriately  | Elective  |   |                | Completed |
| 8  | BSBSUS211 | Participate in sustainable work practices  | Core      |   |                | Completed |
| 9  | BSBCRT311 | Apply critical thinking skills in a team environment   | Core      |   |                | Completed |
| 10   | BSBTWK301 | Use inclusive work practices   | Core      |   |                | Completed |
| 11   | BSBWRT311 | Write simple documents   | Elective  |   |                | Completed |
| 12   | BSBPEF301 | Organise personal work priorities  | Elective  |   |                | Completed |
| 13   | BSBTEC301 | Design and produce business documents  | Elective  |   |                | Completed |

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## 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>.

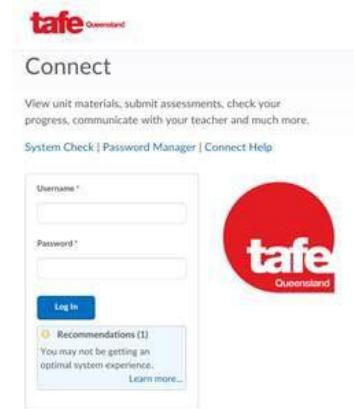


## CONNECT

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.

Watch the 45-second video on how to login to Connect by [clicking here](#). Alternatively, [download this PDF](#) to get all the details.

**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)**.