CRICOS CODE: 110864C

BSB30120
Certificate III in Business

Courses overview

The BSB30120 qualification is the latest nationally accredited qualification that provides you with the skills and knowledge required in a variety of Business Services job roles. Individuals in these roles carry out a range of routine procedural, clerical, administrative or operational tasks that require technology and business skills. This qualification will teach you a broad range of competencies using some discretion, judgment and relevant theoretical knowledge

No occupational licensing, certification or specific legislative requirements apply to this qualification at the time of publication. The latest release of the qualification and packaging rules can be found at the following link:
BSB30120 Certificate III in Business.

DELIVERY MODE	DURATION	STUDY LOAD
Training is delivered via Blended learning (with face-to-face and distance components)	52 weeks Incl. 12 weeks of holidays)	Typical learners are expected to spend approximately 1,252 hours depending on existing knowledge, skills, and experience.

Who should apply for this course and why?

This course is targeted at international students who are:

- ✔ Seeking to enhance administrative skills
- ✔ Exploring career transitions
- ✔ Pursuing further education

Learners may also consider additional training to complement their skills in BSB30120 Certificate III in Business with courses such as: **BSB40120 Certificate IV in Business** - Graduates at this level will have theoretical and practical knowledge and skills for specialised and/or skilled work and/or further learning.

Course Credit

You can apply for recognition of existing qualifications or skills, knowledge, and experience (credit transfer or recognition of prior learning) as per the information included in our International Student Handbook, which is available at

Vigil International College Handbook

If you are granted course credit, this will affect your course fees as well as the duration of your course. We will advise you in writing of changes to fees or course duration as a result of the credit. You will also be issued with a new Confirmation of Enrolment.
For any questions about course credit, contact us at the details shown below.

What are the Entry Requirements?

There are no pre-requisites required to enter this training program BSB30120 Certificate III in Business. However, Vigil International College screens learners according to the following criteria:

- ✔ Must be 18 years or older
- ✔ Have sound language, literacy, and numeracy skills* (at least Year 10 English, or equivalent)
- ✔ Have basic computer skill
- ✔ Must hold a valid visa to study

ENGLISH LANGUAGE TEST PROVIDER	MINIMUM TEST SCORE Equivalent to IELTS 6.0	MINIMUM TEST SCORE Equivalent to IELTS 5.0
IELTS	6.0	5.0
TOEFL IBT	60	35
PTE	52	36
CAE	169	154
OET	PASS	
DUOLINGO	105	

Level 2, 12-14 Wentworth St, Parramatta NSW 2150
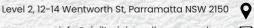info@vigiltrainingcollege.nsw.edu.au
1800 97 97 66 | 0423 521 279
https://vigilinternationalcollege.edu.au

Vigil International College Pty Ltd (ABN: 12 655 274 025), trading as Vigil International College

RTO: 45894 | CRICOS: 04044M

What can **I Expect?**

The following units are included in this course, and all are required for the award of the qualification. Students who only complete some units will be awarded with a Statement of Attainment for units successfully completed.

UNIT CODE	UNIT TITLE	CLASSIFICATION
BSBCRT311	Apply critical thinking skills in a team environment	CORE
BSBPEF201	Support personal wellbeing in the workplace	CORE
BSBSUS211	Participate in sustainable work practices	CORE
BSBTWK301	Use inclusive work practices	CORE
BSBWHS311	Assist with maintaining workplace safety	CORE
BSBXCM301	Engage in workplace communication	CORE
BSBTEC201	Use business software applications	ELECTIVE
BSBTEC202	Use digital technologies to communicate in a work environment	ELECTIVE
BSBTEC404	Use digital technologies to collaborate in a work environment	ELECTIVE
BSBWRT311	Write simple documents	ELECTIVE
BSBPMG430	Undertake project work	ELECTIVE
BSBCRT412	Articulate, present and debate ideas	ELECTIVE
BSBXTW301	Work in a team	ELECTIVE

Training and assessment information

This course is delivered face-to-face in a classroom-based setting, as well as through structured self-study.

The timetable for this course will be advised in your Offer Letter and Student Agreement. You are required to attend classes for 14 hours per week, as well as complete 6 hours of structured self-study per week for 40 study weeks (4 terms of 10 weeks each). Holiday breaks are as indicated in your timetable.

Class sessions include a mix of theory and practical activities with a focus on creating a real-life workplace.

In addition to classroom based learning and structured self-study, you will also need to complete approximately 5 hours of additional, unsupervised study per week including general reading and research for assessments.

You will also need to complete assessments for this course which may include:

- Written Questions
- Case Studies
- Presentations
- Reports
- Role plays/observations

At the beginning of each unit, your trainer and assessor will outline the assessment tasks that must be completed.

Your classes will be conducted in modern classrooms, and you will be able to access Wi-Fi. There are also areas for you to relax, as well as conduct additional study.

You will be provided with a Student Guide relevant to each unit in your course.

Course Progress
and Attendance

Satisfactory course progress and attendance is very important in order to meet visa requirements.
Please read the International Student Handbook carefully for more information. You will also be provided with further information about course progress and attendance requirements at your orientation.

Student Support

We offer the following in relation to support and welfare.

- ✔ One-to-one support from the trainer/assessor
- ✔ Support with personal issues
- ✔ Access to additional learning resources
- ✔ Reasonable adjustment in assessment
- ✔ Social events
- ✔ Information about external sources of support

You may not have studied for a while, may have English as a second language or need additional assistance with literacy or numeracy.

We will identify any additional support needs you may have at the time of application and enrolment and may prepare a Student Support Plan for you based on those needs.

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Resource Requirements

You are required to bring your own laptop with Office 365 (or similar program) to all classes. These costs are not included in your course fees. Specifications for laptops and associated costs are included below.

Windows

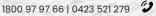| SPECIFICATION	MINIMUM REQUIREMENTS
Processor	Intel® or AMD processor with 64-bit support*; 2 GHz or faster processor Microsoft Windows 10
Operating system	Microsoft Windows 10
RAM	10 GB or more of RAM (8 GB recommended)
Hard disk space	3.1 GB or more of available hard-disk space
Monitor resolution	1024 x 768 display (1280x800 recommended) with 16-bit colour and 512 MB or more of dedicated VRAM; 2 GB is recommended.
Graphics processor acceleration requirements	OpenGL 2.0-capable system
Monitor resolution	Internet connection and registration are necessary for required software activation, validation of subscriptions, and access to online services.

macOS

SPECIFICATION	MINIMUM REQUIREMENTS
Processor	Multicore Intel processor with 64-bit support
Operating system	Big Sur
RAM	2 GB or more of RAM (8 GB recommended)
Hard disk space	4 GB or more of available hard-disk space for 64-bit installation; additional free space required during installation.
Monitor resolution	1024 x 768 display (1280x800 recommended) with 16-bit colour and 512 MB or more of dedicated VRAM; 2 GB is recommended
Graphics processor acceleration requirements	OpenGL 2.0-capable system
Monitor resolution	Internet connection and registration are necessary for required software activation, validation of subscriptions, and access to online services.

SOFTWARE	ASSOCIATED COST
Office 365	$129 annually
Laptop details	Associated costs
Any laptop that meets the specifications above	$450 (approximate only)

How much does it cost?

ONSHORE STUDENTS	**$6,500.00**
OFFSHORE STUDENTS	**$7,500.00**
ENROLMENT FEE	**$300.00**
MATERIAL FEE	**$300.00**

You can find this info for each course under "Course Fee" on **our website.**

A detailed payment plan and payment arrangements are provided in the Offer Letter and Student Agreement. You must pay all of your course fees and on time. Non-payment of fees may result in cancellation of enrolment.

You are also required to take out Overseas Health Insurance Cover before arriving in Australia. Vigil International College provides details of OSHC providers in the International Student Handbook. You can approach any of these providers to find out costs and organise your cover.

Additional costs associated with living in Australia are outlined in the International Student Handbook. You should carefully review these costs in relation to budgeting. Further information can be found at
https://www.studyinaustralia.gov.au/english/live-in-australia/living-costs

How can I apply?

To apply for this course, you are required to complete an enrolment form and submit all required supporting evidence including copies of your:
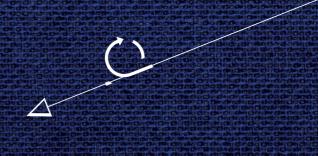
✔ High School Certificate

✔ Proof of English language proficiency as specified in the entry requirements