Pre-enrolment Information Package
BSB30110 Certificate III in Business

2015

Certificate III in Business

Hi! We want to thank you for your enquiry regarding the above course. The information provided in this document is designed to help you make a reasoned assessment as to whether the course suits your specific requirements. If it offers the content and pathways that will lead you to your preferred goals then please contact the college via telephone, email or by post and we will take you to the next step.

COURSE SUMMARY

The Certificate III in Business is a practically oriented course which enables graduates to work in a business environment. The course uses the skills, knowledge and expertise of the trainers to ensure each learner achieves their full potential and contextualises the training to meet learners' individual needs.

COURSE OBJECTIVE

This course is designed to meet the specific needs of individual learners and considerable time is taken to analyse each situation and assist each learner to ensure they utilise their training fully. The course uses the skills, knowledge and expertise of the trainers to ensure each learner achieves their full potential and contextualises the training to meet learners' individual needs.

OUTCOMES

Depending on the setting, workers may work under direct supervision or autonomously and may have the limited supervisory responsibilities of others. Graduates of Certificate III have the option to continue into the Diploma of Management.

GENERAL COURSE INFORMATION

ENTRY ADVICE

The Certificate III in Business meets the current and future competency and development needs of new and existing personnel employed in a broad range of work functions and activities within a business environment.

All learners require the ability to read, write and speak in English intelligibly. For native English speakers, the required competencies are checked via an interview, completion of a formal written application form, and a resume outlining qualifications and experiences.

Non-native speakers need to demonstrate that they can speak at length with minimal loss of coherence and minimal mispronunciation; they possess a wide enough vocabulary to discuss topics at length; they paraphrase successfully; frequently produce error-free sentences; and can be understood by children, parents and staff members. Students in this category may be accessed via completion of Australia City College's internal Language Literacy and Numeracy test paper.

STUDENT SUPPORT

Australia City College prides itself on a high level of ongoing student support in many areas, particularly Language, Literacy and Numeracy. If you have needs in these or any other areas contact the College.

PATHWAYS

Our students are given advice on the range of training options available. Recognition of Prior Learning (RPL) is encouraged through a self assessment process/interview.

DELIVERY AND FACILITATION

To gain benefit from this quality course the learner needs to do prior reading as preparation, this will be specified before the start of training. The preparation is considered as part of the nominal hours specified for the course; this is only a guide as some learners read and learn quicker than others. All students need to pre-read in preparation for the following unit.

STUDY OPTIONS

ACC provides flexible study modes to allow students to complete their course.

Delivery

The program is organized to provide clients with theory components as well as practical application. Certificate III in Business offered via distance learning and practical work combined with face to face workshops (cluster based) and regular video conferencing tutorials.

Students need to complete 12 units.

Training is via internet supported by:

- Cluster based workshops
- Weekly video conferencing tutorials
- Trainer/Assessor On the Job observation

Assessment

Student's progress is reviewed throughout the course by means of formative assessment. This takes the form of monitoring student participation in class activities and the learning environment; group and/or individual assignments and on the job observation. The grading system provides for a Satisfactory or Not Satisfactory grading for discrete assessment tasks with an overall course grading of Competent or Not Yet Competent.

Recognition of Prior Learning (RPL)

We recognise students' prior experience and learning. Students who would like to apply for RPL, should contact Australia City College for an RPL Guideline Kit. Students submit required evidence as per guideline in the Kit to demonstrate their knowledge and skills. Once an RPL has been granted you do not have to study these units. Students should be aware that if RPL is granted, it may impact on student visa conditions through a shortening of the course duration.

Enrolment into the course is on a rolling basis, this means the course is always open for enrolment, please contact Australia City College for more information.

ABOUT THE COURSE

COURSE STRUCTURE (COURSE UNITS)

The college takes a holistic approach to training and the course delivery is configured around a series of clusters,

Distance learning and practical work. Students need to complete 12 units.

DURATION

6 Months – 12 months

PRACTICUM

There are no special workplace requirements for this course although access to a computer and appropriate software would be an advantage.

COURSE STRUCTURE

	Units of Competence
BSBCUS301A BSBPRO401A BSBWOR301A BSBINM301A	• Deliver and monitor a service to customers • Develop product knowledge • Organise personal work priorities and development • Organise workplace information
BSBADM307B BSBOHS302A	• Organise schedules • Apply knowledge of OHS legislation in the workplace
BSBITU303A BSBITU304A BSBWRT301A	• Design and produce text documents • Produce spreadsheets • Write simple documents
BSBITU309A BSBITU306A BSBITU302B	• Produce desktop published documents • Design and produce business documents • Create electronic presentations

FEES & POLICIES

Tuition Fees

The fees for this course are subject to change and will be confirmed with the student prior to enrolment. The fees include access, via Australia City College's Moodle e-learning platform, to all of the training material, assessment exercises required to complete the course. The Moodle platform allows students to access download and upload all the required documents in an electronic format.

Students have the option of paying tuition fees on a "unit by unit" basis, the first payment includes a non-refundable enrolment administration fee of $100:00 and must be paid before the student will be given access to the course material. Subsequent payments must be made before the student will be given access to the next unit of course material. Issuance of a Diploma or Statement of Attainment will be subject to the payment of all fees.

Students may be eligible for government funding assistance, subject to the eligibility requirements associated with the relevant funding programs. The Queensland Department of Education, Training and Employment offers funding assistance for this course to eligible students via their Certificate 3 Guarantee program. Students are encouraged to contact Australia City College for further information regarding the availability of funding assistance, the eligibility criteria and other conditions associated with the funding programs.

Guarantee of Training Completion

Australia City College undertakes to guarantee student completion of courses in the event that significant change occurs to affect the RTO's legal or operational status. The College has a sound financial management policy which guarantees the capacity to teach out and support a particular cohort of students to the end of the agreed period of the course.

Should Australia City College experience any significant change in its RTO status, we undertake to comply with all requirements regarding ceasing registration in accordance with the National VET Regulator requirements including a completion of training guarantee.

Issuance of Qualification

Students who successfully complete all the required units of the course will be issued with a nationally recognised Certificate of Qualification. This will be sent to the student

at their nominated address and specify the qualification name, code and individual units within the course. The student will receive this within 21 days of becoming eligible for the qualification subject to the payment of all fees associated with the course.

Where a student does not complete the full requirements of the course a Statement of Attainment for the individual units successfully completed will be issued.

Please note that a re-issue of a Certificate or Statement of Attainment will cost $80.00 to cover the administration costs involved and be subject to positive proof of identity of the student requesting the re-issue of the qualification..

Refund of Tuition Fees

Australia City College will not generally refund fees paid in advance unless the training is cancelled by Australia City College.

The following percentage of refund will apply to all students that withdraw from training due to reasonable mitigating circumstances:

- Where 20% or less of the course has been provided to the student a 100% refund less $100.00 admin fee will apply.

- Where more than 20% but less than 50% of the course has been provided to the student a 50% refund less $100.00 admin fee will apply.

- Where 50% or more of the course has been provided to the student no refund will apply.

- Where a student withdraws without reasonable mitigating circumstances no refunds will be made.
- Each case will be assessed on its individual merits and the decision may be subject to ACC's Complaints and Appeals Policy with the subsequent outcome being final.

Student Handbook

Each enrolled student at Australia City College will receive a Student Handbook which gives details of a number of important Policies and Processes, including but not limited to:

- Student at Risk
- Refunds
- Academic Standards
- Plagiarism
- Academic Deferment

- Withdrawal from a Course
- Expected Duration of Study
- Complaints and Appeals

A full copy of the Student Handbook is available for viewing on-line, or downloading, from www.australiacitycollege.com.au.

CONTACT US

General Enquiries

P: (07) 3343 1287
E: info@australiacitycollege.edu.au

Fee Enquiries

P: (07) 3343 1287
E: finance@australiacitycollege.edu.au

Web Site
www.australiacitycollege.com.au

CHECKLIST FOR ENROLMENT

WHAT YOU NEED:

☐   Enrolment/application form filled out and signed

☐   Identification evidence (e.g. Driver's License, green Medicare Card, Birth Certificate, etc.)

☐   Evidence of Queensland residency (eg power bill, Bank statement, etc)