



CRICOS Course Code: 04044M

# BSB30120 Certificate III in Business

Release 2

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 [www.vigilinternationalcollege.edu.au](http://www.vigilinternationalcollege.edu.au)

 1800 978 377 or 02 8859 9855

 Level 2, 12-14 Wentworth St, Parramatta  
NSW 2150



## BSB30120 - Certificate III in Business

### Start training in BSB30120 Certificate III in Business!

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.

#### Perfect for learners seeking to pursue a career as a:

- Medical Receptionist
- Records Clerk
- Administrative Assistant
- Customer Service Representative
- Medical Secretary

Vigil International College offers the nationally recognised BSB30120 Certificate III in Business qualification with high quality course materials and premier student support to deliver a unique learning experience.

Vigil International College will deliver training that is customised to meet student, industry and where relevant, employer needs in line with the delivery strategy for the qualification.

When you enrol in our courses, you will study under expert trainers with decades of experience in the industry. So what are you waiting for? Enrol now!



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### Vigil International College

CRICOS #04044M | RTO #45894 | ABN 12 655 274 025

[www.vigilinternationalcollege.com](http://www.vigilinternationalcollege.com)



## Course Outline and Structure

### Training Delivery

Training is delivered via **Blended learning** (with face-to-face and distance components) to be **completed in 52 weeks** (including holidays) with approximately **1,252 hours** of study, depending on learner's skills, knowledge, and experience.

### Assessment Methods:

- **Observation** during role play/simulation
- **Questioning** may include self-assessment, verbal answers, written questionnaires, activity modules or interview
- **Structured Activities** may include Projects, Case studies, presentations, role play, demonstration, progressive tasks

### What are the entry requirements?

There are no pre-requisites required to enter this training program. 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 current Student Visa
- (From non-English speaking background) is must provide any one of the following evidence of upper intermediate proficiency in English:
  - ⇒ IELTS total band score of at least 5.5 with no band less than 5.0, or equivalent.
  - ⇒ Occupational English Test (OET), TOEFL iBT, Pearson Test of English, Cambridge English Advanced with scores equivalent to IELTS 5.5 and no less than 5.0 in each band.

# Entry Requirements and Pathways

⇒ The English test must have been taken within two years before the application is made.

English Language Test Provider	Minimum Test Score (equivalent to IELTS 5.5)	Minimum Test Score (equivalent to IELTS 5.0)
<i>IELTS</i>	5.5	5.0
<i>TOEFL iBT</i>	46	35
<i>PTE</i>	43	36
<i>CAE</i>	162	154
<i>OET</i>	PASS	

*\*Students who fail the LL&N assessment may still be enrolled to a course if endorsed by the trainer/ assessor, and corresponding additional support strategies are in place.*

## Is Recognition of Prior Learning (RPL) available?

Vigil International College has a Recognition of Prior Learning (RPL) Policy, to ensure that an individual's prior learning, achieved through formal and informal training, work experience or other life experiences, is appropriately recognised. This recognition may assist students to progress faster through a unit of competency, or allow the student full credit.

## What are the qualification pathways after taking the course?

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.
- **TAE40116 Certificate IV in Training and Assessment\***

*\*This course is currently not being offered by Vigil International College*

# Course Outline and Structure

## Course Resources

To support you in your training with Vigil International College, we will provide:

- The BSB30120 learning and assessment suite which includes:
  - ⇒ Learner Guides
  - ⇒ Assessment Workbooks
  - ⇒ Handouts
  - ⇒ Simulated workplace (CBSA) documents, organisational policies and procedures, and templates
- Meeting room with presentation facilities and equipment
- Office desk or tabletop
- Office chair with adjustable seat height
- Tables and chairs for four people
- File management system (such as hard drive or OneDrive, or ability to upload to a LMS or to a shared drive)
- Industry applications/platforms for communicating digitally
- User instructions in relation to industry applications/platforms
- Textbooks and other learning materials
- Relevant state-based legislation, standards and codes of practice for working with diversity

For a complete list of the resources that Vigil International College will provide, please check our [website](#).

## Students to arrange access to:

- A computer or laptop with an Internet access with a reliable speed of at least 5mbps
- Printer
- Smartphone or digital camera
- Google Chrome (recommended browser)
- Email software
- Video conferencing application
- MS Word, MS Excel, and PowerPoint or equivalent applications.
- Adobe Acrobat Reader or equivalent application
- Photo editing program
- Pen, notebook, and paper



## Course Units

This course covers **13 units** of competency (6 core units and 7 elective units).

Core Units	
<b>BSBCRT311</b>	Apply critical thinking skills in a team environment
<b>BSBPEF201</b>	Support personal wellbeing in the workplace
<b>BSBSUS211</b>	Participate in sustainable work practices
<b>BSBTWK301</b>	Use inclusive work practices
<b>BSBWHS311</b>	Assist with maintaining workplace safety
<b>BSBXCM301</b>	Engage in workplace communication

Elective Units	
<b>BSBTEC201</b>	Use business software applications
<b>BSBTEC202</b>	Use digital technologies to communicate in a work environment
<b>BSBTEC404</b>	Use digital technologies to collaborate in a work environment
<b>BSBWRT311</b>	Write simple documents
<b>BSBPMG430</b>	Undertake project work
<b>BSBCRT412</b>	Articulate, present and debate ideas
<b>BSBXTW301</b>	Work in a team



Enrol now!

## BSB30120 CERTIFICATE III IN BUSINESS (RELEASE 2)

**Enrol now for only \$12,280**  
(Initial payment of \$6,140.00 upon enrolment\*  
plus \$558.20 per month for the next 11 months)

*\*Students can pay more than 50% of the total course fee upon enrolment should they choose to do so.  
Contact Vigil International College for more information.*

\*Please read the **Vigil International College** Student Handbook containing the Refund Policy, Appeals, Complaints, and other student and course information prior to enrolling in our [website](#).



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