

BSB30120 CERTIFICATE III IN BUSINESS (SELF-PACED)

Frequently Asked Questions (FAQs)

How long does it take to complete the Certificate III in Business (Self-Paced)?

- **Course Duration:** You must complete the qualification within 6 months.
- **Study Pace:** The course is completely self-paced, allowing you to organise your study around your own commitments.
- **Time Commitment:** Your completion time will depend on your existing knowledge, experience and the amount of time you dedicate to your studies.
- **Your Responsibility:** You are responsible for managing your study schedule, completing learning activities and submitting assessments within the required timeframe.

Is the course completed within 6 months, or do I have 6 months for each unit?

- **Overall Deadline:** You have 6 months in total to complete all required learning and assessments for the qualification.
- **Unit Release:** Units are released progressively throughout your enrolment.
- **Qualification Timeframe:** The 6-month timeframe applies to the entire qualification, not to each individual unit.

Can I apply for an extension if I need more time?

- **Expected Completion:** Students are expected to complete the qualification within the allocated 6-month timeframe.
- **Special Circumstances:** If unexpected circumstances affect your ability to complete the course, contact Aurora Training Institute as soon as possible to discuss your circumstances.

- Approval: Extension requests are considered on a case-by-case basis and are not automatically approved.
- Additional Fees: Where an extension is approved, additional administration and resource fees may apply.

What support is available during the course?

This is a fully self-paced program designed for students who are confident working independently. The course does not include regular trainer interaction, guided learning or scheduled instruction; however, students remain supported throughout their enrolment through Aurora Training Institute's student and administrative support processes.

- Independent Learning: You are responsible for working through the learning materials, completing activities and managing your own study schedule and assessment deadlines.
- Self-Paced Delivery: The course does not include regular face-to-face classes, scheduled online lessons or ongoing one-on-one trainer coaching.
- Student Support: Aurora Training Institute provides appropriate student and administrative support throughout your enrolment. Information about how to access this support is provided as part of your enrolment.
- Assessment Queries: If you have a question relating to an assessment or assessment outcome that requires assistance, you can contact Aurora Training Institute through the nominated support channel. Your query will be directed to the appropriate staff member where required.
- Progress Support: You are responsible for monitoring and managing your own progress. Where circumstances arise that may affect your ability to progress or complete the course within the required timeframe, you are encouraged to contact Aurora Training Institute as soon as possible to discuss your options.
- Additional Support Needs: If you require regular teaching, structured learning, ongoing trainer interaction or significant assistance to complete your assessments, this self-paced delivery mode may not be suitable. Please contact Aurora Training Institute before enrolling to discuss alternative delivery options.

Please ensure you understand the independent nature of this course and the support available to you before enrolling.

How is the course delivered?

- Format: The course is delivered 100% online through Aurora Training Institute's learning management system.

- **Attendance:** There are no routine on-campus attendance requirements for the self-paced delivery mode.
- **Learning Materials:** You will study using online resources, written materials, downloadable templates, knowledge activities, videos and other learning resources.
- **Access:** Learning materials can be accessed online, allowing you to study around your personal commitments.
- **Flexible Learning:** You can progress through the course at your own pace, provided all required assessments are completed and submitted within the allocated timeframe.

What types of assessments will I complete?

Assessments are designed to confirm that you have developed the required knowledge and skills for each unit of competency.

Depending on the unit, assessments may include:

- Short-answer and knowledge-based questions
- Workplace scenarios and case studies
- Projects and research activities
- Practical tasks in a simulated business environment
- Other assessment activities relevant to the requirements of the unit

How much does the course cost?

- **Tuition Fee:** \$400 total.
- **Additional Fees:** There are no hidden tuition fees. Separate fees may apply for approved services such as course extensions or replacement certificates.
- **Required Equipment:** You must provide your own computer or laptop, reliable internet access and Microsoft Office or compatible software.

Is this course right for me?

This course is designed for students who:

- Are comfortable learning independently.
- Can manage their own study schedule and deadlines.
- Can regularly access the online learning platform.

- Are motivated to work through learning materials without regular guided instruction.
- Understand that the course does not include ongoing trainer support or scheduled teaching.
- Are comfortable seeking assistance through the nominated student support channels when required.

This course may not be suitable if you:

- Prefer regular face-to-face classes.
- Require structured lessons or scheduled learning.
- Need ongoing one-on-one trainer guidance.
- Require significant assistance to work through learning materials or assessments.

If you are unsure whether self-paced learning is suitable for you, contact Aurora Training Institute before enrolling to discuss your learning needs and available delivery options.

What if I experience difficulties during my course?

If circumstances arise that may affect your ability to participate, complete learning activities or submit assessments within the required timeframe, contact Aurora Training Institute as soon as possible.

Aurora Training Institute can provide appropriate administrative and student support and, where required, direct your query to the relevant staff member or discuss available options to assist you with your enrolment and progression.

How do I access support?

Information about accessing Aurora Training Institute's student support services is provided during enrolment.

Students should use the nominated support channel for questions relating to their enrolment, course administration, assessment matters or circumstances that may affect their progress.

Queries will be reviewed and directed to the appropriate staff member where further assistance is required.

The self-paced nature of this course means that students are responsible for managing their own learning and progress. Support services are available when required, but the course does not include ongoing teaching, coaching or regular trainer assistance.