

2021 AUSTRALIA PRICELIST

ADELAIDE | BRISBANE | MELBOURNE | SYDNEY



UPDATED MAY 26, 2021

Information correct at time of publication and is subject to change without notice.





LANGUAGE
SCHOOLS

AUSTRALIA

ADELAIDE | BRISBANE | MELBOURNE | SYDNEY



2021/2022 OFFSHORE TURKEY PRICING

For applications received before August 31, 2021 for start dates in 2021 & 2022

All fees are in Australian Dollars (AUD).

REGISTRATION FEE: \$230 waived for 16+ weeks

TEXTBOOK & MATERIALS FEE:

1-4 weeks

\$40

5+ weeks

\$10/week (up to \$320)

FEES

	ADELAIDE	BRISBANE	MELBOURNE	SYDNEY
FULL-TIME (FT)				
Full-Time Morning Mon to Fri 8:30am - 1:00pm 20hrs/wk	\$216	\$220	\$225	\$225
Full-Time Afternoon Mon to Fri 1:15pm - 5:15pm 20hrs/wk	-	\$193	\$202	\$207
Full-Time Evening Mon to Fri 5:30pm - 9:30pm 20hrs/wk	-	\$189	\$207	\$234

PAYMENT PLAN OPTIONS

- Onshore students
 - \$250 eCoE deposit (or pay first instalment + reg./mat. fees).
 - Package COE: \$250 ELICOS eCoE + \$250 VET eCoE
 - 12-24 weeks: 2 instalments
 - 25-35 weeks: 3 instalments
 - 36-56 weeks: 4 instalments
 - (eCoE deposit is non-refundable)
- Offshore students
 - 25 weeks+: 2 instalments
 - Package COE: First instalment for ELICOS + First instalment for VET
- For additional fees like, accommodation prices, private tutoring, underage service fee, COE re-issuing fee and more, please refer to ILSC application form, available [here](#).
- eCoE deposit is non-refundable.

SPECIAL ONLINE ENGLISH

ONLINE GE, EAP AND PATHWAY

\$190 / WEEK *

MATERIAL FEE \$10/WEEK

MON-FRI 11AM-3PM | 20HRS/WK (AEST)

MON-FRI 9AM-2PM | 20HRS/WK (EST)



LANGUAGE
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AUSTRALIA

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ELICOS ONSHORE EXCLUSIVE PRICING

BOOK BY AUGUST 31, 2021

ADELAIDE, BRISBANE, MELBOURNE, OR SYDNEY

Full-Time Morning Schedule (T1)

Full-Time Evening Schedule (T3)*

Full-Time Online Schedule (T4)

\$190 / per week

**Full-time evening schedule in Adelaide is only available online.*

Part-Time Evening IELTS Classes

3 NIGHTS/WEEK (12 HOURS)

\$120 / per week

Part-Time Evening IELTS Classes

2 NIGHTS/WEEK (8 HOURS)

\$100 / per week

Cambridge Mastery (CRICOS code: 0101687) / EAP program (CRICOS code: 0101685) / General English program (CRICOS code: 0101688) / IELTS Mastery (CRICOS code: 0101686). ILSC (Brisbane) PTY LTD is trading as ILSC-Brisbane, ILSC-Sydney, ILSC-Melbourne, ILSC-Adelaide ILSC Australia RTO Number 31564, CRICOS Code: 02137M. Information correct at time of publication and is subject to change without notice.

WWW.ILSC.COM



**PLUS FREE
REGISTRATION
(VALUE \$230)**

TEXTBOOK & MATERIALS FEE:

1-4 weeks \$40

5+ weeks \$10/week (up to \$320)

CONDITIONS

- Prices valid for onshore students of any nationality.
- Bookings must be made between June 1 to August 31, 2021 and students must start classes by September 30, 2021.

Please note, our current offshore ELICOS pricing promotion has been extended. Pricing will apply for registrations made by August 31, 2021.



2021 PRICING

For applications received before August 31, 2021 for start dates in 2021 & 2022

All fees are in Australian Dollars (AUD).

Registration Fee: **FREE** Material: **FREE**

ENTRY REQUIREMENTS:

- 18 years old
- Year 10/12 (or overseas equivalent) or equivalent life experience for mature entry students.
- English entry level (or equivalent)
 - Cert II: ILSC B4 / IELTS 4.0
 - Cert III: ILSC I1 / IELTS 4.5
 - Cert IV Business: ILSC I2 / IELTS 5.0
 - Cert IV Int. Trade / MKT: ILSC I3 / IELTS 5.5
 - Diplomas and ADV Dip.: ILSC I3 / IELTS 5.5

VET PROGRAMS FEES

ADELAIDE ^A BRISBANE ^B MELBOURNE ^{MB} SYDNEY ^S

CERTIFICATES

Schedule	ADELAIDE	BRISBANE	MELBOURNE	SYDNEY	CAMPUS-SPECIFIC		
	Weekdays	Weekdays	Weekdays	Weekdays	Weekends	Location	
CURRENT QUALIFICATIONS							
BSB20215 Certificate II in Customer Engagement CRICOS CODE: 086801M	34 weeks	-	2x1,260 = \$2,520	2x1,350 = \$2,700	2x1,350 = \$2,700	2x1,170 = \$2,340	^B ^{MB} ^S
BSB20115 Certificate II in Business CRICOS CODE: 096036E	34 weeks	-	2x1,260 = \$2,520	2x1,350 = \$2,700	2x1,350 = \$2,700	2x1,170 = \$2,340	^B ^S
BSB40215 Certificate IV in Business CRICOS CODE: 096038C	34 weeks	-	2x1,260 = \$2,520	2x1,350 = \$2,700	2x1,350 = \$2,700	2x1,170 = \$2,340	^B ^S
BSB41115 Certificate IV in International Trade CRICOS CODE 104774M	34 weeks	-	2x1,260 = \$2,520	2x1,350 = \$2,700	2x1,350 = \$2,700	2x1,170 = \$2,340	^B ^{MB} ^S

NEW FULL QUALIFICATIONS

BSB20120 Certificate II in Workplace Skills CRICOS CODE: 105113G	52-54 weeks	-	3x1400 = \$4,200	3x1500 = \$4,500	3x1500 = \$4,500	3x1300 = \$3,900	^B ^{MB} ^S
BSB30120 Certificate III in Business CRICOS COURSE CODE 104774M	60-66 weeks	4x1,080 = \$4,320	4x1,260 = \$5,040	4x1,350 = \$5,400	4x1,350 = \$5,400	4x1,170 = \$4,680	^A ^B ^{MB} ^S
BSB40120 Certificate IV in Business CRICOS COURSE CODE 104778G	60-66 weeks	4x1,080 = \$4,320	4x1,260 = \$5,040	4x1,350 = \$5,400	4x1,350 = \$5,400	4x1,170 = \$4,680	^A ^B ^{MB} ^S
BSB40820 Certificate IV in Marketing and Communication CRICOS COURSE CODE 104777H	60-66 weeks	-	4x1,260 = \$5,040	4x1,350 = \$5,400	4x1,350 = \$5,400	-	-

NEW SHORT-TERM SPECIALIZATIONS

Specialization in Workplace Fundamentals: Compiled from BSB20120 Certificate II in Workplace Skills CRICOS COURSE CODE 105113G	28-34 wks	-	2x1,260 = \$2,520	2x1,350 = \$2,700	2x1,350 = \$2,700	2x1,170 = \$2,340	^B ^{MB} ^S
Specialization in Business Basics: Compiled from BSB30120 Certificate III in Business CRICOS COURSE CODE 104774M	28-34 wks	2x1,260 = \$2,520	2x1,260 = \$2,520	2x1,350 = \$2,700	2x1,350 = \$2,700	2x1,170 = \$2,340	^A ^B ^{MB} ^S
Specialization in Business Essentials: Compiled from BSB40120 Certificate IV in Business CRICOS COURSE CODE: 104778G	28-34 wks	2x1,260 = \$2,520	2x1,260 = \$2,520	2x1,350 = \$2,700	2x1,350 = \$2,700	2x1,170 = \$2,340	^A ^B ^{MB} ^S
Specialization in Communications for Managers and Supervisors: Compiled from BSB40820 Certificate IV in Marketing and Communication CRICOS COURSE CODE 104777H	28-34 wks	-	2x1,260 = \$2,520	2x1,350 = \$2,700	2x1,350 = \$2,700	-	-
BBSB40820 Certificate IV in Marketing and Communication Skill Set: Pre-requisite units for diploma CRICOS COURSE CODE 104777H	28-34 wks	-	2x1,260 = \$2,520	2x1,350 = \$2,700	2x1,350 = \$2,700	-	-



2021 PRICING

VET PROGRAMS FEES

ADELAIDE ^A BRISBANE ^B MELBOURNE ^{MB} SYDNEY ^S

DIPLOMAS

Schedule	ADELAIDE	BRISBANE	MELBOURNE	SYDNEY	CAMPUS-SPECIFIC		
	Weekdays	Weekdays	Weekdays	Weekdays	Weekends	Location	
NEW FULL QUALIFICATIONS							
BSB50120 Diploma of Business CRICOS COURSE CODE 104773A	60-66 weeks	4x1,080 = \$4,320	4x1,260 = \$5,040	4x1,350 = \$5,400	4x1,350 = \$5,400	4x1,170 = \$4,680	^A ^B ^{MB} ^S
BSB50120 Diploma of Business (Organisational Development) CRICOS COURSE CODE 104773A	60-66 weeks	4x1,080 = \$4,320	4x1,260 = \$5,040	4x1,350 = \$5,400	4x1,350 = \$5,400	4x1,170 = \$4,680	^A ^B ^{MB} ^S
BSB50620 Diploma of Marketing and Communication* CRICOS COURSE CODE 104775K	60-66 weeks	-	4x1,260 = \$5,040	4x1,350 = \$5,400	4x1,350 = \$5,400	-	-
BSB50820 Diploma of Project Management CRICOS COURSE CODE 104109M	60-66 weeks	4x1,080 = \$4,320	4x1,260 = \$5,040	4x1,350 = \$5,400	4x1,350 = \$5,400	4x1,170 = \$4,680	^{MB}
BSB50420 Diploma of Leadership and Management CRICOS COURSE CODE 104145G	60-66 weeks	4x1,080 = \$4,320	4x1,260 = \$5,040	4x1,350 = \$5,400	4x1,350 = \$5,400	4x1,170 = \$4,680	^A ^B ^{MB} ^S
BSB60420 Advanced Diploma of Leadership and Management* CRICOS COURSE CODE 104776J	52-54 weeks	3x1,200 = \$3,600	3x1400 = \$4200	-	-	3x1300 = \$3900	^{MB} ^S

NEW SHORT-TERM SPECIALIZATIONS

Specialization in Human Resources for Project Managers: Compiled from BSB50820 Diploma of Project Management CRICOS COURSE CODE 104109M	28-34 wks	2x1,260 = \$2,520	2x1,260 = \$2,520	2x1,350 = \$2,700	2x1,350 = \$2,700	2x1,170 = \$2,340	^{MB}
Specialization in Project Management Mastery: Compiled from BSB50820 Diploma of Project Management CRICOS COURSE CODE 104109M	28-34 wks	2x1,260 = \$2,520	2x1,260 = \$2,520	2x1,350 = \$2,700	2x1,350 = \$2,700	2x1,170 = \$2,340	^{MB}

*These qualifications have pre-requisite units or programs that must be completed prior to commencement. Please see specific program flyers for details.

PAYMENT PLAN OPTIONS

- 2 instalments for 34-week course(s)
- 3 instalments for 54 weeks courses
- 4 instalments for 64-week course(s)

• eCoE deposit is non refundable.

• Onshore students

- \$250 eCoE deposit for one VET course & VET package course (or pay 1st instalment + reg. fee)

- \$250 ELICOS eCoE + \$250 VET eCoE

• Offshore students

- Pay 1 instalment for one VET course
- Pay 1 instalment + \$250 E-CoE deposit for VET package course
- Pay ELICOS + \$250 E-CoE deposit for VET course(s)



Students are expected to have a computer or tablet that enables them to connect to the Internet in order to review material and submit assessments.



AUSTRALIA

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2021 TIMETABLE

CERTIFICATES	DURATION	ADELAIDE	BRISBANE	MELBOURNE	SYDNEY
CURRENT QUALIFICATIONS					
BSB20215 Certificate II in Customer Engagement CRICOS CODE: 086801M	34 weeks	-	Wed/Thu Weekend	Mon/Tue Weekend	Mon/Tue/Wed/Thu Weekend
BSB20115 Certificate II in Business CRICOS CODE: 096036E	34 weeks	-	Mon/Tue Weekend	Mon/Tue	Mon/Tue/Wed/Thu Weekend
BSB40215 Certificate IV in Business CRICOS CODE: 096038C	34 weeks	-	Wed/Thu Weekend	Wed/Thu	Mon/Tue/Wed/Thu Weekend
BSB41115 Certificate IV in International Trade CRICOS CODE: 104774M	34 weeks	-	Wed/Thu Weekend	Wed/Thu	Mon/Tue/Wed/Thu Weekend
NEW FULL QUALIFICATIONS					
BSB20120 Certificate II in Workplace Skills CRICOS CODE: 105113G	52-54 weeks	-	Mon/Tue Weekend	Mon/Tue Weekend	Mon/Tue Weekend
BSB30120 Certificate III in Business CRICOS COURSE CODE 104774M	60-66 weeks	Mon/Tue Weekend	Mon/Tue Weekend	Mon/Tue Weekend	Mon/Tue Weekend
BSB40120 Certificate IV in Business CRICOS COURSE CODE 104778G	60-66 weeks	Wed/Thu Weekend	Wed/Thu Weekend	Wed/Thu Weekend	Wed/Thu Weekend
BSB40820 Certificate IV in Marketing and Communication CRICOS COURSE CODE 104777H	60-66 weeks	-	Mon/Tue	Mon/Tue	Mon/Tue
NEW SHORT-TERM SPECIALIZATIONS					
Specialization in Workplace Fundamentals: Compiled from BSB20120 Certificate II in Workplace Skills CRICOS COURSE CODE 105113G	28-34 wks	-	Mon/Tue Weekend	Mon/Tue Weekend	Mon/Tue Weekend
Specialization in Business Basics: Compiled from BSB30120 Certificate III in Business CRICOS COURSE CODE 104774M	28-34 wks	Mon/Tue Weekend	Mon/Tue Weekend	Mon/Tue Weekend	Mon/Tue Weekend
Specialization in Business Essentials: Compiled from BSB40120 Certificate IV in Business CRICOS COURSE CODE: 104778G	28-34 wks	Wed/Thu Weekend	Wed/Thu Weekend	Wed/Thu Weekend	Wed/Thu Weekend
Specialization in Communications for Managers and Supervisors: Compiled from BSB40820 Certificate IV in Marketing and Communication CRICOS COURSE CODE 104777H	28-34 wks	-	Mon/Tue	Mon/Tue	Mon/Tue
BBSB40820 Certificate IV in Marketing and Communication Skill Set: Pre-requisite units for diploma CRICOS COURSE CODE 104777H	28-34 wks	-	Mon/Tue	Mon/Tue	Mon/Tue

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2021 TIMETABLE

DIPLOMAS	DURATION	ADELAIDE	BRISBANE	MELBOURNE	SYDNEY
NEW FULL QUALIFICATIONS					
BSB50120 Diploma of Business CRICOS COURSE CODE 104773A	60-66 weeks	Wed/Thu Weekend	Wed/Thu Weekend	Wed/Thu Weekend	Wed/Thu Weekend
BSB50120 Diploma of Business (Organisational Development) CRICOS COURSE CODE 104773A	60-66 weeks	Wed/Thu Weekend	Wed/Thu Weekend	Wed/Thu Weekend	Wed/Thu Weekend
BSB50620 Diploma of Marketing and Communication* CRICOS COURSE CODE 104775K	60-66 weeks	-	Wed/Thu	Wed/Thu	Wed/Thu
BSB50820 Diploma of Project Management CRICOS COURSE CODE 104109M	60-66 weeks	Mon/Tue	Mon/Tue	Mon/Tue Weekend	Mon/Tue
BSB50420 Diploma of Leadership and Management CRICOS COURSE CODE 104145G	60-66 weeks	Wed/Thu Weekend	Wed/Thu Weekend	Wed/Thu Weekend	Wed/Thu Weekend
BSB60420 Advanced Diploma of Leadership and Management* CRICOS COURSE CODE 104776J	52-54 weeks	Wed/Thu	Wed/Thu	Weekend	Weekend
NEW SHORT-TERM SPECIALIZATIONS					
Specialization in Human Resources for Project Managers: Compiled from BSB50820 Diploma of Project Management CRICOS COURSE CODE 104109M	28-34 wks	Mon/Tue	Mon/Tue	Mon/Tue Weekend	Mon/Tue
Specialization in Project Management Mastery: Compiled from BSB50820 Diploma of Project Management CRICOS COURSE CODE 104109M	28-34 wks	Mon/Tue	Mon/Tue	Mon/Tue Weekend	Mon/Tue

WEEKDAY TIMETABLE 1

HOURS	MON	TUE
1:15-3:15 PM	Assessment Essentials	Assessment Essentials
3:50-5:30 PM	PASS	PASS
6:00-9:00 PM	Lecture	Lecture

WEEKDAY TIMETABLE 2

HOURS	WED	THUR
1:15-3:15 PM	Assessment Essentials	Assessment Essentials
3:50-5:30 PM	PASS	PASS
6:00-9:00 PM	Lecture	Lecture

WEEKEND TIMETABLE 3

HOURS	FRI	HOURS	SAT
1:15 - 3:15 PM	Assessment Essentials	9:00 AM - 12:00 PM	Lecture
3:50-5:30 PM	Assessment Essentials	12:30 - 3:30 PM	Lecture
6:00 - 9:00 PM	PASS	3:45-4:45 PM	PASS

*These qualifications have pre-requisite units or programs that must be completed prior to commencement. Please see specific program flyers for details.





VET START DATES

CURRENT QUALIFICATIONS

30-34 WEEKS VET COURSES

24 weeks study + up to 10 weeks scheduled breaks

BSB20115 Certificate II in Business

CRICOS COURSE CODE: 096036E (LAST INTAKE 21 JUN, 2021)

BSB20215 Certificate II in Customer Engagement

CRICOS COURSE CODE: 086801M (LAST INTAKE 21 JUN, 2021)

BSB40215 Certificate IV in Business

CRICOS COURSE CODE: 096038C (LAST INTAKE 21 JUN, 2021)

BSB41115 Certificate IV in International Trade

CRICOS COURSE CODE: 087073G (LAST INTAKE 21 JUN, 2021)

	START DATES ALL	END DATES 30-34 WEEK
2021	21 JUN 2021	11 FEB 2022

SCHEDULED BREAKS: 3-WEEK SCHEDULED BREAK EVERY 12-WEEK TERM

2021: 02 - 20 AUG; 15 NOV - 03 DEC; 27 - 31 DEC (XMAS)

NEW QUALIFICATIONS

28-34 WEEKS VET COURSES

Specialization in Workplace Fundamentals: Compiled from BSB20120 Certificate II in Workplace Skills CRICOS COURSE CODE: 105113G (FIRST INTAKE 30 AUG, 2021)

Specialization in Business Basics: Compiled from BSB30120 Certificate III in Business CRICOS COURSE CODE: 104774M

Specialization in Business Essentials: Compiled from BSB40120 Certificate IV in Business CRICOS COURSE CODE: 104778G

BSB40820 Certificate IV in Marketing and Communication Skill Set: Pre-requisite units for diploma CRICOS COURSE CODE: 104777H

Specialization in Communications for Managers and Supervisors: Compiled from BSB40820 Certificate IV in Marketing and Communication CRICOS COURSE CODE: 104777H (FIRST INTAKE 27 SEP, 2021)

Specialization in Project Management Mastery: Compiled from BSB50820 Diploma of Project Management CRICOS COURSE CODE: 104109M (3 JAN, 2022; 15 AUG, 2022; 27 MAR, 2023; 6 NOV, 2023 INTAKE ONLY)

Specialization in Human Resources for Project Managers: Compiled from BSB50820 Diploma of Project Management CRICOS COURSE CODE: 104109M (FIRST INTAKE 27 SEP, 2021)

52-54 WEEKS VET COURSES

BSB20120 Certificate II in Workplace Skills

CRICOS COURSE CODE: 105113G (FIRST INTAKE 30 AUG, 2021)

BSB60420 Advanced Diploma of Leadership and Management

CRICOS COURSE CODE: 104776J

60-66 WEEKS VET COURSES

BSB30120 Certificate III in Business

CRICOS COURSE CODE: 104774M

BSB40120 Certificate IV in Business

CRICOS COURSE CODE: 104778G

BSB40820 Certificate IV in Marketing and Communication

CRICOS COURSE CODE: 104777H

BSB50820 Diploma of Project Management

CRICOS COURSE CODE: 104109M

BSB50620 Diploma of Marketing and Communication

CRICOS COURSE CODE: 104775K

BSB50420 Diploma of Leadership and Management

CRICOS COURSE CODE: 104145G

BSB50120 Diploma of Business

CRICOS COURSE CODE: 104773A

BSB50120 Diploma of Business (Organisational Development)

CRICOS COURSE CODE: 104773A

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	START DATES ALL	END DATES 28-34 WEEK	END DATES 52-54 WEEK	END DATES 60-66 WEEK
2021	07 JUN 2021	28 JAN 2022	17 JUN 2022	09 SEP 2022
	02 AUG 2021	25 FEB 2022	12 AUG 2022	07 OCT 2022
	30 AUG 2021	22 APR 2022	09 SEP 2022	02 DEC 2022
	27 SEP 2021	20 MAY 2022	07 OCT 2022	23 DEC 2022
	22 NOV 2021	17 JUN 2022	02 DEC 2022	27 JAN 2023
2022	03 JAN 2022	12 AUG 2022	30 DEC 2022	24 MAR 2023
	31 JAN 2022	09 SEP 2022	27 JAN 2023	21 APR 2023
	28 MAR 2022	07 OCT 2022	24 MAR 2023	19 MAY 2023
	25 APR 2022	02 DEC 2022	21 APR 2023	14 JUL 2023
	23 MAY 2022	30 DEC 2022	19 MAY 2023	11 AUG 2023
	18 JUL 2022	27 JAN 2023	14 JUL 2023	08 SEP 2023
	15 AUG 2022	24 MAR 2023	11 AUG 2023	03 NOV 2023
	12 SEP 2022	21 APR 2023	08 SEP 2023	01 DEC 2023
	07 NOV 2022	19 MAY 2023	03 NOV 2023	29 DEC 2023
	05 DEC 2022	14 JUL 2023	01 DEC 2023	23 FEB 2024
2023	02 JAN 2023	11 AUG 2023	29 DEC 2023	22 MAR 2024
	27 FEB 2023	08 SEP 2023	23 FEB 2024	19 APR 2024
	27 MAR 2023	03 NOV 2023	22 MAR 2024	14 JUN 2024
	24 APR 2023	01 DEC 2023	19 APR 2024	12 JUL 2024
	19 JUN 2023	29 DEC 2023	14 JUN 2024	9 AUG 2024
	17 JUL 2023	23 FEB 2024	12 JUL 2024	4 OCT 2024
	14 AUG 2023	22 MAR 2024	09 AUG 2024	01 NOV 2024
	09 OCT 2023	19 APR 2024	04 OCT 2024	29 NOV 2024
	06 NOV 2023	14 JUN 2024	01 NOV 2024	24 JAN 2025
	04 DEC 2023	12 JUL 2024	29 NOV 2024	21 FEB 2025

SCHEDULED BREAKS: 4-WEEK SCHEDULED BREAK EVERY 12-WEEK TERM

2021: 05-30 JUL; 25 OCT-19 NOV; 20-31 DEC (XMAS)

2022: 28 FEB-25 MAR; 20 JUN-15 JUL; 10 OCT-4 NOV; 26-30 DEC (XMAS)

2023: 30 JAN-24 FEB; 22 MAY-16 JUN; 11 SEP-6 OCT; 25-29 DEC (XMAS)

2024: 01 - 26 JAN; 22 APR - 17 MAY; 12 AUG - 6 SEP; 2 - 20 DEC; 23-27 DEC (XMAS)



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Study Schedule/Delivery Mode*

In all of our programs, you will build a timetable which combines 6 hours per week of online study and 14 hours per week of in-class study. The online study component includes exercises and resources to help with assignments and to provide foundational academic and learning skills.

Assessment Essentials during COVID-19 will be delivered both synchronously and asynchronously to help students meet their study and learning objectives.

In-class study schedules combine the core lecture with foundation skills and PASS classes. You must attend both lectures, as each lecture covers different content.

- PASS classes are Practical Assessment Support Sessions. In PASS classes, you will meet with your trainer to discuss any questions you may have about study or assessments.

- Assessment Essentials sessions help you build language and other skills for business. You will learn to speak and present ideas with confidence. Topics include running meetings, writing business emails, negotiating and giving presentations.

Due to COVID, many programs are currently being delivered online. Students are expected to have a computer or tablet that enables them to connect to the Internet in order to review material and submit assessments.

Important Information



GREYSTONE COLLEGE TRAINING FACILITIES AND RESOURCES

Greystone College campuses are fully equipped with all the resources and facilities required to successfully undertake this program including computer labs, software, free WIFI, photocopiers, charging stations, and student lounge. It is highly recommended you bring your own laptop (device) to enhance your campus experience. All course resources are available to students via their personal login to the Learning Management System (Moodle). Students can track their progress and academic success.



BOOTCAMP

Bootcamp is a free service designed to keep you on track. Juggling a busy lifestyle with study and work can be tough; our free Bootcamp program is available to help students catch up on assessments if they fall behind.



COURSE RESOURCES

The Online Course Resource Library provides students with informative links and information. Resources are easily searched by course unit or topic, and make your learning easier. On the Online Learning Management System (LMS), all class assessments, student work books, and extra resources that support class delivery are available for download. Test and assessment results are posted in student files. Students can use the LMS to message other students in their classes or their trainer if they have questions or want to connect.



ASSESSMENTS

All units studied in this qualification will be assessed in at least three different ways. Assessments will consist of a mix of quizzes, projects, case studies, presentations, and questions.



COURSE COMPLETION

Students obtaining a 'Competent' result for all units studied in a full qualification will be given a 'Qualification' issued by Greystone College. Students taking a short-term specialization or those who do not complete the full qualification will be issued a 'Statement of Attainment' for the units which the student is deemed 'Competent'.



RECOGNITION OF PRIOR LEARNING AND CREDIT TRANSFER

RPL and Credit Transfer can be applied for at the time of enrolment or during the orientation. Please refer to Greystone College website or VET Student Handbook for more information.