



Fully Registered with the Higher Education Commission of Fiji as Higher Education Provider under Higher Education Act 2008. Registration Certificate Number RGN0002/11

Admission open for semester 1 – 2024

## National Certificate in Business ( Administration & Technology ) (Level 4)

Fiji National Qualification framework (FNQF)

Level	04
Credits	120
Credit range	60 Compulsory credits at L4 60 Compulsory credits at L3

### Nationally recognised & registered training provider

VIT (Vishan Institute of Technology) proudly offers Higher education Commission Fiji’s **“National Certificate in Business (Administration and Technology) (Level 4)”** a National Qualification ensuring pathway to academic excellence & Industry relevance. Upon successful completion you receive a prestigious Higher education Commission Fiji quality Certificate & Transcript.

*“Empowering futures: National qualifications accredited by HEC Fiji, Delivered by VIT - Your path to excellence with official certificates & Transcripts”*

### Purpose

This certificate is for people who are either:

- Currently engaged in business (administration and technology); or
- Entering a career in the administration of business industry.

People credited with this Programme are able to:

- Provide administrative services using business technology and systems
- Produce business information using data processing tools
- Produce business documents using advanced features and functions of software applications

### Course Highlights:

➤ **Nationally Recognised**

Fiji National Qualification framework

➤ **Accreditation**

Higher Education Commission Fiji

➤ **Programme Moderation by**

The National Qualification offered by VIT is moderated by Higher Education Commission Fiji

➤ **Certification by**

Higher Education Commission Fiji

**Delivery mode:** Face to Face / Online class available

**Blended Delivery (Suva | Lautoka | Nadi | Nausori)**

This qualification will be provided by face-to-face training sessions and online live webinar training via a web-hosted online training service (e.g., Microsoft Teams, Google MEET and GoToMeeting); however, in any special circumstances, the mode of delivery can be adjusted reasonably and fair to the learner cohorts.

**Assessment:**

Assessments will take the form of written tasks including workbook, quiz, reflective journal, report writing, and case studies and practical tasks including role play, presentation, group discussions, observation, projects and hands on practical lab activities in a simulated work environment. Supplementary evidence will be gathered if required from the course workbook.

**Intake dates:**

VIT – Quarterly intakes

**Study Period – One Year**

In a year, there are two terms:

- The 1st study period: from February to June
- The 2nd study period: from August to December

**Certificates Awarded by**

**Higher Education Commission Fiji**

**Credit points:**

Total number of units = 07

120 Credit points

120 Core units

**Course Format**

Core Subjects

### **BA00013**

Provide business administration support using business technology

### **BA00023**

Obtain, communicate, and reproduce business information using business technology

### **BA00033**

Process data to produce information for business purposes

### **BA00043**

Produce business documents using software applications

### **BA00054**

Provide administrative services using business technology and systems

### **BA00064**

Produce business information using data processing tools

### **BA00074**

Produce business documents using advanced features and functions of software applications

## **Entry Requirements**

A pre-requisite for entry into this qualification will be those who are:

- Have completed Year 11; or
- Are able to demonstrate basic technical skills with basic literacy and numeracy in business administration and technology. or
- have completed the National Certificate in Business (Administration & Technology (Level 3); or
- have gained industry experience in business administration & Technology

## **FEES –**

**Tuition fee FJD (\$3000-00) ( Three Thousand dollars)**

Payable through **FNPF / CASH**

Mpisa Number - 8705744      MyCash Number - 7649773

**BANK DETAILS:** Bank (Branch): WESTPAC LAUTOKA  
Account Name: THE VISHAN INSTITUTE OF TECHNOLOGY PTE LTD  
ACCOUNT NO: 9808282355

## **RPL candidates**

Prior to commencing the RPL process, RPL candidates are required to have relevant work experiences and/or any other evidence to match with the training package requirements.

The mode of delivery of RPL candidates depends on the process and outcome of the RPL. The candidates can refer to the process of RPL from the Recognition of prior learning (RPL) Information Kit – RPL Kit and RPL policy.

## HOW TO ENROLL?

A – Online [www.vishaninfotech.ac.fj](http://www.vishaninfotech.ac.fj) (Upload scanned copies of Birth certificate, Joint Card, Results / Transcripts / Letters) Or CLICK <https://forms.gle/YXF3RTjirkN9ekAF6>

B – Visit our nearest Campus along with requirements (Copies of Birth certificate, Joint Card, Results / Transcripts / Letters)

C – Email [info@vishaninfotech.ac.fj](mailto:info@vishaninfotech.ac.fj)

Download admission form from [www.vishaninfotech.ac.fj](http://www.vishaninfotech.ac.fj) print, fill and email along with scanned documents.

Contact us : Call / Viber / WhatsApp 8705744 – 7649773 – 6640646

Email [info@vishaninfotech.ac.fj](mailto:info@vishaninfotech.ac.fj)

### Campus 1)

Vishan Institute of Technology - level 1, Gurbachan Singh Building, Raojibhai Patel street, Suva, Fiji Islands (Off Waimanu Road Above CJs)

### Campus 2)

Vishan Institute of Technology - Level 2, Sarju Prasad Building, Vakabale street, Lautoka, Fiji Islands ( Near Market)

### Campus 3)

Vishan Institute of Technology -- Level 1, Vunavou Street, off Main street, Opposite - FNPF Plaza, Nadi, Fiji Islands

### Center 4)

Vishan Institute of Technology -- 32 Sampuran Singh street, off Ghulab Nabi Road, Nausori, Fiji Islands

Best Wishes for 2024 !!!