


## Course Brochure – BSB40120 Certificate IV in Business

**(CRICOS Course Code: 108994M)**

Course details	
Provider Name	Workplace Health and Safety Services Pty Ltd t/a GET Education Australia
RTO Code	31401
CRICOS Code	03990K
Delivery location of course	Level 4, 180 Bourke Street, Melbourne VIC 3000
Delivery mode	Face to face (Classroom based) Flexible learning (Covid-19)
Duration	52 weeks, including 44 study weeks and 8 weeks of holidays.
Study load	20 hours per week in the classroom
Estimated Self-Study Hours	5 hours per week <i>(may be more or less depending on learner's pre-existing skills and knowledge)</i>



NATIONALLY RECOGNISED  
TRAINING

**Total Course Fee: AUD 12,500**

**Tuition Fee: AUD 12,000**

**Material Fee: AUD 250**

**Application Fee: AUD 250 (non-refundable)**

*(Application fee is non-refundable under all circumstances. Please refer to GET Education Australia's refund policy and procedure for further details)*

### **BSB40120 Certificate IV in Business**

**(Note: This qualification does not contain any specialisation)**

This qualification reflects the role of individuals in a variety of Business Services job roles. These individuals may have supervisory performance accountabilities.

Individuals in these roles carry out a mix of specialist and moderately complex administrative or operational tasks that require self-development skills. They use well-developed skills and a broad knowledge base to apply solutions to a defined range of unpredictable problems and analyse information from a variety of sources. They may provide leadership and guidance to others with some limited responsibility for the output of others.

### Course Entry Requirements:

There is no pre-requisites or specific entry requirement for this qualification. This course is available to all international students and GET Education Australia requires that students are able to provide evidence that they:

- Have demonstrated an IELTS level at score of least 5.5 or equivalent (test results must be no more than 2 years old) or demonstration of successful completion of at least General English at Upper Intermediate or English for Academic Purposes Upper Intermediate level.
- Have a suitable level of language, literacy and numeracy to complete course requirements with or without additional support that Get Education Australia is able to provide.
- Have successfully completed Australian year 12 or equivalent.
- Are at least at age of 18 on the date of course commencement.
- **Please Note:** All the students commencing this course are required to complete LLN test on the orientation day to assist Get Education Australia to identify student's needs for additional support during their study with Get Education Australia.

### Covid-19 Variation to Delivery and Assessment Strategy

#### Additional entry requirements:

- Student must have access to working PC or laptop with a configuration suitable to meet study requirements. Please seek your trainer/assessor assistance in this regard.
- Student must have sound digital literacy and access to working internet.
- Student must be able to attend scheduled theory classes and classes to be conducted in simulated environment (if schedule during Covid-19 is varied from original schedule).

During COVID-19 (coronavirus) outbreak, GET Education Australia will use a flexible delivery mode for training and assessment, providing training package requirements allow for this. We would ensure that all regulatory requirements are met with as little disruptions possible. As circumstances change and restrictions are eased, these temporary arrangements will be reviewed, and enrolled students will be notified accordingly. GET Education Australia aims to review any changes in circumstances before commencement of each term so that it has least possible impact on students and course delivery.

GET Education Australia will seek student's consent of online delivery and assessment (where possible) prior to their enrolment during this Covid-19 outbreak.

We are fully committed to remain transparent on the mode of delivery, resources available to students, methods of assessment and how assessment in simulated environment will be managed. We ensure that:

- Students are treated fairly and reasonably.
- Any adjustments to courses are transparent and communicated clearly to students.
- All adjustments to course delivery, the process for informing and seeking students' consent, and information relevant to individual students is documented and retained.

**Orientation:**

New student Orientation will be done via phone, e-mail and zoom. New students will receive an e-mail and call from the Admissions department on the Friday, prior to their date of commencement with all necessary further information and instructions. If you have any questions regarding this process, please contact +61 (0) 421 386 318 or [admin@get.edu.au](mailto:admin@get.edu.au). Please email or call the student administration should you require any additional support.

**Classes**

During Covid-19, GET Education Australia will transition to an online learning environment, this means there will be no face to classes running, unless required to be in simulated environment specifically in class; or covid-19 restrictions are eased and/or state government allow to return to full onsite learning. If any student require assistance with their online learning environment, student will notify their trainer and assessor where trainer/assessor will provide them with further guidance.

**Online options**

The online learning environment will be supported by a range of resources that will vary between units but may consist of learning summaries, video recordings or YouTube videos, and extra documents to aid student's learning. All training staff will be available online at scheduled class times to guide and support the student through their studies. The online learning environment will be available through using Zoom.

**Assessment**

Assessment tasks will vary for each unit of competency, but some of these may be moved online. Some assessment tasks may also be delayed or deferred to a later date pending the situation with COVID-19. The trainers are required to communicate with students for unit specific information. The best way to do this is through Zoom or through email.

**Support**

All staff at GET Education Australia will continue to work and will continue to provide the students with the support any individual may need. The student will be remained connected with each trainer/assessor through regular class participation to assist them continuing their studies. GET Education Australia will also provide online academic and language support and student support staff are always here to help.

**Pathways**

Once students have successfully completed BSB40120 Certificate IV in Business, they can apply for various roles across management positions that have supervisory performance accountabilities. The further study pathways available to students who undertake this qualification include:

- BSB50120 Diploma of Business
- Other Diplomas, in related fields such as Business and Management, subject to meeting entry requirements of the intended qualification.

**Course Structure:**

A total of 12 Units (6 Core and 6 electives) must be completed and deemed competent to achieve the qualification BSB40120 Certificate IV in Business. Participants who achieve competency in any unit/s will

receive a Statement of Attainment (provided USI is verified) for that unit/s without completing all 12 units in the qualification. Students completing all the required units of competency will attain full qualification.

Code	Title	Core/ Elective
BSBCRT411	Apply critical thinking to work practices	Core
BSBTEC404	Use digital technologies to collaborate in a work environment	Core
BSBTWK401	Build and maintain business relationships	Core
BSBWHS411	Implement and monitor WHS policies, procedures and programs	Core
BSBWRT411	Write complex documents	Core
BSBXCM401	Apply communication strategies in the workplace	Core
BSBPEF402	Develop personal work priorities	Elective
BSBPEF502	Develop and use emotional intelligence	Elective
BSBCRT412	Articulate, present and debate ideas	Elective
BSBSTR401	Promote innovation in team environments	Elective
BSBOPS405	Organise business meetings	Elective
BSBOPS403	Apply business risk management processes	Elective

### Assessment Methodology

Assessment methods used for this qualification are varied and will provide a range of ways for individuals to demonstrate that they have met the required outcomes. Assessment methods may include:

- Written questions
- Projects
- Presentations
- Report writing
- Role plays/observations

At the beginning of each unit, your trainer and assessor will outline the assessment tasks that must be completed.

## Facilities and Resources

Your classes will be conducted in modern classrooms, and you will be able to access Wi-Fi. There are also areas for you to relax, as well as conduct additional study.

You will be provided with a Student Guide relevant to each unit in your course. Recommended textbooks are also available onsite for you to use and borrow if you wish. You may also purchase these textbooks if you require.

The recommended textbook for this course is:

***Management Theory and Practice***, 7<sup>th</sup> Edition, Cole, Cengage Learning, 2016

## Course Progress Policy

GET Education Australia will monitor, records and assesses the course progress of each student for the course in which the student is enrolled. Course Progress Policy defines the requirements for student satisfactory course progress, the processes for monitoring, recording and assessing the student course progress and the processes for the GET Education Australia intervention strategies for identifying and assisting students to achieve satisfactory course progress. The procedure sets out the processes for reporting student unsatisfactory course progress on PRISMS according to ESOS Act Section 19.

GET Education Australia assess student's progress at the end of each compulsory Term. The Term is 11 weeks long for all qualifications on CRICOS scope. While every attempt would be made to keep consistency in term weeks, however number of weeks in the defined term may also factor in the duration and the completion of units of competency, which enable GET Education Australia to determine student participation and course progress in any given successfully completed term. One Term is considered the minimum length of time in which it is reasonable for the Administration Manager to make an assessment of a student's course progress.

- ❖ Satisfactory course progress is achieved where a student successfully completes at least 50% of course requirements in a successfully completed Term.
- ❖ Unsatisfactory progress is defined as not successfully completing or demonstrating competency in more than 50% of the course requirements in a successfully completed Term.
- ❖ Course breach is defined as not successfully completing or demonstrating competency in more than 50% of the course requirements in TWO consecutive successfully completed Terms or NOT responding to intervention meeting invitation within 10 working days from the receiving the invitation.

GET Education Australia will also monitor overseas student attendance (but would not report, unless otherwise required) in the process of course progress monitoring and reporting. However overseas students must meet their visa obligations regarding attendance, wherever applicable.

You will also be provided with further information about course progress and attendance requirements at your orientation. For further details, please refer to Course Progress Policy and Procedure.

## Recognition of Prior Learning (RPL)/Credit Transfer (CT)

GET Education Australia will offer Recognition of Prior Learning (RPL) and Credit Transfer (CT) to all prospective students through the enrolment process. GET Education Australia has documented policies and procedures for these processes and students are provided details of how to apply for RPL or Credit

Transfer through the enrolment process. For further details, please refer to RPL and Credit Transfer Policy and Procedure.

### Refund Policy Conditions and Processes

Refund of the fees will only be granted in accordance with the refund policy set out below.

Any student willing to apply for a refund must submit a completed 'Refund Application Form' to Student Administration. The application form can be accessed by:

- Contacting Student Administration
- Accessing GET Education Australia's website

All refund applications are to be assessed by the Administration Manager and applications processed within Twenty (20) working days of the application and evidence of documentation received. The Student will need to supply in writing, the nominated method of reimbursement. Refunds are accompanied by a statement outlining the total refunded amount.

#### Please note:

1. **Refunds applications after course commencement is only in relation to Tuition Fees only. Tuition fees and Material fees are specified in the Enrolment Acceptance Agreement.**
2. **GET Education Australia is not able to provide any refunds for fees paid to third parties such as Health insurance or fees paid directly to an education agent.**
3. **Where the student breaches GET Education Australia Policies and Procedures no refund is payable.**
4. **Students cannot apply for a refund where there is default on payment of Tuition and material fees.**
5. **Payment of a refund application cancels a student's enrolment.**

#### Full Refunds

GET Education Australia will make a refund of course fees paid in the following circumstances:

##### 1. *Visa refused before commencement date*

In the event that a student's initial visa (prior to landing in Australia) is not granted, a full refund of fees received by the Institute will be issued to the student less the Application fee and the Administration Fee. Administration fee is calculated as 5% of the amount paid or \$500 whichever is the lesser.

**Please note: Without proof of refusal from the Department of Home Affairs, NO refund will be granted.**

##### 2. *GET Education Australia does not commence or ceases delivery of a course*

GET Education Australia reserves the right to cancel or postpone any courses prior to their scheduled commencement dates, should it be necessary.

If GET Education Australia does not commence a course on the due date a full refund of tuition fees paid will be made within 10 working days of the specified starting date in accordance with the refund provisions of the ESOS Act. Fees may be transferred to an alternative enrolment where the student agrees.

Where GET Education Australia is unable to complete the course due to unforeseen circumstances, any 'unused tuition' fees are to be refunded to the student.

Where there is an instance of provider default in the above circumstances, GET Education Australia may arrange for another course, or part of a course, to be provided to students at no (extra) cost to the

student as an alternative to refunding course money. Where the student agrees to this arrangement, GET Education Australia will not be liable to refund the money owed for the original enrolment.

### **Tuition Protection Service**

In such case of provider default, student tuition fee is protected under TPS (Tuition Protection Service). The Tuition Protection Service is an initiative of the Australian Government to assist international students whose education providers are unable to fully deliver their course of study. For more information on TPS for international student, please visit: <https://tps.gov.au/>

#### *Partial Refund*

##### *1. Student withdraws more than 60 days before course commencement date or within cooling off period*

If written notice of withdrawal is received more than 60 days prior to the initial course commencement, 75% of the initial pre-paid tuition fee is refundable, less the Application fee and the Administration Fee. Administration fee is calculated as 5% of the amount paid or \$500 whichever is the lesser. Note the CEO may waive the Administration fee for withdrawals within the 3-day cooling off period.

##### *2. Student withdraws less than 60 days but more than 28 days before course commencement date*

If written notice of withdrawal is received less than 60 days but more than 28 days prior to the initial course commencement, only course material fee is refundable.

#### *No Fee Refund*

##### *3. Student withdraws less 28 days before course commencement date*

If written notice of withdrawal is received less than 28 days prior to the initial course commencement, there would be No refund.

GET Education Australia will not refund any RPL application fees should the student be deemed as unsuccessful in RPL. Note that the student may lodge an appeal on RPL decision at little or no cost – refer to the complaints and appeal policy.

Non-tuition-based fees such as materials and/or equipment provided after course commencement will not be refunded under any circumstances.

In the event that a student cancels their enrolment and requests a refund after the course commencement date, there will only be refund on unused tuition fee for future study period/s. Overseas Students withdrawing from a course of study, will be reported to the Department of Home Affairs.

A Student who withdraws from their studies after the commencement of their course is required to pay the balance of their tuition fee for the current study period before the date of cancellation of their COE.

In the event that the student seeks and is granted approval by GET Education Australia to transfer to another provider prior to completion of six-month study of the principal course, there will only be refund on unused tuition fee for future study period/s.

In the event that the student's enrolment is cancelled because of misconduct of student with GET Education Australia' Student Code of Conduct Policy or breach of student visa conditions there is no refund of any monies paid to GET Education Australia.

In the event that a Student's extension of Visa is not granted; there will only be refund on unused tuition fee for future study period/s. Students are advised not to enrol or re-enrol if they are uncertain if their visa will be extended.

In the event that a Student abandons their course without formally cancelling their enrolment, there will not be any refund. Student will be invoiced for the tuition fees before the date of cancellation of their COE. In an event where visa is cancelled due to any action of student, there is no refund.

#### *Extenuating Circumstances*

Students may have extenuating circumstances that prevent them from attending scheduled course dates that may include but are not limited to illness, family or personal matters, or other reasons that are out of the ordinary circumstances.

Where evidence can be successfully provided to support the student's circumstances, course fees may either be transferred to the next available course where applicable, or a refund of unused course fees will be issued. This decision of assessing the extenuating circumstances rests with the CEO and shall be assessed on a case by case situation.

#### *Refund Procedure*

All applications for refund must be made in writing using 'Refund Application Form' and must be submitted to RTO Manager for their approval. The refunds will be processed towards the nominated account within 20 working days from the date of application. The amount of refund will be calculated in accordance with the summary of refunds.

It is student's responsibility to provide correct account details. GET Education Australia will not authorise the transfer of fees to any other student's account. Refunds for students will be completed in the same method by which the fees were originally paid.

#### *Payment of Refund*

All refunds for which a student is eligible will be forwarded to the person who paid the fees in his or her home country, unless the student is transferring to another institution in Australia (subject to Visa conditions), in which case any refund may be remitted to that institution.

Written authorisation from that person, or entity, is required before refunds can be made payable to any other party. Students should submit this authorisation with their written request for refund. All Student refunds are made in Australian dollars or the foreign currency equivalent at the time and will be net of any handling fee charged by local representatives used by the Student. Bank Charges on processing refund payments such as Telegraphic Transfer or draft fees to \$40 will be deducted from any refund. GET Education Australia will provide the student with a statement detailing the calculation of the refund.

#### *Appealing Refund decisions*

All students have the right to appeal a refund decision made by GET Education Australia (Refer Complaints and Appeals Policy and procedure).

#### *Summary of Refunds*

<b>Outline of Default Refund Arrangements (Application Fee is non-refundable under all circumstances)</b>	
Initial Visa refused prior to course commencement (with Department of Home Affairs Refusal Letter)	Full refund less Administration Fee
GET Education Australia is unable to provide the course for which the original enrolment and payment has been made	Full refund of the initial pre-paid fees
Withdrawal prior to agreed start date: Notify the Institute <b>more than 60 days</b> prior the course commencement date or within cooling off period	75% refund of the initial pre-paid fees less Administration Fee



Outline of Default Refund Arrangements (Application Fee is non-refundable under all circumstances)	
Withdrawal prior to agreed start date: Notify the Institute <b>less than 60 days and greater than 28 days</b> prior the course commencement date	Only course material and/or equipment fee is refundable
Withdrawal prior to agreed start date: Notify the Institute <b>less than 28 days</b> prior the course commencement date	No refund
Visa refused after course commencement (with Department of Home Affairs Refusal Letter)	Refund of unused Tuition Fees for future study period/s
Withdrawal after course commencement (with confirmed extenuating circumstances)	Refund of unused Tuition Fees for future study period/s
GET Education Australia is unable to continuously provide the commenced course for which the payment has been made	Refund of unused Tuition Fees for future study period/s
Withdrawal after course commencement without extenuating circumstances or cancellation of course due to student default.	No Refund
Abandonment of Course / Failure to return after scheduled break. Overseas Students withdrawing from a course of study will be reported to Department of Home Affairs, as required by law.	No refund
Student's extension of Visa is not granted.	No refund
	If entire fees is paid, refund of unused tuition fees less (fess for ongoing term and administration fee)
Visa is cancelled due to any action of student	No refund
RPL assessment	No refund

\*\*\*\*\*Administration fee is calculated as 5% of the amount paid or \$500 whichever is the lesser\*\*\*\*\*

#### Late Payment of Fees

Students are required to pay their tuition fees and any outstanding charges on the due date specified. If the student fails to make the payment by the due date, the following will occur:

1. Payment reminder will be sent to student within 7 calendar days after the due date.
2. After 7 days, if student fails to make any payment or obtain a payment plan, student will be issued first warning letter. Student will further have 7 calendar days to make the payment. If the student is on payment plan, then student will be required to pay the whole study period's outstanding balance. A late payment fee of 18% of the total amount owing may be levied.
3. Final warning letter will be sent to student with fee overdue for more than 28 calendar days. If student fails to pay the overdue account within 7 calendar days of final warning letter, the Institute will refer student's case to Institute's debt collection agency.
4. In final warning letter, GET Education Australia will also inform the student about the intention to report to Department of Home Affairs based on non-payment of fees, which may result in cancellation of student's enrolment and student visa.

5. Student will have 20 working days to make an appeal. For more Information, please refer to GET Education Australia's Complaint and Appeal policy
6. The CEO may grant an extension and/or waiver late fees, where extenuating circumstances has been provided by the student.
7. In the case where fee extension request is not approved, the student information is sent to debt collection agency. These details will include:
  - Student name, contact detail and total fee that the student is indebted to RTO.
  - The student will be informed that they may be contacted by the Institute's debt collection agency and if required legal action may be taken against the student, and that all legal matters will be dealt with under the jurisdiction of Victoria.

Students willing to resume study at RTO will have to re-enrol in the course, provided that they have paid the total outstanding fee in full.

Where a student continues to have an outstanding fee, the following restrictions may apply:

- Loss of access to enrolment records, examination results and academic transcripts
- The inability to graduate until the outstanding debt is cleared

### **Maintaining Records of Refunds**

Where a student application for refund is submitted, all records of the refund application and associated actions are maintained in the student file. This includes a remittance advice identifying that refunds have been paid and any correspondence relating to the refund application.

Any information that the client provides GET Education Australia or that GET Education Australia collects about the client (including payments and refunds) can be given to authorised State and Commonwealth Agencies such as the Tuition Protection Service.

The student must be informed of their right to appeal any decision of this policy in line with GET Education Australia's Policy and Procedure - Complaints and Appeal policy.

### **Privacy Policy**

Information collected about an individual learner or intended applicant in Written Agreement and Acceptance of Offer and during the student enrolment, can be provided by GET Education Australia, the Commonwealth including the TPS or state or territory agencies, in certain circumstances, to the Australian Government and designated authorities; in accordance with the Privacy Act 1988. In other instances, information collected on this form or during your enrolment can be disclosed without your consent where authorised or required by law.

Under the Data Provision Requirements 2012, GET Education Australia is required to collect personal information about any individual learner or intended applicant and to disclose that personal information to the National Centre for Vocational Education Research Ltd (NCVER).

Learner's personal information (including the personal information contained in Written Agreement and Acceptance of Offer and during the course of their study), may be used or disclosed by GET Education Australia for statistical, administrative, regulatory and research purposes. GET Education Australia may disclose your personal information for these purposes to:

- Commonwealth and State or Territory government departments and authorised agencies; and
- NCVER.

Personal information that has been disclosed to NCVET may be used or disclosed by NCVET for the following purposes:

- Populating authenticated VET transcripts;
- Facilitating statistics and research relating to education, including surveys and data linkage;
- Pre-populating RTO student enrolment forms;
- Understanding how the VET market operates, for policy, workforce planning and consumer information; and
- Administering VET, including program administration, regulation, monitoring and evaluation.

#### **Further Information**

For all further details, please refer to International Student Handbook on for all related policies and procedures (policies and procedures also available on [www.get.edu.au](http://www.get.edu.au)) and other important information related to international students including Covid-19, living cost, life and study in Melbourne, etc.

Please contact the Administration Manager at [admin@get.edu.au](mailto:admin@get.edu.au) or at +61 (0) 421 386 318 for further information.