

## Course Brochure – CPC50220 Diploma of Building and Construction (Building)

### (CRICOS Course Code: 110215C)

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
Warehouse Address:	29 Lentini Street, Hoppers Crossing VIC 3029
Delivery mode	Face to face (Classroom based) Flexible learning (Covid-19)
Duration	104 weeks, including 88 study weeks and 16 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>



**Total Course Fee: AUD 32,000**

**Tuition Fee: AUD 30,000**

**Material Fee: AUD 1750**

**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)*

### CPC50220 Diploma of Building and Construction (Building)

This qualification reflects the role of building professionals who apply knowledge of structural principles, risk and financial management, estimating, preparing and administering building and construction contracts, selecting contractors, overseeing the work and its quality and managing construction work in building projects including residential and commercial with the following limitations:

- Residential construction limited to National Construction Code Class 1 and 10 buildings to a maximum of 3 storeys.

- Commercial construction limited to National Construction Code Class 2 to 9 buildings, Type C and B construction.

*Occupational titles may include:*

- Builder
- General Foreperson
- Building Inspector

The construction industry strongly affirms that training and assessment leading to recognition of skills must be undertaken in a real or very closely simulated workplace environment. To achieve this qualification, the candidate must have access to a live building and construction workplace to meet the requirements detailed in the Assessment Requirements of core unit CPCBC4008 Supervise communication and administration processes for building and construction projects.

Completion of the general construction induction training program specified by the model Code of Practice for Construction Work is required for any person who is to carry out construction work. Achievement of unit CPCWHS1001 Prepare to work safely in the construction industry meets this requirement.

Builder licensing varies across States and Territories and requirements additional to the attainment of this qualification may be required.

### **Live Site Access for the Unit of Competency CPCBC4008 Supervise site communication and administration processes for building and construction projects**

This unit of competency specifies the skills and knowledge required to supervise site communications, monitor and maintain compliance with codes and standards and implement project administration processes on a building and construction project.

The student must have a access to the live site as specified in the performance evidence of the unit. Further details can be obtained from “Live Site Access Agreement”.

This unit of competency specifies the skills and knowledge required to supervise the administration of quality control compliance and the use of site communications and record keeping systems; and conduct onsite inspections to complete the required project administration processes.

This unit applies to National Construction Code (NCC) classifications:

- Residential - Class 1 buildings to a maximum of two storeys
- Commercial - NCC Class 2 to 9, Type C only constructions.

GET Education Australia will make every possible attempt to secure access to the live site for all students, however students will also be encouraged to make their own arrangements in accordance with the requirements of the “Live Site Access Agreement”.

Student who are already working in the building and construction industry are encouraged to use their existing workplace to gain access to live sites, providing it meets the requirements as specified in the performance evidence of the unit of competency. Students who are not already working may nominate a workplace.

### 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.
- Must be a proficient user of advanced calculators.
- Have successfully completed Australian year 12 or equivalent or must be of matured age with adequate LLN skills.
- Are at least at age of 18 on the date of course commencement.
- **Please Note:** It is highly recommended that student must have successfully completed 'CPCCWHS1001 Prepare to work safely in the construction industry', prior commencing this course as this unit of competency is a pre-requisite to most of the units contained within the qualification.
- 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.

Students must complete their practicals in the GET Education's CPC facilities (nominated warehouse) or as advised otherwise.

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 CPC50220 Diploma of Building and Construction (Building), 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:

- Higher Education programs with other education providers within the Building and Construction sector, subject to meeting entry requirements of the intended qualification.

#### Course Structure:

A total of 27 Units (24 Core and 3 electives) must be completed and deemed competent to achieve the qualification CPC50220 Diploma of Building and Construction (Building). 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 27 units in the qualification. Students completing all the required units of competency will attain full qualification.

Code	Title	Core/ Elective
BSBOPS504	Manage business risk	Core
BSBWHS513	Lead WHS risk management	Core
CPCCCBC4001	Apply building codes and standards to the construction process for Class 1 and 10 buildings	Core
CPCCCBC4003	Select, prepare and administer a construction contract	Core
CPCCCBC4004	Identify and produce estimated costs for building and construction projects	Core
CPCCCBC4005	Produce labour and material schedules for ordering	Core
CPCCCBC4008	Supervise site communication and administration processes for building and construction projects	Core
CPCCCBC4009	Apply legal requirements to building and construction projects	Core
CPCCCBC4010*	Apply structural principles to residential and commercial constructions	Core
CPCCCBC4012	Read and interpret plans and specifications	Core
CPCCCBC4013	Prepare and evaluate tender documentation	Core
CPCCCBC4014	Prepare simple building sketches and drawings	Core

Code	Title	Core/ Elective
CPCCB4018	Apply site surveys and set-out procedures to building and construction projects	Core
CPCCB4053	Apply building codes and standards to the construction process for Class 2 to 9, Type C buildings	Core
CPCCB5001	Apply building codes and standards to the construction process for Type B construction	Core
CPCCB5002	Monitor costing systems on complex building and construction projects	Core
CPCCB5003	Supervise the planning of onsite building and construction work	Core
CPCCB5005	Select and manage building and construction contractors	Core
CPCCB5007	Administer the legal obligations of a building and construction contractor	Core
CPCCB5010	Manage construction work	Core
CPCCB5011	Manage environmental management practices and processes in building and construction	Core
CPCCB5013	Manage professional technical and legal reports on building and construction projects	Core
CPCCB5018*	Apply structural principles to the construction of buildings up to 3 storeys	Core
CPCCB5019	Manage building and construction business finances	Core
BSBPMG532	Manage project quality	Elective
BSBPMG538	Manage project stakeholder engagement	Elective
CPCCB4052	Lead and manage teams in the building and construction industry	Elective

*An asterisk (\*) next to the unit code indicates that there are prerequisite requirements which must be met when packaging the qualification. Please refer to the Prerequisite requirements table for details.*

## Prerequisite Requirements

<i>Unit of competency</i>	<i>Prerequisite requirement</i>
CPCCB5018 Apply structural principles to the construction of buildings up to 3 storeys	CPCCB5001 Apply building codes and standards to the construction process for Type B construction  CPCCB4053 Apply building codes and standards to the construction process for Class 2 to 9, Type C buildings
CPCCB4010 Apply structural principles to residential and commercial constructions	CPCCB4053 Apply building codes and standards to the construction process for Class 2 to 9 Type C buildings  CPCCB4001 Apply building codes and standards to the construction process for Class 1 and 10 buildings

## 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 student must have National Construction Code (NCC) 2016 (Volume One and Volume Two). These are available online, but learners are strongly advised to purchase hard copy editions of these texts.

- NCC 2016 Volumes One and Two, AS 1684.2 Timber Framing Manual – Part 2 and AS 1684.2 Timber Framing Manual – Part 4 are required for the course.

The following texts are available free online, but learners may prefer to purchase a hard copy for ease of access.

- Building Act 1993 Building Regulations 2018
- Domestic Contracts Act 1995
- Domestic Building Contract Regulations 2017
- Building and Construction Industry Security of Payment Act 2002
- Occupational Health and Safety Act 2004
- Occupational Health and Safety Regulations 2017

### **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 waiver 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

Outline of Default Refund Arrangements (Application Fee is non-refundable under all circumstances)	
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
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 NCVER may be used or disclosed by NCVER 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.