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EDUCATION

Create Your Future

Macdonald Education

Student Handbook

RESPONSIBLE STAFF MEMBER: Compliance Officer

CATEGORY: Business Systems

DATE APPROVED BY CEO: October 2018

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RELATED HANDBOOKS AND DOCUMENTS: All Institute policies and procedures and handbooks



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EDUCATION

College Information

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On-line learning

Participating in on-line learning has many benefits. You, the learner has maximum flexibility about planning and pacing your learning as well as choosing your learning location and environment. It is not surprising that it is the choice of increasing numbers of people.

However it is recommended that you check whether on-line learning is for you, before you start. We understand that students can sometimes feel alone when taking courses by distance learning. Lifestyles play a big role in the success of On-line learners. On-line learning is different in many respects from the traditional face-to-face learning we're all used to, primarily in the way we get our information and how we interact with facilitators. Many people say they learn more On-line and their retention is better too.

These are the traits that successful On-line students possess, to varying degrees:

- Self-Directed
- Motivated
- Comfortable with computers
- Able to use email, internet browser, word processor
- Like to read and write
- Inquisitive
- Disciplined
- Independent
- Able to stay on task

These questions will assist you in deciding if On-line learning is for you:

Are you self-directed and motivated?

As on-line learning happens on your schedule, you'll need to be self-directed and motivated to complete the activities and assessment tasks. You'll be responsible for creating the time line to finish each topic.

Are your technical skills adequate?

Along with having access to a computer and not being overwhelmed by typing, On Line learners should be comfortable with internet browsing and searching, email, Skype, sending and reading attachments and word processing.

Do you have good reading and numeracy skills?

Reading and basic number skills can play a large part in any course and especially On Line. The ability to read and comprehend subject matter without it being a chore is critical to your success.

Does written communication come easily for you?

In most cases writing is the primary method of communication in On Line classes, so you should be at ease with writing to express your thoughts, share ideas and ask questions.

Will you ask questions when you need to?

If you typically don't hesitate to seek help when you need it you'll do fine. Since you'll be in an On Line environment it's important to let your facilitator know when you need help.

If you're satisfied with your answers to these questions, you're likely to do well in an On-line learning course. Remember, we are always here to help. Our telephones are answered 24 hours a day and you can always contact us by email or online chat.

Technical requirements

Please note the technical requirements to be able to access and navigate around the On-line learning site.

It is recommended to have up-to-date versions of software to allow:

- Internet access
- Internet browser – e.g. Google Chrome, Mozilla, Internet Explorer, Microsoft Edge
 - Some modules use pop-up windows; therefore, you will need to disable pop-up blockers in your browser. Refer to your browser help files.
- Email programme and email address for course registration and receiving course notifications
- Applications/ Programmes
 - Microsoft Word processing programme – Microsoft word or similar
 - [Open office](#) is a free word processing programme
 - Mac users of Pages will require a PDF document converter
 - Excel or spreadsheet programme
 - Microsoft Power point viewer
 - Adobe Acrobat Reader
 - Video recording device may be required for some topics – a smart phone usually suffices
 - Video viewer
- Antivirus software is recommended

Enrolment Information

Enrolment

To enrol in any of the programmes offered by The College, simply select the programme you wish to undertake by clicking on the appropriate course. You will then be directed to either enter your username and password (for those that have already registered) or alternatively following the directions 'start now by creating a new account'. Once registration has been completed, you will receive an email asking you to confirm your account.

You will then be directed to a payment page where you can purchase your course via credit card through Paymate. The College will receive confirmation of your payment within 24 hours. Once payment has been received by The College, you will be enrolled into the programme and an email confirming your enrolment sent with an enrolment form attached

By completing this enrolment form in full you will enable the College to create a student profile. Once this is completed, it remains a confidential document in alignment with privacy legislation. This form enables the college to ascertain if a student has special needs that we need to be aware of to administer training and assessment effectively.

The enrolment form also asks permission to contact the student's employer where possible. The ability to contact a student's employer enables the College to undertake the following:

- Utilise an employer to support the student's submission, particularly in a module where direct observation of a task is another way of gaining evidence of the student's competency
- Determine client feedback. Does the employer feel that the learning provided by the College is relevant and reflects current practices? As a practitioner, does the employer feel that the College could utilise other strategies, or deal with other aspects of the industry in the learning provided.
- Where appropriate, monitor the learning the student is undertaking.

It is not compulsory to provide employer details, for in many instances students are not currently employed in the industry, however, for those that are employed and feel that their employers can play

an active and beneficial role in their learning; the College encourages an integrated approach between students, their employers and the College.

Pre-requisites

There are no formal pre-requisites for any of the programmes advertised, however, should you require further information about course requirements, or if you are unsure about whether you hold appropriate skills to undertake any of the programmes, staff at the College are more than happy to assist you with any queries you may have. All students have equitable access to all programmes irrespective of their gender, culture, linguistic background, race, location, socio-economic background or disability.

Unique Student Identifier (USI)

If you are undertaking nationally recognised training delivered by a Registered Training Organisation (RTO) you will need to have a Unique Student Identifier (USI).

As a Registered Training Organisation (RTO), Macdonald Education is required to collect your USI and report completion of nationally recognised training.

Government information relating to the USI can be found on the Unique Student Identifier [website](#).

On enrolment you will be asked to provide a USI to comply with government requirement. To create a USI you will need one of the following forms of ID to create your USI such as a:

- Driver's Licence
- Medicare Card
- Passport (Australian)
- Non-Australian Passport
- (with Australian Visa)
- Birth Certificate (Australian)
- Certificate of Registration by Descent
- Citizenship Certificate
- ImmiCard

Course Fees

All fees are required to be paid prior to commencement of the programme. Payment can be made through the website or telephone via MasterCard, Visa, direct deposit or cheque. For students who pay by credit card online a receipt for payment is will be sent automatically via the 'Paymate' payment system. Payments take 24 hours for authorisation.

Periodic Payment Plan

The College offers a Periodic Payment option for students undertaking licence training by completing a periodic payment request form.

Periodic payment terms:

1. Payments are to be completed in 8 - 10 weeks with payments made weekly, fortnightly or monthly
2. there is a \$30 administration fee for periodic payments
3. a deposit of 30% of the total fee is payable on enrolment with subsequent payments deducted from your credit card account on Fridays as per the agreement
4. We accept payment by MasterCard and VISA

Protection of Fees

Macdonald Education has a designated Trust Account set up for the protection of student fees.

For students undertaking individual modules and the Certificate of Registration – Real Estate Salesperson, course fees are placed in the general business account and retained until such time as the student accesses the course site.

For licensing students who pay full course fees upfront – 25% of these fees will be retained in Trust until the student has either completed the programme or is no longer entitled to a refund under a Cancellation and Refund Policy. A student will have access to 100% of all learning materials immediately upon enrolment. A student is never “unenrolled” * from a course and thus is free to access materials over the duration of the course and in fact even after completion (for a period of 12 months).

** Students will however be “unenrolled” should it be proven that they have submitted work that is plagiarised, or the work of another person.*

Cancellation and Refund Policy

Tuition fees paid are refundable, less an administration fee of \$150 for Diploma, Certificate IV or licence courses or \$50 for Certificate of Registration courses, individual units of competency or Continuing Professional Development (CPD) courses if the student withdraws from a course up to 4 weeks from being given access to the e-learning site for their learning program.

Once 4 weeks have elapsed after being granted site access, refunds are not available if a student wishes to withdraw from the course.

Once a student submits an assignment for marking they acknowledge they are no longer eligible for the refund regardless of the time that has elapsed.

Note: All applications for refunds must be submitted in writing.

Assessment Information

Assessment Processes

All courses offered by the College are competency based courses and as such, students are required to submit a portfolio of completed tasks and activities for assessment. The college utilises written assessment for each of the competencies. Using written assessments is an applicable methodology for the real estate sector considering it relies heavily on written communication, contracts, forms and administrative paperwork.

Students are expected to research each task utilising either college supplied material or by gathering information from their own resources. Students are provided with contact details of their tutor/assessor and are encouraged to liaise with them throughout their studies. All activities and assessment tasks must be successfully completed for competency to be achieved.

These submissions are to take place electronically, and students will be guided online through the process of submission. Students may also submit work via the web site, email or post in audio or video formats in order to be assessed. This is appropriate where the student considers that these methods will provide the student with the best evidence of competency.

Students will be assessed either Competent or Not Yet Competent. All students are given the opportunity of re-submitting assessments if they have not met the competency standards required. A student may re-submit assessment 3 times. Further re-submissions are charged at \$45 per re-submit.

All assessments submitted, must be the students own work. A student submitting work that is not their own will be considered to have committed an act of fraud and at minimum their enrolment will be terminated without credit for subjects of modules completed and without a refund of fees. Students are required to agree to the submissions terms and agreement outlined on each

assignment, prior to submission. Submission of an assignment denotes to The College that the terms and agreement have been adhered to.

Several strategies have been put into place to ensure as much as possible that the College is continually monitoring the work of all enrolled students. The Student contact strategy outlined in this handbook is just one of these strategies.

Assessment activities undertaken by The College follow consistent processes as outlined below:

- Assessment procedures are fully explained to clients via the student handbook and the college code of practice document. Information is also included within individual modules of each Programme.
- Clients are made aware of the processes for Recognition of Prior Learning, credit transfer opportunities and mutual recognition via the student handbook.
- The assessment requirements of each module are outlined within each programme.
- All evidence gathering methods confirm to the principles of assessment, in that they are fair, valid, reliable and flexible.
- When assessing, college assessors complete a feedback section contained within the student's on-line submission. A result is then recorded on the student's feedback profile and within a computerised student admin system. Students have access to feedback and results throughout the duration of their programme.
- No assessment result is released to a third party without written, verifiable authority from the record owner. All student records remain confidential
- Post assessment advice is available to students where required.
- A fair and impartial appeals process is available. If a student does not agree with the assessment they may follow the appeals process outlined further in this document.
- Assessment moderation and evaluation is ongoing and part of the organisation's continuous improvement programme.

Recognition of Prior Learning

Recognition of Prior Learning (RPL) provides students with the opportunity to gain recognition of competencies that they already possess. These competencies could have been obtained via previous formal training, work experience, or life experience.

The College encourages students to apply for RPL if the student has self-assessed their knowledge and skills as meeting the learning outcomes of the individual modules.

An RPL application form is available that provides students with guidance on how to complete the form and the evidence required to support the application. This form can be downloaded from the College website. Once the application form is completed, a qualified workplace assessor will evaluate the application and determine the outcome. If further information is required, a student will be advised, and in some cases an interview, usually by phone, is conducted to clarify details.

If a student gains a competency through RPL, they will be exempt from that Unit and the transcript of results will record that competency exists.

If a student disputes the outcome of the RPL process they will be directed to utilise the grievance and appeals process of the college.

Mutual Recognition

The College recognises the nationally recognised qualifications issued by other Registered Training Organisations. Once the existence of the RTO and its ability to provide the qualification has been confirmed, the student can be exempted from the relevant competencies.

In some cases where the qualification is older than 5 years, particularly in modules that have undergone substantial legislative change, The College may require the student to re-do these

particular modules to ensure currency. The College reserves the right to assess students where the competencies claimed are greater than 5 years old

Assessment Appeals

All assessment appeals will be processed and acted upon if substantiated, in a timely manner.

In the event that a student is not satisfied with an assessment decision or process, the following procedure applies:

- Discuss the matter with the teacher/assessor.
- If the matter is unresolved, then discuss the matter with the CEO.
- If the matter is unresolved, then both parties will agree on the nomination of an independent assessor to examine the matter.
- If the matter is unresolved, then the student has the option to take the matter to the State Training Authority in their state:
 - ACT - Education and Training Directorate
 - NSW - State Training Services
 - NT - Department of Business
 - QLD - Department of Education, Training and Employment
 - SA - Skills for All
 - TAS - Skills Tasmania
 - VIC - Department of Education and Training
 - WA - Department of Training and Workforce Development Apprenticeship Office

Grievance Procedures

In the event of a student having a grievance concerning the delivery or assessment of a course, or some other matter concerning the operations of the College, the following procedure applies:

- Discuss the matter with the teacher/assessor
- If the matter is unresolved, forward a written complaint to the CEO

If the matter is still not resolved, then the student can pursue other legal remedies according to consumer protection legislation including National Training Complaints Hotline 13 38 73.

The CEO will ensure that complainants are kept informed regarding the status of their complaint and are informed in writing of the outcome of the complaint, and reasons for the decision.

Macdonald Education will ensure that:

- Each complaint, grievance, appeal and its outcomes is recorded in writing
- Each appeal is heard by an independent person or panel; and
- Each appellant:
 - has an opportunity to formally present his or her case; and
 - is given a written statement of the appeal outcomes, including reasons for the decision
- They will act upon the subject or any complaint found to be substantiated

If the matter is still not resolved, then the student can pursue other legal remedies according to consumer protection legislation.

The CEO will ensure that complainants are kept informed regarding the status of their complaint and are informed in writing of the outcome of the complaint, and reasons for the decision. All grievances will be processed and acted upon if substantiated, in a timely manner.

Student Information

Student Contact Strategy

As it is important to ensure that all submitted work is that of the enrolled student, a number of strategies have been put into place to reduce the potential of fraudulent submissions.

Certificate Students

1. At request, all students will be contacted twice during their programme, at the beginning and after submission of their first two modules. Contact details will be placed on their file as well as dates of contact and any pertinent comments.
2. With permission of the student, as evidenced on the enrolment form, where possible, employers or supervisors of students will be contacted for progress reports, and to substantiate that learning and submissions are being undertaken as expected.
3. Upon submission of individual assignments students are asked to confirm that all work submitted is their own work.
4. By submitting the assignment, a learner is stating that the work submitted is their own. Any work submitted that is not the work of the student will be considered the result of a fraudulent act. The work will not be assessed, and at minimum the statement of attainment of qualification that the student is enrolled in will not be provided and the student will be immediately unenrolled from the programme without refund of fees.

Licensing Students

1. Upon a student's request the College will contact the student at least three times during their programme. This will occur at six weekly intervals in order to monitor programmes and the submission of assignment work. Contact details will be placed on their file as well as dates of contact and any pertinent comments.
2. With permission of the student, as evidenced on the enrolment form, where possible, employers or supervisors of students will be contacted for progress reports, and to substantiate that learning and submissions are being undertaken as expected.
3. Upon submission of individual assignments students are asked to confirm that all work submitted is their own work
4. By submitting the assignment, a learner is stating that the work submitted is their own. Any work submitted that is not the work of the student will be considered the result of a fraudulent act. The work will not be assessed, and at minimum the statement of attainment of qualification that the student is enrolled in will not be provided and the student will be immediately unenrolled from the programme without refund of fees.

Student Access to Records

Students can access their records at any point of their enrolment. This enables the student to check their progress, the outcomes of any module completed and any records in relation to complaints, and appeals. All student records are held electronically and in hardcopy and as such are always available to the student because of a phone call or email to the College.

In addition, the College is required to retain all Student records for a period of thirty (30) years. This enables a student to have access their records over that period of time. For instance, should a statement of attainment or transcript need to be re-issued, a student can contact the College, and after providing relevant information that matches with the correct enrolment data, such requests can be met. It is important to recognise that archiving of student records occurs on a regular basis, therefore a two-week period is required to access records for the re-issuing of statements of attainment and transcripts.

Access and Equity

The College is committed to equal opportunity and positive action in vocational education, training and employment. As such the College provides an environment that embraces equity, fairness and respect for social and cultural diversity.

All teaching methods, assessment and review process, teaching materials and support services demonstrate commitment to an environment that is free from discrimination, harassment and racial vilification. All staff are aware that access and equity is their responsibility.

Further details of the Access and Equity aspects of the College can be found in the Code of Practice – available on the website. Failure by a person or persons to comply with the Access and equity policy outlined in the Code of Practice will warrant disciplinary action

Use of Administration strategies that align with the Federal Privacy Act

The College is bound to protect Students individual and personal information. All student administration processes ensure that we do not provide personal information on Students and their assessments. All employees of the College are aware of the Federal Privacy Legislation and how it affects the dissemination of information, and follow College policies and procedures on the use of the student administration system and the protection of Students privacy. A student will always have the right to access their own files.

Language Literacy and Numeracy Support

Students requiring language literacy and numeracy (LLN) support are identified on enrolment. Students requiring support in these areas are asked to denote this on the enrolment form, or to contact The College CEO. Where only a low level of support is required, the CEO may arrange for the student to receive extra-curricula assistance from the Trainer or other staff member. Where extensive support is needed the student will be referred to an LLN specialist. This may attract a fee. All assessments can be adjusted appropriately in order to assist in successful completion of the Units of Competency for those students who require support in LLN.

Where a students Language, literacy of numeracy deficiencies will clearly inhibit achievement of learning outcomes and the applicant refuses support, enrolment may be declined.

If you feel you need assistance with LLN, please contact the College CEO on (02) 9987 2322 or via email to studentsupport@realestatetraining.com.au

Child Protection

In some cases, College staff will be dealing with children, and as such staff will be required to undertake a Working with Children Check (WWCC).

All staff who may be involved with children has a current Employee Working with Children Check and have been verified to be engaged in any child related role. Staff have agreed to the College Code of Conduct for working with Children.

Any person convicted of a serious sex offence will not be permitted to work in position with the College, where they may be involved with Children

The College Chat Room Policy

The Chat Rooms are a forum for sharing information among existing College students. Posting privileges are restricted to these individuals.

The College are not responsible for the contents of any message posted by a student. Messages express the views solely of the authors of the messages, and do not necessarily represent the views of the College.

Any user who feels that a posted message is objectionable should contact us, and we will remove any messages we determine to be objectionable.

You agree, through your use of this service, that you will not use the Message Board to post any material which is knowingly false and/or defamatory, inaccurate, abusive, vulgar, hateful, harassing, obscene, profane, sexually oriented, threatening, invasive of a person's privacy, or otherwise in violation of any law. You agree not to post any copyrighted material unless the copyrighted material is owned by you. The moderators of this message board reserve the right to delete any message and/or revoke the posting privileges of any student for any reason whatsoever. We reserve the right to reveal information about you in the event of a complaint or legal action arising from any message posted by you. You remain solely responsible for the content of your messages.

If you identify yourself personally on the Message Boards or by sending an e-mail with questions, comments, we may use the information you have provided in order to respond to your questions or comments.

Deceptive, antagonistic, abusive, or profane messages or solicitations are not appropriate on these forums and will result in revocation of posting privileges and dismissal from any courses in which the poster of the message is enrolled. No refund is available in these circumstances.

Your Consent and Changes to These Policies:

By using the College site and its message boards or chat room, you consent to the collection and use of your information as described in this policy statement.

Disciplinary Procedures

The College endeavours to promote a safe and fair environment for staff and students. Disciplinary action will occur if students:

- Engage in harassment of discriminatory behaviour
- Do not comply with The College Chat Room policy
- fail to pay any fee or charge owing to The College
- Cheat or plagiarise material for assessment

If a student is reported to have committed any of the above acts, an investigation by the CEO will occur. The student will be given an opportunity to present their case at this time. If this person is found to have breached any of the above, disciplinary action will take place. Dependent upon the act this may constitute expulsion from the course, of a strict penalty may be imposed.

Student Support Services

On Line Learning Support

- Students can contact the College via email to studentsupport@realestatetraining.com.au
- Students can contact the College by telephone 02 9987 2322
- An electronic "Chat Room" is available on line for students to access assistance from fellow students in a group learning room.
- Messages may also be posted to the College and a set of Frequently Asked Questions will be generated and posted.
- Confidentiality of the name of any person asking a question will be maintained, unless the person posts their information in the 'Chat Room'.

Vocational Counselling

The College CEO, or individual trainer and assessors are available to provide academic or vocational counselling. If you would like to discuss your course or anything related to your course, do not hesitate to email or phone your trainer or the CEO, who can advise and assist you.

Following is a list of relevant support services:

Adult Multicultural Education Services: www.ames.net.au Phone: 13 26 37

Adult Literacy and Numeracy Councils:

- Australian Council of Adult Literacy (ACAL) - www.acal.edu.au
- Queensland Council of Adult Literacy (QCAL) - www.qcal.org.au/index.php
- South Australian Council of Adult Literacy (SACAL) - www.sacal.sa.edu.au/
- Victorian Adult Literacy and Basic Education Council (VALBEC) - www.valbec.org.au/
- Western Australian Adult Literacy Council (WAALC) - www.waalc.org.au/
- NSW Adult Literacy & Numeracy Council (NSWALNC) - www.nswalnc.org.au/
- Tasmanian Council for Adult Literacy (TCAL) – www.tcal.org.au/

Department of Education and training - Qualifications Recognition - internationaleducation.gov.au

Australian Apprenticeships - www.australianapprenticeships.gov.au

Anti-Discrimination - Human Right Commission - www.humanrights.gov.au

Student Support Services

Centrelink has the following payment and products available to people studying or training. Payments and products are liable in many instances to asset tests and may also be determined based on the number of hours undertaken.

Individual opportunities need to be discussed with your local Centre link office.

The College is approved for Centrelink student related payments, as follows:

Registered Training Organisation: Macdonald Education
Reference No: 2P849

Department of Human Services

- Youth allowance
- Austudy payment
- Newstart allowance

Department of Human Services

- ABSTUDY

The following services are available from the Department of Education and Training:

- Literacy and numeracy training
- Career development
- Adult Migrant English Program
- National office of Overseas Skills recognition

- Apprenticeships and Traineeships

The Department of Home Affairs undertakes Adult Migrant Education programmes

International Student Enquiries: 131 881

ABSTUDY

ABSTUDY provides financial assistance for Australian Aboriginals and Torres Strait Islanders who undertake approved full time or part time study.

ABSTUDY enquiries line is 1800 132 317

Youth Allowance and AUSTUDY Payments

Youth Allowance is available to eligible full time students aged 16-24; full time students aged 25 or over who were getting Youth Allowance before they turned 25 and are still doing the same course; and young people up to 21 who are combining part time job search and part time study.

Austudy Payment is available to eligible full time students aged 25 years and over.

Youth Allowance and Austudy payment are subject to income and assets tests.

Claim forms and information about Youth Allowance or Austudy payments (including rates of payment) are available from any Centrelink office, or by calling 132 490.



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Macdonald Education Courses

- BSB40215 Certificate IV in Business
- Short courses for Professional Development

Macdonald Education Courses

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Macdonald Education Student Handbook

Welcome

Welcome to Macdonald Education Pty Ltd trading as the NSW Real Estate Training College (The College). We offer a variety of programmes through on line learning and assessment. Programmes offered are:

- BSB40215 Certificate IV in Business
- Short courses for Professional Development

In addition to the courses provided by Macdonald Education, we also offer Real Estate training across Australia. Please see the relevant Handbooks available on the website for more information.

All courses offered by the College are competency based and as such, students are required to submit a portfolio of completed tasks and activities for assessment. The on-line learning component provides guidance and resources enabling students to gather information and research tasks.

The College is a Registered Training Organisation and as such is bound by the standards contained in the VET Quality Framework which provides the nationally agreed quality training framework for the Australian vocational education and training system. The College is audited against these standards and these provide the basis of quality in the administration and delivery of training for all students.

RTO's in Queensland are administered by the Australian Skills Quality Authority (ASQA). ASQA can be contacted by accessing their website www.asqa.gov.au or by phoning: 1300 701 801.

About this Handbook

This student handbook provides details of policies and procedures relevant to your studies. If you are unclear about any matters contained in this handbook, or on the site, please contact the College CEO.

The College updates this handbook to reflect both external and internal changes. Changes and updates to the handbook will occur on line and these are identified by changes to the version number at the footer of each page. Details outlining organisation policies and procedures are outlined in the Code of Practice – which is accessible on the College website.

Please note that The College offers real estate educational programmes in other states. A separate Student Handbook is available on The College other state websites.

Information checklist

Once you have read the student handbook, you should be able to complete the following checklist – ensuring that you can fully maximise the successful completion of your programme. If you are unable to confidently check each of the items, or if you feel you need further information or explanation, please do not hesitate to contact the College on (02) 9987 2322 or studentsupportqld@realestatetraining.com.au

Items	Yes/No
I am aware of the courses offered and am able to confidently select the programme most suitable to my needs	
I understand the course outline and the credential that I will receive on completion of my selected programme	
I recognise that pathways between programmes exist, and that I can access further career development information from the College	
Completing the enrolment form in full enables the College to form a student profile that will assist in maximising my learning. I understand that all information provided is subject to the Federal Privacy legislation and is confidential	
I understand how payment occurs, how fees are protected and the College refund policy	
I understand that all learning materials are provided online through resource material, reading and research guidelines.	
I am aware that should I require tutorial support, mentoring or assistance with sourcing research material that the College can provide this assistance 24 hours a day, 7 days a week.	
I understand how assessment occurs and that I will be assessed either competent or Not Yet competent	
I understand how to submit assessments, and the number of times I can resubmit assessments before being charged an extra marking fee	
I understand that all work I submit must be my own work, and that I am required to agree to the terms & conditions of submission. Should I submit work that is not my own, I realise I will be unenrolled from the programme without refund.	
I am aware that Recognition of Prior Learning is available and I understand how the process works	
I am aware that I am able to appeal any assessment result and that an appeals process is in place for me to do this in a confidential and transparent manner.	
I understand that the College has a student contact strategy in place, in order to monitor and assist my learning	
I understand that I have complete access to my records at all times and I am aware of the process in place to enable this access	
I am aware that the College implements access and equity strategies and is able to provide reasonable adjustment to my learning processes should I feel that I am being disadvantaged	
I am aware that the College operates within the guidelines of anti-discrimination legislation	
If I require any support with my learning, or if I am having any difficulties I understand that the College has strategies in place to either assist me, or guide me to the most appropriate avenue for assistance. I recognise that I have a responsibility to alert the College to any potential support I may require, prior to enrolment.	
I understand there is a complaints process in place and that I can utilise this at any stage of enrolment. I am aware that all complaints must be in writing and that The College will follow up in a timely manner to ensure the most appropriate action.	

Course Information

BSB40215 Certificate IV in Business

The Certificate IV in Business is especially designed for those who have little or no business experience and are seeking better career prospects. This course is also useful if you intend to study at the diploma or degree level in future, or even if you're just seeking to formalise existing knowledge or skills.

This qualification reflects the role of individuals who use well-developed skills and a broad knowledge base in a wide variety of contexts. They apply solutions to a defined range of unpredictable problems and analyse and evaluate information from a variety of sources. They may provide leadership and guidance to others with some limited responsibility for the output of others.

BSB40215 Certificate IV in Business - Completion of 10 units is required - 1 core unit plus 9 elective units

Core Unit:

- BSBWHS401 Implement and Monitor WHS PoliciesCore

Elective Units:

List electives - Must complete minimum of 5:

- BSBCUS401 Coordinate implementation of customer service strategies
- BSBINN301 Promote Innovation in a team environment
- BSBRES401 Analyse and present research information
- BSBRSK401 Identify risk and apply risk management processes
- BSBMKG413 Promote products and services
- BSBLED401 Develop teams and individuals
- BSBCMM401 Make a presentation

Elective units – additional - Can complete a maximum of 4:

- BSBMGT403 Implement continuous improvement
- BSBMGT402 Implement operational plan
- BSBLDR403 Lead team effectiveness
- BSBWOR404 Develop work priorities

Articulation and Credit Transfer Pathways

Successful completion of the BSB40215 Certificate IV in Business qualification will enable the learner to gain credit transfer and articulation into other Certificate IV programs. Other pathways for direct entry and recognition also include Diploma level courses in business management.

College staff can assist you in determining the pathways that are most appropriate for your career plan.

Short courses for Professional Development

A variety of short courses for professional development are offered including:

Administrative Support -

10 ways to listen, goal setting the SMART way

Anger Management

Ways of dealing with anger, the pentagon of anger, de-escalate the situation, identify the problem.

Business Etiquette

Remembering names, first impressions, dress codes, international communication.

Business Writing

Punctuation, spelling, sentence length, letter writing, proposal key information.

Coaching and Mentoring

Building trust, goals the SMART way, Maslow's needs Pyramid, differences between coaching and mentoring.

Communication Strategies

Body language, para-verbal communication, appreciative inquiry, speaking like a STAR, positive signals.

Creative Problem Solving

Six step process, types of information, mental blocks, gathering information, determining where the problem originated

Customer Service

Going the extra mile, customer expectations, telephone etiquette, meeting basic needs, difficult customers.

Effective Conflict Resolution

Building positive energy, six phases of conflict resolution, adapt for all types of conflict, use tools to prevent conflict.

Effective Meetings

Basic requirements, using an appropriate approach, understanding technology and logistics and how to continually improve your meetings.

Effective Supervisor

Defining requirements and setting expectations, setting SMART goals.

Health & Safety in the Workplace

Identify management and employee commitment, accident/incident investigation and training.

Human Resource Management

Recruit, interview, and retain employees, articulate feedback to employees, manage situations requiring discipline and termination.

Leadership and Influence

Understand how to adapt your leadership styles for the people you lead, leading by Directing, Coaching, Participating and Delegating.

Managing Change

Goal orientated change management, creating the plan and communications, strategies

for aligning people with a change.

Managing Stress

Identify the best approach to a stressful situation, how to cope with major events.

Motivating your Employees

Realising and understanding the importance of motivating your employees. Unlock the potential within.

Proposal Writing

Helps to develop focused, high quality proposals.

Personal Productivity

Techniques that will engender self-discipline and respect for yourself and from others.

Public Speaking

Identify your message and write the speech.

Sales Fundamentals

Using a unique selling position and common sales approaches effectively.

More of these courses may be added from time to time.