AUSTRALIAN ACADEMY OF BUSINESS AND TECHNOLOGY

STUDENT PROSPECTUS

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Introduction to Australian Academy of Business and Technology:

I am pleased to welcome you to Australian Academy of Business and Technology located in the heart of Melbourne. We offer business and human resources qualifications that will meet the current demands of the international job market where there is tremendous growth in the outsourcing of business operations and information technology services globally.

The contemporary globalisation trends have modernised the mechanisms of delivering services and adhering to international standards and corporate obligations. These trends have created a vacuum of skilled and competent personnel in the workforce leading to a demand for quality, internationally recognised training and education.

Australian Academy of Business and Technology welcomes you to gain an internationally recognised qualification that will make you a valuable contributor to these global development trends characterising our society and economy. Get ready to contribute to globalisation.

Mission Statement:

The Australian Academy of Business and Technology's mission is to provide a sustainable future for students to participate in global business development and contribute to the Australian economy.

What makes Australian Academy of Business and Technology Different?

The Australian Academy of Business and Technology provides end to end solutions for students to develop their skills set and knowledge to participate in the ever developing global market.

Australian Academy of Business and Technology Location

Australian Academy of Business and Technology is located at Level 3, 382 Lonsdale Street Melbourne, which is in the heart of city. Students living in any suburb of Melbourne will be able to get directly to the campus by any form of public transport as it is in walking distance from Melbourne central Station and many city bus stops.

Australian Academy of Business and Technology Responsibility for Delivering Australian Qualifications:

The Australian Government oversees Registered Training Organisations to ensure that quality standards of education and awarding qualifications meet the requirements of the Australian Qualifications Framework. Therefore, The Australian Academy of Business and Technology is responsible for the quality of training and assessment, student support services and the issuance of Australian Qualifications Framework certification on completion of a course.

Australian Academy of Business and Technology AQF Courses

The following Australian Academy of Business and Technology courses are delivered and assessed under the Australian Qualifications Framework to ensure quality training and assessment. The following AQF courses are listed on the National Register at www.training.gov.au and CRICOS http://cricos.education.gov.au

Australian Academy of Business and Technology Pty Ltd **Address:** Level 3, 382 Lonsdale St Melbourne, VIC

Phone: +61 (0) 390 786 670

Email: admissions@aabt.edu.au

BSB40215 Certificate IV in Business

National Code	CRICOS Course code	Duration	Course Fees	Tuition Fees
BSB40215	099177A	52 weeks including 12 weeks of Break/Holidays	$ AU 8,300	$AU7,800
Material Fee	**Enrolment Fee**	**Location**	**Delivery Mode**	
$AU 300	$AU 200	VIC-Level 3 382 Lonsdale Street Melbourne	Blended 20 hours per week face to face virtual classroom, including integrated online learning in the LMS	

Please note: This is a reduced fee from the advertised fee on CRICOS

Course Description:

The Certificate IV in Business is suited to those working as administrators and project officers. In this role, individuals 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 Structure and Content:

Term	Unit of Competency	Core	Elect.
Term 1 – 10 weeks			
1 - 5	BSBWHS401 Implement and monitor WHS policies, procedures and programs to meet legislative requirements	X	
6 - 7	BSBWRT401 Write complex documents		X
8 - 10	BSBFIA412 Report on financial activity		X
Term 2 – 10 weeks			
1 - 3	BSBADM405 Organise meetings		X
4 - 6	BSBLED401 Develop teams and individuals		X
7 - 10	BSBINN301 Promote innovation in a team environment		X
Term 3 – 10 weeks			
1 - 6	BSBREL401 Establish networks		X
7 - 10	BSBCUS401 Coordinate implementation of customer service strategies		X
Term 4 – 10 weeks			
1 - 5	BSBRSK401 Identify risk and apply risk management processes		X
6 - 10	BSBSUS401 Implement and monitor environmentally sustainable work practices		X

Entry Requirements:

There are no entry requirements stated in the Training Package rules for BSB40215 Certificate IV in Business. The RTO has the following entry requirements in place for entry into this qualification to ensure that students can successfully achieve the qualification.

International students must be 18 years of age or above and provide evidence the following published entry requirements as stated below:

Academic Entry Requirements

- Year 12 or equivalent or Certificate III or higher qualification, **and**

English Language Entry Requirements:

- IELTS score 5.5 minimum (no lower than 5.0 in each band); **or**
- Cambridge First Certificate of English – Grade C (162-168) ; **or**
- TOEFL Paper based (PBT) score of 525; **or**
- TOEFL Internet based (iBT) score 70; **or**
- TOEIC (list/Read-620; Speak/Writ-260); **or**
- Pearson Test of English Academic (PTE) Score 42

OR

Evidence that, within two years of their application date, they have successfully completed in Australia a foundation course or a senior secondary certificate of education or a substantial part of a Certificate III or higher level qualification, from the Australian Qualification Framework

OR

For assessment levels 1 and 2 country students' only, Successful completion of AABT Language and Numeracy Test conducted on AABT (for onshore international students only)

Any AQF qualification at the Certificate III level or above in any discipline area delivered and assessed in English only will be deemed as meeting both the academic and English language entry requirements.

Academic requirements

I. Prospective AABT international students are required to demonstrate their capacity to complete the course successfully.

II. International students applying for Certificate IV level either off-shore or on-shore will need satisfactory completion of the equivalent of Australian Year 12 or Certificate III or higher qualification.

Age Requirement

The minimum age for entry to this program is 18 years or above at the date of your enrolment.

Digital Literacy Entry Requirements:

- Students are required to provide their own Laptop and/or tablet that is compatible with Australian power voltage requirements to use in class
- Students are required to have intermediate level computer skills to participate in the online component of this qualification

Post Enrolment Language, Literacy and Numeracy test (LLN)

As part of AABT's student support policy, after enrolment, all students are required to undertake a language, literacy and numeracy (LLN) test to identify if a student requires the RTO to provide any additional support. This is in not an entry requirement but is designed to determine if a student has any specific LLN support needs in the context of VET training and has a different purpose to the English entry requirements which are assessed prior to offering a student a place in a course. The results of the LLN test are provided to the trainer who can further advise the student if they require additional LLN support to successfully achieve the course outcomes.

Target Occupations:

Graduates may work in the following occupations:

- Administrator
- Personal Assistant
- Office Administrator
- Project Officer

Exit Point/Award

Students that successfully complete all 10 units of competency as stated in the Course Structure will be issued with BSB40215 Certificate IV in Business. This qualification is recognised nationally under the Australian Qualifications Framework (AQF).

BSB41015 Certificate IV in Human Resources

NATIONALLY RECOGNISED TRAINING

National Code	CRICOS Course code	Duration	Course Fees	Tuition Fees
BSB41015	099178M	52 weeks including 12 weeks of Break/Holidays	$ AU 8,300	$AU 7800
Material Fee	**Enrolment Fee**	**Location**	**Delivery Mode**	
$AU 300	$AU 200	VIC-Level 3 382 Lonsdale Street Melbourne	Blended 20 hours per week face to face virtual classroom, including integrated online learning in the LMS	

Please note: This is a reduced fee from the advertised fee on CRICOS

Course Description:

The Certificate IV in Human Resources is suitable for individuals working in a range of human resources management positions. Workplace responsibilities would be determined at a workplace level. Some smaller business may require employees to work across all aspects of human resources. In larger companies, individuals may just have responsibility for a singular aspect of human resources such as remuneration.

Course Structure and Content:

Term	Unit of Competency	Core	Elect.
Term 1 – 10 weeks			
1 - 5	BSBWHS401 Implement and monitor WHS policies, procedures and programs to meet legislative requirements	X	
6 - 8	BSBADM405 Organise meetings		X
9 - 10	BSBFIA302 Process payroll		X
Term 2 – 10 weeks			
1 - 4	BSBHRM405 Support the recruitment, selection and induction of staff	X	
5 - 7	BSBHRM403 Support performance -management processes	X	
8 - 10	BSBLDR402 Lead effective workplace relationships	X	
Term 3 – 10 weeks			
1 - 4	BSBEMS403 Develop and provide employment management services to candidates		X
5 - 10	BSBEMS404 Manage the recruitment process for client organisations		X
Term 4 – 10 weeks			
1 - 4	BSBWRK411 Support employee and industrial relations procedures	X	
5 - 10	BSBHRM404 Review human resource functions	X	

Entry Requirements:

There are no stated entry requirements in the Training Package for entry into BSB41015 Certificate IV in Human Resources.

International students must be 18 years of age or above and provide evidence the following published entry requirements as stated below:

Academic Entry Requirements:

I. Prospective AABT international students are required to demonstrate their capacity to complete the course successfully.
II. International students applying for Certificate IV level either off-shore or on-shore will need satisfactory completion of the equivalent of Australian Year 12 or Certificate III or higher qualification.

English Language Entry Requirements:

- IELTS score 5.5 minimum (no lower than 5.0 in each band); **or**
- Cambridge First Certificate of English – Grade C (162-168) ; **or**
- TOEFL Paper based (PBT) score of 525; **or**
- TOEFL Internet based (iBT) score 70; **or**
- TOEIC (list/Read-620; Speak/Writ-260); **or**
- Pearson Test of English Academic (PTE) Score 42

OR

Evidence that, within two years of their application date, they have successfully completed in Australia a foundation course or a senior secondary certificate of education or a substantial part of a Certificate III or higher level qualification, from the Australian Qualification Framework

OR

For assessment levels 1 and 2 country students' only, Successful completion of AABT Language and Numeracy Test conducted on AABT (for onshore international students only)

Any AQF qualification at the Certificate III level or above in any discipline area delivered and assessed in English only will be deemed as meeting both the academic and English language entry requirements.

Academic requirements

I. Prospective AABT international students are required to demonstrate their capacity to complete the course successfully.

II. International students applying for Certificate IV level either off-shore or on-shore will need satisfactory completion of the equivalent of Australian Year 12 or Certificate III or higher qualification.

Age Requirement

The minimum age for entry to this program is 18 years or above at the date of your enrolment.

Digital Literacy Entry Requirements:

- Students are required to provide their own Laptop and/or tablet that is compatible with Australian power voltage requirements to use in class
- Students are required to have intermediate level computer skills to participate in the online component of this qualification

Post Enrolment Language, Literacy and Numeracy test (LLN)

As part of AABT's student support policy, after enrolment, all students are required to undertake a language, literacy and numeracy (LLN) test to identify if a student requires the RTO to provide any additional support. This is in not an entry requirement but is designed to determine if a student has any specific LLN support needs in the context of VET training and has a different purpose to the English entry requirements which are assessed prior to offering a student a place in a course. The results of the LLN test are provided to the trainer who can further advise the student if they require additional LLN support to successfully achieve the course outcomes.

Target Occupations:

Graduates may work in the following occupations:

- Human Resources Assistant
- Human Resources Coordinator
- Human Resources Administrators
- Human Resources Officer

Exit Point/Award

Students that successfully complete all 10 units of competency as stated in the Course Structure will be issued with BSB41015 Certificate IV in Human Resources. This qualification is recognised nationally under the Australian Qualifications Framework (AQF).

BSB50215 Diploma of Business

NATIONALLY RECOGNISED TRAINING

National Code	CRICOS Course code	Duration	Course Fees	Tuition Fees
BSB50215	099179K	52 weeks including 12 weeks of Break/Holidays	$ AU 12,300	$AU11,800
Material Fee	**Enrolment Fee**	**Location**	**Delivery Mode**	
$AU 300	$AU 200	VIC-Level 3 382 Lonsdale Street Melbourne	Blended 20 hours per week face to face virtual classroom, including integrated online learning in the LMS	

Please note: This is a reduced fee from the advertised fee on CRICOS

Course Description:

The Diploma of Business would apply to individuals with various job titles including executive officers, program consultants and program coordinators. Individuals in these roles may possess substantial experience in a range of settings but seek to further develop their skills across a wide range of business functions.

Conversely, it may also apply to those with little or no experience, but who possess sound theoretical business skills and knowledge that they would like to develop in order to create further educational and employment opportunities.

Course Structure and Content

Term	Unit of Competency	Core	Elect.
Term 1 – 10 weeks			
1 - 5	BSBADM504 Plan and implement administrative systems		X
6 - 10	BSBADM506 Manage business documentation design and development		X
Term 2 – 10 weeks			
1 - 5	BSBPMG522 Undertake project work		X
6 - 10	BSBINN502 Build and sustain an innovative work environment		X
Term 3 – 10 weeks			
1 - 4	BSBCUS501 Manage quality customer service		X
5 - 10	BSBRSK501 Manage risk		X
Term 4 – 10 weeks			
1 - 3	BSBADM502 Manage meetings		X
4 - 10	BSBMGT502 Manage people performance		X

Entry Requirements:

There are no stated entry requirements in the Training Package for entry into BSB50215 Diploma of Business.

International students must be 18 years of age or above and provide evidence the following published entry requirements as stated below:

Academic Entry Requirements:

Academic requirements

- Prospective AABT international students are required to demonstrate their capacity to complete the course successfully.
- International students applying for Diploma level either off-shore or on-shore will need satisfactory completion of the equivalent of Australian Year 12 or Certificate IV or higher qualification.

English Language Entry Requirements:

- IELTS score 5.5 minimum (no lower than 5.0 in each band); or
- Cambridge First Certificate of English – Grade C (162-168) ; or
- TOEFL Paper based (PBT) score of 525; or
- TOEFL Internet based (iBT) score 70; or
- TOEIC (list/Read-620; Speak/Writ-260); or
- Pearson Test of English Academic (PTE) Score 42

OR

Evidence that, within two years of their application date, they have successfully completed in Australia a foundation course or a senior secondary certificate of education or a substantial part of a Certificate III or higher level qualification, from the Australian Qualification Framework

OR

For assessment levels 1 and 2 country students' only, Successful completion of AABT Language and Numeracy Test conducted on AABT (for onshore international students only)

Any AQF qualification at the Certificate III level or above in any discipline area delivered and assessed in English only will be deemed as meeting both the academic and English language entry requirements.

Academic requirements

I. Prospective AABT international students are required to demonstrate their capacity to complete the course successfully.
II. International students applying for Diploma level either off-shore or on-shore will needsatisfactory completion of the equivalent of Australian Year 12 or Certificate IV or higher qualification.

Age Requirement

The minimum age for entry to this program is 18 years or above at the date of your enrolment.

Digital Literacy Entry Requirements:

- Students are required to provide their own Laptop and/or tablet that is compatible with Australian power voltage requirements to use in class
- Students are required to have intermediate level computer skills to participate in the online component of this qualification

Post Enrolment Language, Literacy and Numeracy test (LLN)

As part of AABT's student support policy, after enrolment, all students are required to undertake a language, literacy and numeracy (LLN) test to identify if a student requires the RTO to provide any additional support. This is in not an entry requirement but is designed to determine if a student has any specific LLN support needs in the context of VET training and has a different purpose to the English entry requirements which are assessed prior to offering a student a place in a course. The results of the LLN test are provided to the trainer who can further advise the student if they require additional LLN support to successfully achieve the course outcomes.

Target Occupations:

Graduates may work in the following occupations:

- Executive Officers
- Program Consultants
- Program Coordinators

Exit Point/Award

Students that successfully complete all 8 units of competency as stated in the Course Structure will be issued with BSB50215 Diploma of Business. This qualification is recognised nationally under the Australian Qualifications Framework (AQF).

BSB50615 Diploma of Human Resources Management

NATIONALLY RECOGNISED TRAINING

National Code	CRICOS Course code	Duration	Course Fees	Tuition Fees
BSB50618	099963G	52 weeks including 12 weeks of Break/Holidays	$ AU 12,300	$AU 11,800
Material Fee	**Enrolment Fee**	**Location**	**Delivery Mode**	
$AU 300	$AU 200	VIC-Level 3 382 Lonsdale Street Melbourne	Blended 20 hours per week face to face virtual classroom, including integrated online learning in the LMS	

Please note: This is a reduced fee from the advertised fee on CRICOS

Course Description:

The Diploma of Human Resources Management reflects the role of individuals working in a variety of roles within the human resources sector who have a sound theoretical knowledge base in human resources management and demonstrate a range of managerial skills to ensure that human resources functions are effectively conducted in a business or organisation area. Typically, they would have responsibility for the work of other staff.

Course Structure and Content

Term	Unit of Competency	Core	Elect.
Term 1 – 10 weeks			
1 - 5	BSBWHS401 Implement and monitor WHS policies, procedures and programs to meet legislative requirements	X	
6 - 8	BSBFIM501 Manage budgets and financial plans		X
9 - 10	BSBFIM502 Manage payroll		X
Term 2 – 10 weeks			
1 - 5	BSBHRM501 Manage human resource services	X	
6 - 10	BSBHRM513 Manage workforce planning	X	
Term 3 – 10 weeks			
1 - 5	BSBHRM506 Manage recruitment, selection and induction processes	X	
6 - 10	BSBWRK520 Manage employee relations	X	
Term 4 – 10 weeks			
1 - 4	BSBDIV501 Manage diversity in the workplace		X
5 - 10	BSBHRM512 Develop and manage performance management processes	X	

Entry Requirements:

There are no stated entry requirements in the Training Package for entry into BSB50618 Diploma of Human Resources Management.

International students must be 18 years of age or above and provide evidence the following published entry requirements as stated below:

Academic Entry Requirements:

I. Prospective AABT international students are required to demonstrate their capacity to complete the course successfully.
II. International students applying for Diploma level either off-shore or on-shore will need satisfactory completion of the equivalent of Australian Year 12 or Certificate IV or higher qualification.

English Language Entry Requirements:

- IELTS score 5.5 minimum (no lower than 5.0 in each band); or
- Cambridge First Certificate of English – Grade C (162-168) ; or
- TOEFL Paper based (PBT) score of 525; or
- TOEFL Internet based (iBT) score 70; or
- TOEIC (list/Read-620; Speak/Writ-260); or
- Pearson Test of English Academic (PTE) Score 42

OR

Evidence that, within two years of their application date, they have successfully completed in Australia a foundation course or a senior secondary certificate of education or a substantial part of a Certificate III or higher level qualification, from the Australian Qualification Framework

OR

For assessment levels 1 and 2 country students' only, Successful completion of AABT Language and Numeracy Test conducted on AABT (for onshore international students only)

Any AQF qualification at the Certificate III level or above in any discipline area delivered and assessed in English only will be deemed as meeting both the academic and English language entry requirements.

Academic requirements

III. Prospective AABT international students are required to demonstrate their capacity to complete the course successfully.
IV. International students applying for Diploma level either off-shore or on-shore will needsatisfactory completion of the equivalent of Australian Year 12 or Certificate IV or higher qualification.

Age Requirement

The minimum age for entry to this program is 18 years or above at the date of your enrolment.

Digital Literacy Entry Requirements:

- Students are required to provide their own Laptop and/or tablet that is compatible with Australian power voltage requirements to use in class
- Students are required to have intermediate level computer skills to participate in the online component of this qualification

Post Enrolment Language, Literacy and Numeracy test (LLN)

As part of AABT's student support policy, after enrolment, all students are required to undertake a language, literacy and numeracy (LLN) test to identify if a student requires the RTO to provide any additional support. This is in not an entry requirement but is designed to determine if a student has any specific LLN support needs in the context of VET training and has a different purpose to the English entry requirements which are assessed prior to offering a student a place in a course. The results of the LLN test are provided to the trainer who can further advise the student if they require additional LLN support to successfully achieve the course outcomes.

Target Occupations:

Graduates may work in the following occupations:

- Human Resources Manager
- Human Resources Advisor
- Human Resources Consultant
- Human Resources and Change Manager
- Senior Human Resources Officer

Exit Point/Award

Students that successfully complete all 9 units of competency as stated in the Course Structure will be issued with BSB50615 Diploma of Human Resources Management. This qualification is recognised nationally under the Australian Qualifications Framework (AQF).

AABT Mode of Delivery

Mode of Delivery: Pre September 2020:

All courses offered by Australian Academy of Business and Technology were previously delivered on campus full time with face to face classes for 15 hours per week integrated with online learning for 5 hours per week during term time to meet the requirements for international students to study full time load of 20 hours per week.

Mode of Delivery: September 2020 - 2021:

COVID -19: In response to growing global and local concerns about the COVID-19 pandemic, after careful consideration, AABT has decided to move to online-only training and assessment (temporarily) to continue to keep our students engaged with their studies. This means that all students are required to participate in 20 hours of virtual classroom learning each week. AABT uses the virtual platform; Microsoft Teams and the Catapult LMS.

While there have been no confirmed cases of COVID-19 connected to AABT, the decision to move to online only learning where possible is a precautionary measure to limit contact during this phase of the pandemic and minimise the risk to our staff and student community and to address the issue of intermittent lockdown periods in which students are not able to attend classes.

Students are also required to dedicate 10 hours per week to home study where they complete research, work through student guides and read the relevant chapters of their textbook and finalise assessments.

Shifts and Timetable

Australian Academy of Business and Technology conduct classes over 4 x 10 week terms each year. all students are required to participate in 20 hours of virtual classroom learning each week. AABT uses the virtual platform; Microsoft Teams and the Catapult LMS.

Covid-19 Current Arrangements

Face to face classes are currently substituted for virtual delivery using Microsoft Teams. Virtual classroom sessions are conducted over three days per week. The sessions also include integrated online learning in the Catapult LMS and 10 hours self-study per week. Students are allocated to classes in one of the following shifts:

Shift 1: Monday, Tuesday, Wednesday (8:30am to 5:00pm x 2 days and 8:30am to 12:30pm x 1 day)*

Shift 2: Monday, Tuesday, Wednesday (2:30pm to 9:30pm)*

Shift 3: Thursday, Friday, Saturday (8:30am to 5:00pm x 2 days and 8:30am to 12:30pm x 1 day)*

* *This includes short breaks*

The annual academic calendar with the term dates is published on the Australian Institute of Business and Technology website at www.aabt.edu.au

Training and Delivery

Delivery Methods:

The training program is delivered using a blended mode which incorporates face to face classes (conducted in a virtual learning environment on Microsoft Teams), integrated online learning in the LMS and self-study, so as to provide a rich and engaging learning experience.

This blended training program is offered full time only and students are required to:

- Attend virtual classes three days per week during term time, including integrated online learning per week during term time
- Complete 10 hours self-study per week during term time to absorb knowledge for practical application and research, prepare and complete assessments.

Students must attend all scheduled classes and they are expected to undertake reading and research activities through the online learning portal prior to the delivery of face-to-face theory and practical sessions.

Assessment Methods:

Students are required to undertake a range of theoretical and practical assessments for each unit of competency. The methods of assessment will vary according to the requirements of each unit of competence and these include but are not limited to:

- Projects
- Observation and demonstration
- Scenarios
- Portfolio of Evidence
- Presentations
- Workplace performance (where required for mandatory work placement)
- Questioning

Case studies

At the beginning of each term, students are provided with information for each unit of competency that clearly outlines the assessment tasks required including the criteria and due dates. Students that require reassessment will be required to pay a reassessment fee as published in the Schedule of Fees and Charges.

Materials, Resources and Library Access

Australian Academy of Business and Technology provides students with access to a comprehensive range of Student resources in AABT LMS (Catapult). These materials are to be accessed for study use. There are identical hard copy resources for student to access on request. Students are reminded to return the borrowed material by due dates and observe copyright laws when using resources. Students will be required to pay for loss or damage to resources.

As students will be using the online portal, students will need to have their own computer or laptop or have easy access to one. Australian Academy of Business and Technology will have some laptops that students may borrow on campus only.

Students will be required to pay a materials fee which will cover the cost of student resources, allocated textbook for the course and materials provided for the course. Refer to the Schedule of Fees and Charges

Credit Transfer:

Relevant Australian Qualifications and Statements of Attainments that have been issued by any other Registered Training Organisation will be recognised by Australian Academy of Business and Technology. To apply for Credit Transfer students must be able to present their original Qualification /Statement of Attainment or certified copies of the qualifications, with National codes and titles that match the current course in which the student is enrolled.

Where course credit is granted to individual overseas students the Australian Academy of Business and Technology will notify Department of Home Affairs of the change to the duration of study though PRISMS reporting.

Recognition of Prior Learning:

Australian Academy of Business and Technology recognises the skills and knowledge that students may have gained through previous studies and workplace and life experiences. Students may be entitled to gain recognition prior or after commencing the course that will exempt them from attending one or more units.

Students who believe they already have the skills and knowledge required to demonstrate competency can request RPL and should request a copy of the RPL Kit. All students are made aware of RPL during orientation and through International Student Handbook on Australian Academy of Business and Technology website.

Students are provided with information about the evidence required for each qualification and must provide valid, sufficient, current and authentic evidence to demonstrate competency. The assessor may require the student to undergo a challenge test/s. The cost for RPL is to be borne by the student.

Where RPL is granted to individual overseas students the Australian Academy of Business and Technology will notify Department of Home Affairs of the change to the duration of study though PRISMS.

Australian Academy of Business and Technology Policies and Procedures

AABT has provided a copy of the College's policies and procedures on the website;

AABT International Student Policies and Procedures 2021-July

The AABT Student Handbook contains important key information about AABT that is relevant to your enrolment. It is important that you read this information before enrolling with AABT. The Student Handbook contains the following critical information;

Organisational Arrangements
Student Relations
Introduction to Australian Vocational Education and Training
Australia Country Education Profile
Registration and Orientation
Education Services for Overseas Students Framework
Tuition Fee Protection
Student rights
Student Support Services & Resources
Language, Literacy and Numeracy assessment (LLN)
The Unique Student Identifier
Conditions of your visa
Permission to work arrangements
Fair Work Ombudsman
Changes to Agreed Services
Course Information:
Course Delivery and Assessment
Course Progress Policy
Attendance Requirements
Assessment Requirements
Policy Guidelines
Deferring or Suspending a Course
Transferring to Another Provider
Extension of Student Study
Reduction of Student Study Time
Termination
Privacy and Disclosure of Information
Privacy Notice
Complaints and Appeals
Critical Incidents
Emergency Evacuation Procedure
Legislative and Regulatory Responsibilities
General Administrative Matters
Library
Refund and Cancellation
Health

Life in Australia
Australian Academy of Business and Technology Services and Facilities
Map for Australian Academy of Business and Technology Delivery Site

Conditions of Enrolment:

Applications

Prospective applicants seeking to enrol with Australian Academy of Business and Technology are required to submit acceptable evidence to demonstrate that they meet the published entry criteria for their chosen course.

- All applications submitted by an applicant or agent must include the following:
    a. Completed Enrolment form with applicant signature
    b. Academic entry requirement certification
    c. English language entry requirements certification
    d. Passport Photocopy – applicant details page (where available)
    e. Any other published entry requirements (where applicable)
- Incomplete applications will result in delays in the admission process.
- Successful applicants will receive a Letter of Offer with course details, conditions of study, payment of tuition and other fees, orientation date
- Unsuccessful applicants will receive formal notification that their application has been unsuccessful including the reason(s)

Verification of Documentation

Certified copies, together with English translations (where appropriate), of documentation included in an application for admission, must be appropriately verified, Persons eligible to certify documents are:

- Authorised officer from the institution that originally issued the certification/document
- Notary Public or Justice of the Peace
- Australian Academy of Business and Technology authorised officers

Where an application is submitted by an education agent on behalf of the prospective student, the education agent can verify that the original has been cited. To ensure authenticity, the student is still required to bring original entry documentation to orientation. Failure to provide original documentation or evidence of falsification may result in cancellation of the enrolment without refund. Such incidents will be reported to relevant Australian government bodies.

Where there are doubts about a student's claimed entry requirement documentation, Australian Academy of Business and Technology will contact the issuing institution for verification.

Deferral, Suspension and/or Cancellation of Enrolment

International students may apply to defer their studies if they are unable to commence their course on the scheduled commencement date or default start date for voluntary suspension of their studies if they are unable to commence or attend the course for a specified period of time under compassionate or compelling circumstances.

Compassionate or compelling circumstances include situations beyond the student's control and which are likely to have an impact upon the student's course progress or well-being and includes but is not limited to the following:

- Serious illness or injury, where a medical certificate states that the student will be unable to attend classes;
- Death or illness of close family member such as parents, or grandparents (where possible a doctor's or death certificate) The college will also recognise the death of siblings, children, spouses, uncles and aunts but requests documentary proof of both the death and relationship
- A major political upheaval or natural disaster in home country requiring emergency travel
- A critical incident
- A traumatic experience (supported by police or psychologists reports) such as:
    - Involvement in or witnessing a serious accident
    - Witnessing or being the victim of a serious crime
- Delays in gaining a student visa

If a student defers or suspends their studies for any other ground not stated above, the student must provide compelling documentary evidence to support their request.

Students must contact DHA regarding the effect any deferment or suspension of studies may have on their student visa prior to formally lodging an application to defer or voluntarily suspend their studies.

The maximum time allowed for a deferment or voluntary suspension of study is one term (10 weeks not including holidays)

Personal & Contact Details

Australian Academy of Business and Technology collects personal information from students for the purpose of training and assessment only and is required to report personal information to relevant Government Authorities without the express permission of the student. In all other cases, the requirements of the Privacy Act 1988 are adhered to.

Release of Personal Information

The information provided by the student to Australian Academy of Business and Technology, including personal and contact details, course enrolment details and changes, attendance and academic progress can be made available to Commonwealth and State agencies, pursuant to obligations under the ESOS Act 2000 and the National Code of Practice 2018.

Australian Academy of Business and Technology is obligated, under s19 of the ESOS Act 2000, to inform certain Government bodies about changes to the student's enrolment and

the circumstances of any suspected breach by the student of a student visa condition relating to attendance or satisfactory academic performance without student consent or notification.

Personal information supplied, along with consent to being contacted, will only be used by Australian Academy of Business and Technology in connection with an application for a student to study at Australian Academy of Business and Technology or in the case where any outstanding fees payable need to be recovered by an external agency. Australian Academy of Business and Technology will only disclose personal information to outside parties if required by law, or if needed to prevent a serious threat to a person's health or safety. Personal information provided to Australian Academy of Business and Technology can be accessed & amended by contacting the Office Manager

Unique Student Identifier

Australian Academy of Business and Technology students are not permitted to commence training and assessment until they have provided Australian Academy of Business and Technology with their Unique Student Identifier. In cases where there the student experiences difficulty obtaining a student identifier, Australian Academy of Business and Technology will allow training and assessment to commence and follow the procedure for ascertaining a correct student identifier from The Registrar.

Fees & Timetable

1. The Schedule of Fees and Charges outlines all course fees and other fees and charges that students will need to pay and can be accessed either in hard copy or on the Australian Academy of Business and Technology website at www.aabt.edu.au
2. Australian Academy of Business and Technology reserves the right to vary its fees without notice;
3. Timetables may be subject to change

Payments

Students are not required to make payment until they have accepted the offer to study as per stated conditions in the Letter of Offer and International Student Acceptance Agreement. Once the student has signed these documents and returned to Australian Academy of Business and Technology. Students will then be issued an invoice as per Course Fees Breakdown in the Letter of Offer and International Student Acceptance Agreement:

- Payment may be made by bank cheque, bank draft or credit card
- 2% surcharge applies to credit card payment.
- Please make bank cheque and Draft payable to "Australian Academy of Business and Technology Pty Ltd".
- Personal cheques are not accepted.
- Please provide the invoice number and student ID number for EFT direct bank deposit
- Tuition fees are to be paid through EFT direct bank deposit to Australian Academy of Business and Technology. (Please see Bank details below)

- Australian Academy of Business and Technology will not be responsible for any monies paid to an agent or third party.
- Tuition fees DO NOT include enrolment fee, materials, accommodation placement, excursions, airport pick up, living expenses, stationary and equipment.
- AABT may require students to pay up to 50% of the student's total tuition fee for a course before the student begins the course. AABT will not accept more than 50% of tuition fee upfront unless the course duration is 25 weeks or less.

Paying Fees

- On accepting the offer students must pay the first payment instalment as listed in the Course Fees Breakdown in the Letter of Offer and International Student Acceptance Agreement that includes:
  - enrolment fee (non-refundable)
  - first instalment - tuition fees, and
  - materials fee
- First payment instalment must be paid in order to obtain an eCoE and to secure a place prior to course commencement date.
- The remaining tuition fees are paid in instalments and must be paid by the due date as listed in the Course Fees Breakdown in the Letter of Offer and International Student Acceptance Agreement.
- A late fee of 10% will be applied for all payments received after the scheduled due date on the Letter of Offer and International Student Acceptance Agreement
- Non-financial students will not be included on the class attendance sheet until outstanding fees have been paid.
- An additional fee is applicable when:
  i. Students have to undergo reassessment after two additional attempts. (reassessment fee), or
  ii. Students have to repeat a subject (unit fee).

Refund and Cancellation

All requests for refund of fees must be made in writing using the Refund Request Form which may be obtained from Australian Academy of Business and Technology Reception or from www.aabt.edu.au. The form must be signed by the student and the cancellation fee will be calculated as shown in the table below.

Refer to; 'Fees and Refund Policy' outlined in the RTO Policies and Procedures; 'AABT International Student Policies and Procedures'; www.aabt.edu.au

NOTIFICATION PERIOD	CANCELLATION FEE/ REFUND
Visa refused prior to the course start date	Total amount of the pre-paid fees the AABT received for the course in respect of the student less the following amount: the lesser of: (a) 5% of the total amount of pre-paid fees that the provider received in respect of the student for the course before the default day; or (b) the sum of $500 whichever is lesser. -100% refund of Material - enrolment fee is not refundable
Withdrawal notified in writing and received by Australian Academy of Business and Technology 28 days or more prior to semester commencement	80% refund of tuition fees paid application fee not refundable
Withdrawal notified in writing and received by Australian Academy of Business and Technology less within 28 days prior to semester commencement and before the commencement date	50% refund of tuition fees paid application fee not refundable
Withdrawals notified in writing and received by Australian Academy of Business and Technology on the commencement date or after the semester commences	No refund of current term tuition fees.

Visa refused due to submission of fraudulent documents by or on behalf of the student	No Refund
Withdraws from the course without notification or breaches their Visa conditions	No refund
Visa Extension is refused after commencement of studies due to not meeting visa requirement	Refund of unused portion of tuition fees for future terms
The course is not provided fully to the student because the College has a sanction imposed by a government	Refund of unused portion of tuition fees for future terms. No refund of material and enrolment fees

In the case where a student enrols through a registered Australian Academy of Business and Technology agent a refund will be paid to this agent.

If a student visa application is refused prior to the course start date by the Australian Government, a refund of course fees, less enrolment, will be made and visa refusal refunds are calculated in accordance with the legislative instrument under subsection 47E (4).

The calculation under subsection 47E (4) is as follows: The amount of unspent pre-paid fees that the provider must refund the student for the purpose of subsection 47E(2) of the Act is the total amount of the pre-paid fees the provider received for the course in respect of the student less the following amount the lesser of:

(a) 5% of the total amount of pre-paid fees That the provider received in respect of the student for the course before the default day; or

(b) the sum of $500. Whichever is lesser

Students must provide the Institute with substantiated evidence of their student visa refusal.

An international student currently in Australia has their student visa extension application refused by Department of Home Affairs after the commencement of their studies no refund will be paid for ongoing study period at the time of decision however student will be paid refund of unused tuition fee for future terms.

No refunds will be granted where, an international student currently in Australia has their student visa cancelled by the Department of Home Affairs for a breach of visa conditions.

If a student defers their course start date, then the refund policy will apply from the student's original course start date and not the deferred start date.

Australian Academy of Business and Technology refunds are not transferable to another person.

No refunds will be made for classes missed due to exams, excursions, internships or other obligations that fall outside the normal schedule of classes.

In the case of student suspension or expulsion there will be no refund of fees.

Australian Academy of Business and Technology reserves the right to cancel a course if intake numbers are insufficient. In the unlikely event that Australian Academy of Business and Technology is unable to deliver a student's course in full, a refund will be offered for all the unused course money paid to date. The refund will be paid to the student within 2 weeks of the day on which the course ceased being provided. Alternatively, enrolment may be offered in a different course by Australian Academy of Business and Technology.

In the unlikely event that Australian Academy of Business and Technology is unable to provide a refund or place to a student in an alternative course, (provider default) Australian Academy of Business and Technology will notify this default to the Tuition Protection Service (TPS) Director. The TPS Director will then allocate the student a period within which they are able to choose an alternative course from the options provided.

Australian Academy of Business and Technology reserves the right to change its fees and conditions in accordance with changes in the current economic and/or legal conditions and to alter course timetables and class locations within reason at any time without notice.

Changes of tuition fees will not apply to students who have paid and or have already commenced their course. If a student believes that these changes are unreasonable they have the right to access Australian Academy of Business and Technology's complaints and appeals processes and to also take further action under Australia's consumer protection laws.

Australian Academy of Business and Technology reserves the right to deny a student access to Australian Academy of Business and Technology's premises and to withdraw its other services if their conduct disrupts the normal operation of the Academy. Australian Academy of Business and Technology's grievance resolution processes do not circumscribe the student's right to pursue other legal remedies.

Refund payments will be made in Australian Dollars (AUD). All refunds agreed to by Australian Academy of Business and Technology will be made within four weeks of receiving Australian Academy of Business and Technology Student Request for a Refund Form.

Refer to; 'Fees and Refund Policy' outlined in the RTO Policies and Procedures; 'AABT International Student Policies and Procedures'; www.aabt.edu.au

COVID 19 Arrangements

Recent Changes and Developments: Updated July 2021

As we all are aware, COVID-19 is causing disruptions to educational institutions in Australia and around the world. AABT is no exception. We want to assure that we are paying close attention to the situation. Our staff members are meeting regularly to monitor events and coordinate support for students. We are keeping the situation daily and we are adjusting our planning and actions, as necessary. As COVID-19 cases expand globally and AABT is taking the necessary steps to protect the health and safety of our student, staff and community.

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We want to assure all that we are paying close attention to the situation. Our staff members are meeting regularly to monitor events and coordinate support for students.

We are keeping the situation under daily review and we are adjusting our planning and actions, as necessary. As COVID-19 cases expand globally and AABT is taking the necessary steps to protect the health and safety of our student and staff.

Looking ahead, AABT will follow advice from the regulatory bodies for our industry, such as ASQA and the Department of Education, for regular updates, please follow this link: https://www.dese.gov.au/news/coronavirus-covid-19?cv. We are also closely monitoring advice given by medical authorities on how we should conduct our operations to manage the impact of the virus. This includes planning for a range of scenarios in which our priority is the health and wellbeing of our students and staff. Depending on how the situation develops, we will adjust our course delivery and schedules so that students can continue their learning.

For now, it is important to note that classes, assessments and course activity are continuing as normal. We will update you immediately if this changes.

Students are required attend classes so that they can achieve the best outcomes, particularly for compulsory attendance, which is still a requirement.

Student Support - COVID 19

AABT is monitoring the COVID-19 situation daily and is here to support students with their needs.

We have made the following changes to our on-campus services to support the health and safety of our students and staff.

- The campus is no longer offering face-to-face classes, so students are not required to come to campus.
- Online learning is currently the delivery mode.
- Student Welfare /Service Officer will continue to operate on campus with communication limited to emails and phone calls only.
- Trainers will continue to teach classes remotely through the online learning platform only and there will be no face to face meetings.
- All assessment will be conducted online using the LMS and the virtual classroom.
- If you would like to contact your trainer, they will be responding via email or through the LMS and during your online sessions only.
- If you are feeling anxious or distressed about the current situation, you can contact us by emailing at admission@aabt.edu.au or phone +61 (0) 390 786 670

We will continue to update students and staff on developments, as well as AABT's response to the rapidly evolving situation, as these become available. AABT will communicate all update through email, phone and the AABT website (COVID-19 Information).

AABT Online Only Delivery

In response to growing global concerns about the COVID-19 pandemic, after careful consideration, AABT has decided to move to online-only training and assessment (temporarily) to continue to keep our students engaged with their studies.

While there have been no confirmed cases of COVID-19 connected to AABT, the decision to move to online only learning where possible is a precautionary measure to limit contact during this phase of the pandemic and minimise the risk to our staff and student community.

The Planned Training Sessions for online-only delivery of learning and teaching for lectures and tutorials have been scheduled since 09/09/2020 to allow our students and trainers to prepare for a transition to complete online- only training and/or assessment. These decisions have also been taken to minimise the impact of current situation and to help students stay on track with their studies.

AABT will remain open for students for enquiry, unless the government advises otherwise.

Online–only Delivery commencement September 2020 onwards: Students will not be required to come for face-to-face classes, until further notice.

Sessions for theory component will continue via online only classes.

Alternative plans for units that have face-to-face requirements e.g. practicals, workshops etc. and that are difficult to replicate in the online environment are being reviewed.

Timetables:

Until further notice, all on-campus lectures and classes will be delivered online from and online lectures and classes will occur at the same time as timetabled.

Student may access the information regarding their timetables by requesting student support. For any changes to student timetables, Student will be informed through their email and through the LMS.

Attendance:

- Attendance will be monitored based on your online presence on the virtual delivery platform at the commencement and completion of each virtual session, including breaks. Students are expected to attend the online-only delivery sessions in just the same way, as the normal face-to-face classes. All our students will need to take part in their respective online class assessment to avoid reassessment or repeat unit fees.
- Your attendance will be recorded. From July 2021 AABT will be using an attendance tracking app; 'myattendancetracker'. Your trainer will provide more information about how this works.
- All students who are in Australia are required to attend classes as per their scheduled timetable:
- If a student is feeling sick and not able to attend classes, the student is required to provide a medical certificate to admission@AABT.edu.au
- If a student is currently undergoing self-isolation, without written medical advice, please note that you will be marked as absent.

Re-assessment

- Re-assessment will be considered on a case by case basis.
- We encourage all staff and students to follow basic hygiene standards when at campus or in public, such as covering mouth while coughing/sneezing, washing hands regularly, avoiding handshakes, etc. https://www.who.int/emergencies/diseases/novel-coronavirus-2019/advice-for-public

Contact us for more information:

For further queries, please do not hesitate to contact us or email at admission@aabt.edu.au

or phone +61 (0) 390 786 670

Learning and Assessment Delivery Arrangements COVID 19

- Virtual delivery will also have access to activities which reflect to simulated business environment through case studies and sample template, AABT will ensure that its activities fully replicates the resources, environment and any time and productivity pressures that exist in the actual workplace and its trainers and assessors must make sure that the simulated environment gives the learner the opportunity to meet the following critical criteria:

1. Quality – The work is of the standard required for entry into the industry.
2. Productivity – The work is performed within a timeframe appropriate for entry to the industry.
3. Safety – The work is performed in a manner that meets industry safety standards

- All theory units are delivered online and virtual training through Zoom as per the timetable.
- We combine self-paced online and Virtual online delivery and assessment into each of our courses.
- All course material is provided to our students online via our Learning Management System (LMS). The LMS provides students with a more streamlined method of working through the Qualifications by allowing them to login and access all current course files from one central location at a time and place of their choosing.
- The LMS has been designed to enable students to work through course units in sequential order, according to unit difficulty, concepts and prerequisites, as per their individual Training Plan. Students will always have access to the most up-to-date course content for all qualifications, as any updates will be distributed to all students immediately via the LMS.