



International Student Handbook | Pre-Enrolment Information Guide



Course Brochure for International Students

BSB40120

Certificate IV in Business

Nationally Recognised Training | CRICOS Registered Course

26 Weeks | Full Time | Face-to-Face Delivery

159A Princes Highway, Hallam VIC 3803 | RTO 6855 | CRICOS 04446D

Course Details

Provider Name	TDT Training Australia
RTO Code	6855
CRICOS Code	04446D
CRICOS Course Code	120502B
Location	159A Princes Highway, Hallam VIC 3803
Delivery Mode	Face-to-face classroom and structured self-study
Work Placement	Not applicable
Duration	26 weeks (full time) - 24 weeks of training and assessment over 2 terms of 12 weeks each, plus 2 weeks holidays
Study Load	Full time
Supervised Self-Study (Mandatory)	288 hours (12 hours per week in class) - includes watching videos & research, practical activity, research review & reflection
Structured Independent Learning (Mandatory)	240 hours (10 hours per week) - guided reading, case studies, workplace scenario tasks, and assessment preparation aligned to unit outcomes

Overview of Course

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

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

[View full qualification details at training.gov.au](https://training.gov.au)

Who Should Apply?

Target groups for BSB40120 are international students who are:

- Seeking to pursue a career in leadership and management
- Seeking to enter a new industry sector
- Seeking a pathway to higher-level qualifications

Student characteristics:

- Students from a range of countries, possibly living in Australia for the first time
- Many will speak English as a second language (minimum IELTS 6.0 entry standard applies)
- Typically aged 18–35, establishing or changing careers
- Credit and/or RPL available for those with existing skills and knowledge

- Potential employment in leadership and management roles across a range of industries

What Can I Expect?

All units below are required for the award of the qualification. Students who only complete some units will be awarded a Statement of Attainment for units successfully completed.

Unit Code	Unit Title	Core/Elective
BSBCRT411	Apply critical thinking to work practices	Core
BSBTEC404	Use digital technologies to collaborate in a work environment	Core
BSBTWK401	Build and maintain business relationships	Core
BSBWHS411	Implement and monitor WHS policies, procedures and programs	Core
BSBWRT411	Write complex documents	Core
BSBXCM401	Apply communication strategies in the workplace	Core
BSBOPS405	Organise business meetings	Elective
BSBCRT511	Develop critical thinking in others	Elective
BSBPMG430	Undertake project work	Elective
BSBCMM511	Communicate with influence	Elective
BSBPEF402	Develop personal work priorities	Elective
BSBPEF401	Manage personal health and wellbeing	Elective

Training and Assessment

The qualification is delivered over 26 weeks comprising two (2) terms of 12 weeks each (24 weeks total) and 2 weeks of holiday breaks as specified in the timetable.

TDT uses a range of delivery techniques including trainer presentations and demonstrations, individual tasks, case studies, research, role plays and group work. The simulated workplace environment is incorporated into all delivery methodologies.

Assessment methods include written knowledge assessments and project-based performance assessments. Trainer-to-student ratio: 1:20.

Course Progress and Attendance

Minimum attendance: 80% of all scheduled classes

Course progress is monitored throughout the course per TDT's Course Progress and Attendance Policy

Further information provided at orientation on Day 1

Refer to the International Student Handbook for full details

Student Support

TDT offers the following support and welfare services:

- One-to-one support from the trainer/assessor
- Support with personal issues
- Access to additional learning resources
- Reasonable adjustment in assessment
- Social events and peer connection

Additional support needs are identified at enrolment. A Student Support Plan may be prepared. Referrals to local organisations are provided as required.

Course Credit

You may apply for credit transfer or recognition of prior learning (RPL) to reduce your course duration and fees. Refer to the International Student Handbook for full details. TDT will advise any changes to fees or course duration in writing and issue a new Confirmation of Enrolment.

Entry Requirements

Requirement	Detail
Minimum age	18 years at time of enrolment
Academic	Year 12 / VCE or equivalent
English proficiency	Minimum IELTS 6.0 General (or equivalent PTE / TOEFL) — test results must be no more than 2 years old
LLND assessment	TDT LLND assessment mapped to ACSF Level 3 — completed prior to commencement
Pre-training interview	Required at enrolment
IT skills	Basic MS Office Suite (Word, PowerPoint, Excel)
USI	Valid Unique Student Identifier required

Resource Requirements

Students must bring their own laptop with Office 365 (or equivalent) to all classes. These costs are not included in course fees.

Specification	Minimum Requirement
Processor	Intel® or AMD 64-bit, 2 GHz or faster
OS (Windows)	Windows 10 (Version 1709 or later), 64-bit
OS (Mac)	macOS 10.12 Sierra or later
RAM	4 GB minimum (8 GB recommended)
Storage	16 GB (32-bit) or 20 GB (64-bit)

Specification	Minimum Requirement
Software	Office 365 — approx. \$129/year
Laptop	Any meeting above specs — approx. \$800

Course Fees

Item	Amount
Enrolment fee	\$250 (non-refundable — payable on application)
Course fees	AUD \$5,750 (includes \$300 non-refundable materials fee)
Payment plan	4 equal instalments of \$1,500
Non-tuition fees	May apply — refer to International Student Handbook

Course fees do not include laptop or software. A detailed payment plan is provided in your Offer Letter and Student Agreement. Non-payment may result in cancellation of enrolment.

You must also arrange Overseas Student Health Cover (OSHC) before arriving in Australia. Refer to the International Student Handbook for OSHC provider details.

[Living costs information — studyinaustralia.gov.au](https://studyinaustralia.gov.au)

How to Apply

Submit a completed enrolment form with certified copies of:

- High School Certificate (Year 12 / VCE) or equivalent
- Other qualification certificates and evidence of relevant work experience (if applicable)
- Proof of age — must be at least 18 years at time of enrolment
- English language test results — IELTS, PTE or TOEFL (no more than 2 years old)
- Copy of passport

Contact our Administration and Student Support Officers to confirm any additional documents required.

Where to From Here?

If your application is successful, we will send you an Offer Letter and Student Agreement. Read it carefully, sign and return it to us. We will then issue your Confirmation of Enrolment (CoE) and an invoice for the first payment.

The first day of your course will include orientation and induction covering campus information, living in Australia, support services and course progress requirements.

This brochure should be read in conjunction with the International Student Handbook available on our website. For further information contact our Administration and Student Support Officer.

Pathway: Graduates may progress to the BSB50420 Diploma of Leadership and Management or a range of other Diploma qualifications.