



International Student Handbook

Pre-Enrolment Information Guide

159A Princes Highway, Hallam VIC 3803
(03) 9703 2488 | 1800 350 320 | info@tdttraining.com.au
RTO No. 6855 | CRICOS Provider 04446D

Table of Contents

1. Welcome to TDT Training Australia	3
Acknowledgement of Country	3
Welcome	3
About Us.....	3
Campus Facilities.....	3
Contact Details	3
Our Obligations to You.....	3
2. Courses We Offer.....	5
BSB40120 – Certificate IV in Business.....	5
BSB50420 – Diploma of Leadership and Management	5
Entry Requirements (Both Courses)	5
Resource Requirements	5
3. How to Apply	8
Application Documents.....	8
Step-by-Step Application Process	8
Visas and Conditions.....	8
Unique Student Identifier (USI).....	8
Education Agents.....	8
4. Fees and Refunds	10
Fee Schedule.....	10
Fee Protection	10
Refund Policy Summary	10
Overdue Fee Process	10
5. Training and Assessment	12
What to Expect.....	12
Assessment Results	12
Reassessment.....	12
Orientation.....	12
Course Progress and Attendance	12
Issuing Certificates.....	12
6. Support and Wellbeing	14
Support Services.....	14
Diversity, Inclusion and Wellbeing	14
RPL and Credit Transfer	14
Working on a Student Visa	14
7. Key Policies	16

Complaints and Appeals	16
Deferring Your Course	16
Suspending Your Course	16
Transferring to Another Provider	16
Discontinuing Your Studies	16
Privacy and Access to Records	16
Student Code of Conduct	16
 8. Living and Studying in Australia	 18
Why Australia?	18
Our Location – Hallam, Melbourne	18
Minimum Financial Requirements	18
Estimated Daily Living Costs	18
Accommodation Options	18
Overseas Student Health Cover (OSHC)	18
Health and Safety on Campus	18
Transport Near Campus	18
Working on a Student Visa	18
 9. Emergency Contacts and Support Services	 20
Medical Services Near Campus	20
Government and Legal Services	20
Crisis Support	20
 10. Student Acknowledgement	 21

1. Welcome to TDT Training Australia

Acknowledgement of Country

TDT Training Australia acknowledges and respects the Traditional Custodians of the land on which our training facilities operate, and pays respect to Aboriginal and Torres Strait Islander peoples as the First Peoples of Australia. We recognise their continuing connection to land, waters, culture and community. Students and staff are encouraged to demonstrate respect for First Nations cultures and to contribute to a learning environment that values cultural diversity and mutual understanding.

Welcome

Welcome to TDT Training Australia. This handbook provides everything you need to know about studying with us in Australia. By choosing TDT as your education provider, you are choosing a high-quality, industry-relevant course designed to set you up for a successful future.

About Us

Located in Hallam, 34 km south-east of Melbourne's CBD within the City of Casey, TDT Training Australia is a Nationally Registered Training Organisation (RTO No. 6855) that has delivered world-class training for more than 30 years. With well-located facilities, industry-current trainers and assessors, and modern equipment and resources, TDT is a wise choice for your learning and career.

TDT is a CRICOS-registered provider (CRICOS Provider 04446D). VET courses in Australia are competency-based, you are assessed as either Competent or Not Yet Competent. Once you achieve Competency in all units, you will be awarded your certificate.

For more about studying vocational education in Australia: [Study in Australia – Vocational Education](#)

Campus Facilities

- Modern classrooms with multimedia technology, projectors, whiteboards, tables and chairs
- Wireless campus with free Wi-Fi access
- Colour printers and photocopiers (user-pay basis)
- Library and study lounge with course-related resources
- Student kitchen with microwave, fridge, kettle, and complimentary tea and coffee
- Accessible restrooms including disabled access

Contact Details

Contact	Details
Main Phone	(03) 9703 2488 1800 350 320
Email	info@tdttraining.com.au
Address	159A Princes Highway, Hallam VIC 3803

Contact	Details
Google Maps	https://goo.gl/maps/LLQvqMsjsNWppkvZA
Student Support – Niluka Von Hagt	niluka@tdt.edu.au
Student Support – Helene McAlpine	helene@tdt.edu.au
RTO Manager – Dilini Ranathunga	dilini@tdt.edu.au

Student Support Officers are available 24/7 for emergency situations via the main telephone number.

Our Obligations to You

As a Registered Training Organisation and CRICOS provider registered with ASQA, TDT must comply at all times with:

- The Standards for RTOs 2025 (VET Quality Framework)
- The Education Services for Overseas Students Act 2000 (ESOS Act)
- The National Code of Practice for Providers of Education and Training to Overseas Students 2018

We participate in ASQA audits and take full responsibility for any third parties we work with, including training partners, education agents and marketing providers. If you believe we are not meeting our obligations, you have the right to lodge a complaint — refer to the Complaints and Appeals section of this handbook.

2. Courses We Offer

TDT Training Australia offers the following nationally recognised qualifications to international students:

BSB40120 – Certificate IV in Business

-  Duration: 26 weeks (2 terms × 12 weeks + 2 weeks holidays)
-  Delivery: Face-to-face classroom and structured self-study
-  Study Load: Full time | In-class: 288 hours | Independent study: 240 hours
-  Location: 159A Princes Hwy, Hallam VIC 3803
-  Course fees: AUD \$5,750 (includes \$300 non-refundable materials fee)
-  Enrolment fee: \$250 (non-refundable)
-  Payment plan: 4 equal instalments of \$1,500

This qualification reflects the role of individuals in a variety of Business Services positions who carry out moderately complex administrative or operational tasks and may provide leadership and guidance to others.

Units of Competency – BSB40120

Unit Code	Unit Title
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)

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

BSB50420 – Diploma of Leadership and Management

-  Duration: 52 weeks (4 terms × 12 weeks + 4 weeks holidays)
-  Delivery: Face-to-face classroom and structured self-study
-  Study Load: Full time | In-class: 576 hours | Independent study: 480 hours
-  Location: 159A Princes Hwy, Hallam VIC 3803
-  Course fees: AUD \$11,750 (includes \$300 non-refundable materials fee)
-  Enrolment fee: \$250 (non-refundable)
-  Payment plan: 8 equal instalments of \$1,500

This qualification reflects the role of individuals who apply knowledge, practical skills and experience in leadership and management across a range of enterprise and industry contexts. Graduates display initiative and judgement in planning, organising, implementing and monitoring workloads.

Units of Competency – BSB50420

Unit Code	Unit Title
BSBCMM511	Communicate with influence (Core)
BSBCRT511	Develop critical thinking in others (Core)
BSBLDR523	Lead and manage effective workplace relationships (Core)
BSBOPS502	Manage business operational plans (Core)
BSBPEF502	Develop and use emotional intelligence (Core)
BSBTWK502	Manage team effectiveness (Core)
BSBCRT512	Originate and develop concepts (Elective)
BSBOPS503	Develop administrative systems (Elective)
BSBOPS504	Manage business risk (Elective)
BSBPEF501	Manage personal and professional development (Elective)
BSBTWK503	Manage meetings (Elective)
BSBWHS521	Ensure a safe workplace for a work area (Elective)

Entry Requirements (Both Courses)

Requirement	Detail
Minimum age	18 years at time of enrolment

Requirement	Detail
Academic	Year 12 / VCE completion or equivalent
English proficiency	Minimum IELTS 6.0 General (or equivalent PTE / TOEFL)
LLND assessment	TDT LLND assessment mapped to ACSF Level 3 — completed prior to commencement
Pre-training interview	Required at enrolment to identify any support needs
IT skills	Basic MS Office Suite (Word, PowerPoint, Excel)
USI	Valid Unique Student Identifier required before qualification can be issued

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 OS) or 20 GB (64-bit OS)
Display	1024 × 768 minimum (1280 × 800 recommended)
Software	Office 365 — approx. \$129/year
Laptop	Any meeting above specs — approx. \$800 (JB Hi-Fi, Harvey Norman, etc.)

3. How to Apply

Application Documents

Submit your completed enrolment form along 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.

Step-by-Step Application Process

1. Submit completed enrolment form with all supporting documents
2. TDT assesses your application and issues an Offer Letter and Student Agreement
3. Read carefully, sign and return your Student Agreement
4. Receive your Confirmation of Enrolment (CoE) and invoice for first payment
5. Apply to the Department of Home Affairs for your Student Visa using your CoE
6. Arrange Overseas Student Health Cover (OSHC) before arriving in Australia
7. Attend orientation on Day 1 of your course

Visas and Conditions

Once you receive your student visa, you must comply with all its conditions at all times:

- Maintain minimum 80% attendance and satisfactory course progress
- Maintain a valid enrolment throughout your course
- Only work the hours permitted under your visa grant
- Maintain valid Overseas Student Health Cover (OSHC) for your entire stay
- Notify TDT of your Australian address and any changes within 7 days
- Complete your course within the duration specified on your CoE
- Remain with your principal education provider for the first 6 months (unless a Letter of Release is issued)

For visa application information:

[Department of Home Affairs – Visa Finder](#)

Unique Student Identifier (USI)

All students enrolling in nationally recognised training must have a valid USI. Without a verified USI, TDT cannot issue your qualification or Statement of Attainment. We will assist you to create your USI at orientation if needed.

[Create or verify your USI at usi.gov.au](https://usi.gov.au)

Education Agents

TDT may use approved education agents to assist in student recruitment. All agents operate under written agreements ensuring ethical practices. A list of approved agents is available on our website.

4. Fees and Refunds

Fee Schedule

Item	Amount
Enrolment fee (non-refundable)	\$250 — payable on application
BSB40120 — Certificate IV in Business	AUD \$5,750 (incl. \$300 non-refundable materials fee)
BSB50420 — Diploma of Leadership and Management	AUD \$11,750 (incl. \$300 non-refundable materials fee)
Re-assessment fee (3rd attempt onwards)	\$100 per attempt
Late payment fee	\$100 per week overdue
Deferral fee	Nil
Credit transfer fee	Nil
RPL application fee	\$250
RPL per-unit fee	\$500

All fees are detailed in your Student Agreement and Course Brochure. Non-payment of fees may result in cancellation of enrolment.

Fee Protection

- TDT maintains sufficient reserves to repay all prepaid tuition fees
- TDT is a member of the Tuition Protection Scheme (TPS), which ensures international students are placed in an alternative course or receive a refund of unspent fees if TDT is unable to deliver their course
- TDT does not require more than 50% of course fees before commencement (unless the course is under 26 weeks)

Refund Policy Summary

Scenario	Refund Entitlement
Visa refusal (before course start)	100% refund of unused prepaid tuition fees (excl. enrolment fee)
Withdrawal more than 28 days before start	Full tuition refund minus enrolment fee
Withdrawal less than 28 days before start	50% tuition refund minus enrolment fee
Withdrawal after course commencement	No refund (unless compassionate/compelling circumstances apply)

Scenario	Refund Entitlement
Visa cancelled due to student actions	No refund
Provider default (TDT unable to deliver)	Pro-rata refund of unused fees within 28 calendar days
Cooling-off period (3 calendar days from enrolment)	Full refund less application fee

Non-refundable items include: enrolment fees, RPL application fees, fees for services already rendered, and textbooks/materials already supplied.

Overdue Fee Process

8. First Warning Letter — issued if payment is not made within 5 days of invoice due date
9. Second Warning Letter — issued if payment is not made within 5 days of first warning
10. Notice of Intention to Report — issued if payment is not made within 5 days of second warning

Following cancellation due to non-payment, unpaid amounts may be referred to a debt collection agency.

5. Training and Assessment

What to Expect

Training at TDT is practical and competency-based, delivered in a classroom and simulated workplace environment. Delivery includes:

- Trainer presentations and demonstrations
- Individual and group tasks, case studies and research activities
- Role plays and scenario-based learning
- Written knowledge assessments and project-based performance assessments

Trainer-to-student ratio for face-to-face training: 1:20

Assessment Results

Each task is marked Satisfactory or Not Satisfactory. Achieving Satisfactory across all tasks in a unit results in a Competent outcome. Competency in all units of a qualification leads to the award of your certificate.

Reassessment

You are entitled to two attempts at each assessment task. A third attempt or beyond incurs a re-assessment fee of \$100 per task. Reassessment arrangements are made directly with your trainer/assessor.

Orientation

All new students attend an orientation session before training commences, covering:

Topic	Topic
Campus welcome and facilities	Student rights and responsibilities
ESOS Framework and visa conditions	Course progress and attendance requirements
USI creation assistance	Overseas Student Health Cover (OSHC)
Diversity, inclusion and wellbeing	Complaints and appeals processes
Emergency contacts	Living and adjusting to life in Australia
Support and welfare services	Crisis support and referral pathways

Course Progress and Attendance

- ✓ Minimum attendance: 80% of all scheduled classes
- ⚠ Maximum consecutive absences without approval: 5 days
- 📅 Attendance recorded at the start and end of each class

 Academic progress monitored continuously throughout your course

If you are identified as at risk, TDT will:

- Issue a First Warning Letter and invite you to an intervention strategy meeting

- Issue a Second Warning Letter if concerns continue after the first intervention

- Issue a Notice of Intention to Report to the Department of Home Affairs if no improvement is made

Your enrolment is maintained throughout any internal appeals process related to course progress or attendance.

Issuing Certificates

Once you have achieved Competency in all enrolled units and paid all fees, TDT will issue your qualification and Record of Results within 30 calendar days. If you partially complete your course, a Statement of Attainment will be issued within 30 days of withdrawal for any successfully completed units.

TDT retains qualification records for a minimum of 30 years. Lost certificates may be reissued for a fee (refer to your Student Agreement).

6. Support and Wellbeing

Support Services

TDT is committed to supporting your success and wellbeing throughout your studies. We offer:

- One-to-one academic support from your trainer/assessor
- Assistance with personal and welfare matters
- Access to additional learning resources
- Reasonable adjustment in assessment for students with additional needs
- Social events and peer connection opportunities
- Referrals to external support organisations

Internal support is provided at no additional cost. Any costs for external services are the responsibility of the student. Contact a Student Support Officer for a confidential discussion.

Diversity, Inclusion and Wellbeing

TDT maintains a safe, inclusive and respectful learning environment where all students are treated with dignity and fairness. During enrolment and orientation, TDT conducts LLN and support needs screening to identify whether students require additional assistance or reasonable adjustments. Students may communicate preferences regarding accessibility, communication style and pronouns.

RPL and Credit Transfer

Credit Transfer formally recognises previously completed qualifications and units. There is no charge to apply — indicate your interest on the enrolment form and provide a certified copy of your certificate or USI transcript.

Recognition of Prior Learning (RPL) formally recognises skills and knowledge gained through work and life experience. Indicate your interest on the enrolment form. Fees apply — refer to the Fees section. Both options can reduce course duration and fees. TDT will confirm any changes in writing and issue an updated CoE.

Working on a Student Visa

Student visa holders may work up to 40 hours per fortnight during study terms, and unlimited hours during school holiday breaks.

[Study in Australia – Work Rights](#)

7. Key Policies

Complaints and Appeals

TDT takes all complaints and appeals seriously. You may lodge a complaint or appeal about any aspect of our services, including assessment decisions, course delivery, fees, and the conduct of staff, students or education agents.

1. Try to resolve the matter informally by discussing it directly with the person involved
2. If unresolved, submit a written complaint or appeal using the Complaints and Appeals Form (from reception) within 30 calendar days of the incident or decision
3. TDT acknowledges receipt in writing within 3 working days
4. Review commences within 5 working days of receipt
5. Resolution within 30 calendar days (you will be notified if more than 60 days is required)
6. For assessment appeals, an independent assessor is appointed
7. Outcome communicated in writing with reasons provided

You may have a support person present at any meeting. The internal process is free of charge.

If the internal process does not resolve your complaint, you may escalate to:

Body	Contact
Overseas Students Ombudsman (OSO)	www.ombudsman.gov.au/overseas-students Free of charge
National Training Complaints Hotline	13 38 73 (Mon–Fri 8am–6pm) ntch@education.gov.au
ASQA	www.asqa.gov.au/complaints Regulatory intelligence only

Deferring Your Course

You may defer commencement for up to 12 months subject to compassionate or compelling circumstances. Complete a Deferral Form with supporting evidence. A revised Student Agreement will be issued if approved. Check the visa impact with the Department of Home Affairs.

Suspending Your Course

You may apply for a leave of absence for up to 12 months subject to compassionate or compelling circumstances and no outstanding fees. Complete a Leave of Absence Form with supporting evidence. A revised Student Agreement will be issued if approved.

Transferring to Another Provider

To transfer to another CRICOS-registered provider within the first 6 months of your principal course, you must apply for a Letter of Release. TDT will approve a transfer where the course is academically

unsuitable; compassionate or compelling circumstances exist; the course has not been delivered as agreed; or you have been misled. Outcomes are communicated within 10 working days.

Discontinuing Your Studies

If you wish to withdraw, complete a Withdrawal Form and review the Fees and Refunds section carefully before making a final decision. Discuss with TDT staff first — we may be able to offer an alternative pathway.

Privacy and Access to Records

All personal information is held in strict confidence and available to you on written request. Under the Data Provision Requirements 2012, TDT shares certain information with NCVER for statistical and regulatory purposes as outlined in the Privacy Notice in your Student Agreement.

[NCVER Privacy Policy](#)

Student Code of Conduct

Your Responsibilities

- Read, understand and follow all TDT policies documented in this handbook
- Respond to TDT communications promptly
- Notify TDT within 7 days of any change to contact or address details
- Attend all scheduled classes and actively participate in learning
- Complete all homework and assessments by the due date
- Refrain from plagiarism, cheating or collusion
- Pay all fees by the due date
- Arrive on time, be prepared and communicate in English during class
- Respect the values, beliefs and property of all staff and students
- Refrain from harassment or discrimination of any kind

Your Rights

- Be informed of all TDT policies and procedures
- Learn in a safe, inclusive and supportive environment
- Receive high-quality training, assessment and support services
- Have assessments marked and returned within 10 working days
- Receive written feedback when an assessment result is Not Satisfactory
- Have your personal details kept confidential and secure
- Provide feedback on services received at any time

8. Living and Studying in Australia

Why Australia?

Australia is one of the world leaders in education and home to almost 950,000 international students. With some of the lowest crime rates in the world, beautiful natural environments, vibrant multicultural cities, and strong legal protections for visitors, Australia is an outstanding destination to study and live.

[Study in Australia – Official Government Guide](#)

Our Location – Hallam, Melbourne

Hallam is a suburb 34 km south-east of Melbourne's CBD in the City of Casey. It offers residential amenities, schools, parks, shopping centres and excellent transport connections. The Pakenham/Cranbourne train line (Hallam Station) and several PTV bus routes connect Hallam to the CBD and surrounding areas.

Minimum Financial Requirements (as at May 2024)

Person	Minimum Annual Funds Required
Student or guardian	AUD \$29,710 per year
Accompanying partner	AUD \$10,394 per year
Each accompanying child	AUD \$4,449 per year

[Cost of Living Calculator – Insider Guides](#)

Estimated Daily Living Costs (Melbourne, 2025)

Expense	Approximate Cost
Public transport	AUD \$3.20/day (50% discounted myki student pass)
Coffee	AUD \$5.50/cup (average Melbourne café)
Casual meal out	AUD \$20–\$30
Breakfast at café	AUD \$15–\$20
GP doctor visit (no Medicare)	AUD \$80–\$120
Gym membership	AUD \$63/month (national average)

Accommodation Options

Type	Weekly Cost
Hostels / Guesthouses	\$90–\$150 per week (shared facilities)
Shared Rentals	\$95–\$215 per week (room in shared house)
Homestays	\$235–\$325 per week (often includes meals)

Type	Weekly Cost
Private Rentals	\$185–\$440+ per week (varies by location)
Short-term / Airbnb	\$70–\$150 per night

[Study in Australia – Accommodation Guide](#)

Overseas Student Health Cover (OSHC)

You must hold valid OSHC before arriving in Australia and maintain it for your entire stay. This is a condition of your Student Visa. Contact your preferred OSHC provider before departing your home country.

[Study in Australia – Health Insurance](#)

Health and Safety on Campus

- Do not leave valuables unattended — TDT accepts no responsibility for lost or stolen items
- Smoking and vaping are prohibited in or near TDT buildings
- Advise your trainer of any personal health conditions before commencing (treated in strict confidence)
- Report any accident or personal injury to Student Support immediately
- Follow all emergency procedures and exit plans (covered in detail at orientation)

Transport Near Campus

Mode	Details
Train	Hallam Station — Pakenham/Cranbourne line to Melbourne CBD
Bus	Route 893 (PTV)
Taxi	Black and White Cabs: 133 222 Dandenong Cabs: 0415 252 061
Rideshare	Uber and Didi available in the Hallam area

Working on a Student Visa

Student visa holders may work up to 40 hours per fortnight during study terms and unlimited hours during school holiday breaks.

[Study in Australia – Work Rights](#)

9. Emergency Contacts and Support Services

 EMERGENCY SERVICES (Police / Fire / Ambulance): Dial 000

 TDT Student Support (available 24/7 for emergencies): (03) 9703 2488

Medical Services Near Campus

Service	Details
Hospital Emergency	Dandenong Hospital ED 135 David St, Dandenong (03) 9554 1000 ~5.3 km
Medical Centre	Hallam Medical Group 212 Princes Hwy, Hallam (03) 9796 5400 <1 km
Dental	Hallam Smiles 24 Spring Square, Hallam (03) 9702 3101 <1 km
Optometrist	Oscar Wylee Narre Warren 352 Princes Hwy (03) 8751 3773
Women's Health	Hampton Park Women's Health Clinic 4 Warana Dr (03) 9799 2817

Government and Legal Services

Service	Contact
Department of Home Affairs	2 Lonsdale St, Melbourne In Australia: 131 881 Overseas: +61 2 6196 0196
Police (local)	50 Langhorne St, Dandenong (03) 9767 7444 police.vic.gov.au
Victoria Legal Aid	1300 792 387 www.legalaid.vic.gov.au
Bramich Legal (free advice)	22 Spring Square, Hallam (03) 8795 7762 <1 km

Crisis Support

Service	Contact
Lifeline (24/7)	13 11 14 — Crisis support and suicide prevention
Beyond Blue	1300 22 4636 — Anxiety, depression and mental health support
Sexual Assault Crisis Line (Vic)	1800 806 292 — Free call, available 24/7
Overseas Students Ombudsman	www.ombudsman.gov.au/overseas-students
National Training Complaints Hotline	13 38 73 ntch@education.gov.au (Mon–Fri 8am–6pm)

For other external support referrals, contact the Administration and Student Support Officer at Reception. All discussions are held in strict confidence.

10. Student Acknowledgement

By signing below, I confirm that I have read and understood the TDT Training Australia International Student Handbook (Version 3.0) and that I am fully aware of:

- Course entry requirements including English language proficiency, academic qualifications, work experience requirements and available course credit
- Course details: CRICOS course codes, course content, delivery modes, assessment methods and trainer-to-student ratio
- Course duration, term structure and scheduled holiday breaks
- Campus location and all facilities, equipment and learning resources available to students
- The role of any third-party organisations delivering services to students
- All tuition and non-tuition fees, the payment schedule, and the potential for fees to change over the course duration
- Cancellation, deferral, suspension and refund policies
- The ESOS Framework and links to official Australian Government material
- Accommodation options and indicative costs of living in Australia
- My rights and responsibilities as a student, including compliance with all student visa conditions

Student Full Name	
Date of Birth	
Student Signature	
Date	



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.

BSB50420

Diploma of Leadership and Management

Nationally Recognised Training | CRICOS Registered Course

52 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	120503A
Location	159A Princes Highway, Hallam VIC 3803
Delivery Mode	Face-to-face classroom and structured self-study
Work Placement	Not applicable
Duration	52 weeks (full time) - 48 weeks of training and assessment over 4 terms of 12 weeks each, plus 4 weeks holidays
Study Load	Full time
Supervised Self-Study (Mandatory)	576 hours (12 hours per week in class) - includes watching videos & research, practical activity, research review & reflection
Structured Independent Learning (Mandatory)	480 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 who apply knowledge, practical skills and experience in leadership and management across a range of enterprise and industry contexts.

Individuals at this level display initiative and judgement in planning, organising, implementing and monitoring their own workload and the workload of others. They use communication skills to support individuals and teams to meet organisational requirements. They may plan, design, apply and evaluate solutions to unpredictable problems, and identify, analyse and synthesise information from a variety of sources.

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

Who Should Apply?

Target groups for BSB50420 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
BSBCMM511	Communicate with influence	Core
BSBCRT511	Develop critical thinking in others	Core
BSBLDR523	Lead and manage effective workplace relationships	Core
BSBOPS502	Manage business operational plans	Core
BSBPEF502	Develop and use emotional intelligence	Core
BSBTWK502	Manage team effectiveness	Core
BSBCRT512	Originate and develop concepts	Elective
BSBOPS503	Develop administrative systems	Elective
BSBOPS504	Manage business risk	Elective
BSBPEF501	Manage personal and professional development	Elective
BSBTWK503	Manage meetings	Elective
BSBWHS521	Ensure a safe workplace for a work area	Elective

Training and Assessment

The qualification is delivered over 52 weeks comprising four (4) terms of 12 weeks each (48 weeks total) and 4 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.

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

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 \$11,750 (includes \$300 non-refundable materials fee)
Payment plan	8 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.

[Overseas Student Health Cover \(OSHC\) | Study Australia](#)

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.