



'Leveraging DigiTech for Learning.'

## Students e-Handbook

Treadfast Pty Ltd trading as EdTec Institute Australia

ABN 77 651 584 879 | ACN 651 584 879 | RTO No: TBA

**WELCOME**

Welcome to EdTec. This Student e-Handbook is designed to provide you with information on programs, services, and policies, which will assist you in your ability to navigate your way to a successful study. We are confident that you will find the EdTec community to be an interesting place, filled with thoughtful, committed students, trainers and administration staff. We understand that studying online is challenging and our trainers and support staff will support and assist you at all times.

We take great pride in preparing students for success in life by providing various courses that meet the rapidly changing demands of modern society. Our nationally accredited and internationally recognized courses are designed to provide you with the knowledge and real-world skills necessary to achieve your academic and professional goals. Whichever course you enrol in, you will be supported with an atmosphere that is nurturing, and you will always have access to trainers and support staff that are committed to your success.

In this e-handbook you will find relevant information to help you plan for your everyday study life within the EdTec's online delivery environment. All students are required to abide by all the relevant policies and procedures of EdTec. This e-handbook is a source of information that you can refer to from time to time to assist you in your studies. So, it is important that you take good look of it. Information will also be given to you at online Orientation events and also on the EdTec's website.

It is important to have a balance in life, to study successfully and to deal with difficulties as they arise. Our friendly Student Support Team is available to provide you with assistance on any matters related to your study. Please do not hesitate to contact our staff at any time.

We would like to welcome you to EdTec. We are looking forward to your academic progress over the time that you are with us. We encourage you to take full advantage of the opportunities available to you and look forward to celebrating your achievements in the future.

Chief Executive Officer

|                       |                            |                    |                       |                            |
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**1 SECTION 1- INTRODUCTION**

**IMPORTANT AND EMERGENCY CONTACTS**

|                                  |   |
|----------------------------------|---|
| <b>EDTEC INSTITUTE AUSTRALIA</b> | <p>Email: <a href="mailto:contact@edteconline.com.au">contact@edteconline.com.au</a><br/>         Web: <a href="http://www.edteconline.com.au">www.edteconline.com.au</a><br/>         Address: 293, Shepherds Hill Road, Eden Hills, SA 5010 Australia<br/>         RTO No: TBA</p>  |
| <b>EDTEC POSTAL ADDRESS</b>      | 293, Shepherds Hill Road, Eden Hills, SA 5010 Australia   |
| <b>TRAINERS</b>                  | <p>Contact details will be provided.<br/>         Please email to your Course Trainers if you have any questions regarding:</p> <ul style="list-style-type: none"> <li>• Content of units</li> <li>• Assessment</li> <li>• Teaching procedures</li> <li>• Employability skills</li> </ul>   |
| <b>CEO</b>                       | <p>Mrs Rupal Chanda<br/>         Please email to CEO if you have any questions regarding:</p> <ul style="list-style-type: none"> <li>• The program as a whole</li> <li>• Decisions to defer from study</li> <li>• Academic regulations</li> <li>• Help with reading, writing, note taking and preparation for tests and assignments</li> <li>• Difficulties with study</li> </ul>   |
| <b>ONLINE COORDINATOR</b>        | <p>Ms Nupur Chanda<br/>         Please email to Online Coordinator if you have any questions regarding:<br/>         Email: <a href="mailto:contact@edteconline.com.au">contact@edteconline.com.au</a><br/>         For matters relating to:</p> <ul style="list-style-type: none"> <li>• Timetable</li> <li>• Forms</li> <li>• Enrolment</li> <li>• Policies and Procedures</li> <li>• Change of Address</li> <li>• OSHC</li> <li>• Fee Payment</li> </ul> |

## 2 SECTION 2: ABOUT THE EDTEC INSTITUTE AUSTRALIA

### 2.1 ABOUT THE EDTEC INSTITUTE AUSTRALIA (EDTEC)

The EdTec Institute Australia (EdTec) is a Registered in the Adelaide, South Australia. EdTec will be a Registered Training Organization (RTO No. TBA) accredited by The Australian Skills Quality Authority (ASQA). EdTec operates under the strict guidelines of Australian Qualifications Framework (AQF).

Our mission is to provide outstanding education and training for a changing world. EdTec is envisioned as an online training provider which values service through high quality education, industry collaboration, partnership arrangements and event management.

EdTec features enriched living and learning environments, experienced and motivated trainers, innovated curriculum initiatives, optimum-sized classrooms, individualized student support and an embracing cultural diversity atmosphere. Studying at EdTec doesn't just give you a qualification, it gives you the opportunity to enjoy a quality education experience that prepares you for professional and personal success.

At EdTec you will be offered a Quality Australian Education program that meets National education and adult vocational standards which are recognized both locally and internationally. EdTec offers a vibrant online learning environment to enable online interaction with teaching staff, to provide a broad range of programs with simulated experience and student support services.

#### EDTEC SYSTEM OF EDUCATION

EdTec system of education delivers practical and career-oriented training, equipping individuals with the skills required in a modern work-based economy. EdTec system of education provides students with the skills needed to enter the workforce for the first time, forge a career, re-train for a new job, upgrade skills for an existing job, and engage in lifelong learning.

EdTec culture is built on a system of continuous improvement and innovation, constantly ensuring that we lead and reflect the latest developments in adult vocational systems of education. We prepare professionals for leadership roles in their field of formal education. We seek to understand, reform and improve our system of education. We invest in understanding the processes of adult vocational education learning and development.

We seek to understand how adults learn and develop, and how our academic staff can best use that knowledge for the benefit of all learners. We recognize that all our staff are themselves learners and we are committed to providing opportunities for their continuous professional development. We strive to sustain our institute as a scholarly community for students, faculty and staff.

#### DEDICATED STAFF

|                       |                            |                    |                       |                            |
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Under the guidance of experienced academic and administration staff students have opportunities to pursue or advance careers in chosen field of studies. EdTec dedicated teaching and administrative staff are highly qualified with a great deal of experience in teaching and assisting students.

## EDTEC'S APPROACH TO ONLINE EDUCATION

EdTec opened its doors to students with integrity and commitment to education excellence. EdTec seeks to achieve this goal through an integrated approach to policy, regulation, engagement, promotion of the institute and above all a caring nature towards our students and fellow staff members. The provisioning of education services to students by EdTec is undertaken in a way that is consistent with the vocational education standards in Australia.

EdTec believes that it is essential to promote the joy of knowledge and learning, whilst maintaining focus on the competencies that are to be achieved alongside the action learning principles of making education and training relevant to the modern-day workplace. EdTec has a suitable focal point for all enquiries, and suitable communication and support structures to ensure the effective implementation of the EdTec student programs and the provision is made for the successful outcomes of the students. EdTec aims to provide prospective students accurate and comprehensive information on the EdTec, admission requirements and procedures, courses available, tuition and, where appropriate and other services.

## 2.2 GENERAL ADMINISTRATION

### Student ID Cards

Your Student ID card is used for the purpose of identification. An electronic version of the card will be provided.

### e-Textbooks, Electronic Material through LMS, Learner Guides

These are considered essential tools for learning. You will be given range of eLearning material through Learning Management System (LMS), you may require supporting each unit of competency. The Institute will provide details of these eLearning materials including e-books, and you are able to purchase these at online. You will have access to Learning Management System of EdTec where you will be able to access this content. Please use these appropriately as they will assist you in all learnings and assessments.

### YEAR 12 OVERSEAS EQUIVALENT

EdTec requires students to have completed their schooling at least to the Australian equivalent of Year 12. The table below explains the mapping of overseas qualifications equivalent to Australian Year 12:

| COUNTRY   | MINIMUM QUALIFICATION  |
|-----------|--|
| AUSTRALIA | Australian Year 12 Senior Secondary Certificate of Education - satisfactory completion |
| ARGENTINA | Bachillerato (Secondary School Certificate)  |

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|                                    |   |
|------------------------------------|---|
| BANGLADESH                         | Higher Secondary School Certificate   |
| BHUTAN                             | Bhutan Higher Secondary Education Certificate   |
| BRAZIL                             | Diploma de Ensino Medio (Middle Education Diploma)  |
| BRUNEI                             | Brunei Cambridge General Certificate of Education Advanced Level (Brunei-Cambridge A level) - 2 passes      |
| CANADA                             | High School Diploma   |
| CHILE                              | <i>Licencia de Educaci n Media</i> (Certificate of Secondary Education Certificate)                         |
| CHINA                              | General Senior Secondary Unified Graduation (Certificate of Graduation)                                     |
| COLUMBIA                           | <i>Bachillerato</i> (Secondary School Certificate)  |
| CZECH REPUBLIC                     | <i>Maturita</i> (Matriculation Certificate)   |
| DENMARK                            | <i>Studentereksamensbevis</i> (Upper Secondary School Leaving Certificate)                                  |
| EGYPT                              | <i>Thanawiyya al-A'aama</i> (General Secondary Education Certificate)                                       |
| FIJI & OTHER SOUTH PACIFIC NATIONS | Fiji Seventh Form Certificate (Form 7)  |
| FINLAND                            | <i>Ylioppilastutkintodistus</i> (Certificate of Matriculation)  |
| FRANCE                             | <i>Baccalaur at</i>   |
| GERMANY                            | <i>Achgebundene Hochschulreife</i> (Leaving Certificate) or <i>Zeugnis der Reife</i> or <i>Reifezeugnis</i> |
| GREECE                             | <i>Apolytirio Lykeiou</i> (Leaving certificate)   |
| HONG KONG                          | Hong Kong Diploma of Secondary Education (HKDSE) or HKALE   |
| HUNGARY                            | <i>Gimnaziumi Erettsegi Bizonyitvany,   Gymnasium Maturity Certificate</i>                                  |

|             |  |
|-------------|--|
| INDIA       | All India Senior School Certificate or Indian School Certificate or Certificate of Vocational Education or Senior Secondary Certificate or State Boards of Secondary/Senior Secondary Education certificates |
| INDONESIA   | Certificate of Completion of Senior Secondary Education ( <i>Ijazah SMA/ STTB SMA</i> ) or Certificate of Graduation (SKHUN)   |
| IRELAND     | Leaving Certificate  |
| ISRAEL      | <i>Teudat Bagrut (High School Certificate)</i>   |
| ITALY       | <i>Diploma di Superamento dell'Esame di Stato conclusivo dei Corsi di Istruzione Secondaria Superiore (Upper Secondary School Leaving Certificate)</i>   |
| JAPAN       | Upper Secondary School Certificate of Graduation (Kotogakko Sotsugyo Shosho)   |
| JORDAN      | Twajihi (General Secondary Education Certificate)  |
| KENYA       | Kenya Certificate of Secondary Education or GCE A level - 2 passes   |
| LEBANON     | <i>Baccalaur at</i>  |
| MACAU       | Senior Secondary School Diploma or GCE A Level - 2 passes  |
| MALAYSIA    | STPM Senior Secondary Certificate of Education or GCE A Level - 2 passes   |
| MAURITIUS   | GCE A-level - 2 passes   |
| MEXICO      | <i>Bachillerato (or the Preparatoria)</i>  |
| NEPAL       | Higher Secondary Education Board Certificate   |
| NEW ZEALAND | National Certificate of Educational Achievement (NCEA) - Level 3, minimum 60 credits   |
| NETHERLANDS | <i>Voorbereidend wetenschappelijk onderwijs (Diploma VWO) or Hoger algemeen voortgezet onderwijs Diploma HAVO)</i>   |
| NORWAY      | <i>Vitnemaal fra den videregående skolen (Certificate from upper secondary school)</i>   |
| OMAN        | School Leaving Certificate   |

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|                  |   |
|------------------|---|
| PAKISTAN         | Higher Secondary School Certificate   |
| PAPUA NEW GUINEA | Higher School Certificate   |
| PERU             | <i>Certificado de Educaci n Secundaria Com n Completa</i> ( Secondary Common Education Graduation Certificate)                |
| PHILIPPINES      | High School Diploma or a Certificate of Graduation + first year of bachelor degree  |
| POLAND           | <i>Matura Swiadectwo Dojrzalosci Liceum Ogolnoksztalcacego</i> (Certificate of Matriculation of the General Lyceum)           |
| PORTUGAL         | <i>Certificado de Fim de Estudos Secundarios</i> or <i>Diploma de 12 Ano de Escolaridad</i>                                   |
| RUSSIA           | <i>Attestat o Srednem (polnom) Obshchem Obrazovanii</i> (Certificate of Secondary (Complete) General Education)               |
| SAUDI ARABIA     | <i>Shahadat al-thanawiyah al-'aama</i> or <i>shahadat al-marhalat al-thanawiyat</i> (General Secondary Education Certificate) |
| SINGAPORE        | GCE A-level - 2 passes  |
| SLOVAKIA         | <i>Maturitni Vysvedceni/Maturitnej Vysvedcenie</i> (Matriculation Certificate)  |
| SLOVENIA         | <i>Spri evalo o poklicni mature</i> or <i>Spri evalo o poklicni mature</i> or <i>Svidetelstov zo polozen zavresen</i>         |
| SOUTH AFRICA     | National Senior Certificate NQF Level 4 or Senior Certificate NQF Level 4   |
| SOUTH KOREA      | General/Academic Senior High School Certificate/Diploma ( <i>Immumgye Kodung Hakkyo Choeupchang</i> )                         |
| SPAIN            | <i>Titulo de Bachiller</i>  |
| SRI LANKA        | GCE A-level - 2 passes  |
| SWEDEN           | <i>Slutbetyg Från Gymnasieskola</i>   |
| SWITZERLAND      | Federal Maturity Certificate/ <i>Maturitätszeugnis, Certificat de Maturit / Attestato di Maturit</i>                          |
| TAIWAN           | Senior High School Diploma or Senior Vocational School Diploma  |
| THAILAND         | <i>Matayom 6</i> or <i>MS 6</i> . (Certificate of Secondary Education)  |

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|----------------------|---|
| TURKEY               | <i>Lise Diploması</i> (High School Diploma or Secondary School Diploma)                   |
| UNITED ARAB EMIRATES | <i>Tawjihyya</i> or <i>Thanawiyya Al-A'ama</i> ( <i>General Secondary Certificate</i> )   |
| VIETNAM              | <i>Bang Tot nghiep Trung hoc Pho thong</i> (Upper Secondary Education Graduation Diploma) |
| ZIMBABWE             | Zimbabwe General Certificate of Education at Advanced Level - 2 passes                    |
| OTHER COUNTRY        | Please attach your highest qualification  |

## ENGLISH PROFICIENCY REQUIREMENTS

EdTec requires students to have their English language proficiency at least to IELTS 5.0 or equivalent. Following is intended as a guide to acceptable forms of English language proficiency for admission to EdTec:

- TOEFL iBT 46
- PTE Academic 42
- OET Pass
- Cambridge English: Advanced (CAE) 162

Or you must provide evidence that you have:

- Studied in English for at least five years during your schooling in your country of residency, and/or
- Worked in any establishment where the medium of communication is in English for at least five years in your country of residency, and/or
- Studied in English for at least three years in Australia, Canada, New Zealand, Republic of Ireland, South Africa, United Kingdom or United States; or
- Within two years of your application date have successfully completed in Australia
  - a foundation course
  - a Senior Secondary Certificate of Education; or
- A substantial part of a Certificate IV or higher-level qualification, from the Australian Qualifications Framework.

## 2.3 COURSES ON OFFER

| COURSE NAME                                | DURATION |
|--|----------|
| ICT50220 Diploma of Information Technology | 52 Weeks |
| BSB50120 Diploma of Business               | 52 Weeks |

### ICT50220 - Diploma of Information Technology

This qualification reflects the role of individuals in a variety of information and communications technology (ICT) roles who have established specialised skills in a technical ICT function.

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Individuals in these roles carry out moderately complex tasks in a specialist field, working independently, as part of a team or leading a deliverable with others. They may apply their skills across a wide range of industries, business functions and departments, or as a business owner.

The skills required for these roles may include, but are not restricted to:

- Advanced networking: configuring and managing virtual computing environments, and security within ICT networks
- Advanced programming: applying intermediate and advanced programming skills, managing data and building advanced user interfaces to manage organisational requirements
- Web development - back end: developing and maintaining website information architecture and data
- Business analysis: designing and implementing technical requirements, quality assurance processes and contingency plans for businesses
- Cloud architecture: developing, improving and designing cloud infrastructure, including disaster recovery plans
- Cloud engineering: building, implementing and managing cloud infrastructure and virtual networks
- Cyber security: protecting sensitive data and information through security architecture and developing disaster recovery and contingency plans
- Database and data management: creating, designing and monitoring systems that store data and optimise organisational knowledge management
- Web development - Front end: designing dynamic and complex websites, user experience solutions and documents using extensible mark-up languages
- Game art and design: creating complex 2D and 3D modelling and animation software through scripts and storyboards
- Game programming: creating complex 2D and 3D interactive games and media, building graphical user interfaces and applying artificial intelligence in game development
- Systems administration: reviewing maintenance procedures and support to help troubleshoot system applications
- Systems analysis: modelling and testing data objects, data processes and preferred ICT system solutions
- Telecommunications network engineering: managing logistics, organisational specifications, regulations and legislative requirements across network projects.

This qualification reflects the role of individual who perform a broad range of tasks on a variety of Information technology industry.

### Licensing, legislative, regulatory or certification considerations

No licensing, legislative or certification requirements apply to this qualification at the time of publication.

### Packaging Rules

**Total number of units = 20**

- **6 core units** plus
- **14 elective units**, of which:
  - at least 10 units must be selected from the elective units listed below
  - up to 4 units may be selected from the remaining listed elective units or from this or any currently endorsed Training Package or accredited course where the units are packaged in an Australian Qualification Framework (AQF) Level 4, 5 or 6 qualifications.

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Elective units must be relevant to the work environment and the qualification, maintain the integrity of the AQF alignment, not duplicate the outcome of another unit chosen for the qualification, and contribute to a valid, industry-supported vocational outcome. Units selected from other Training Packages or accredited courses must not duplicate units selected from or available within the ICT Information and Communications Technology Training Package.

All the elective units are pre-selected by EdTec through an extensive consultative process with the industry partners and they have been identified as containing knowledge and skills appropriate for the industry. The full list of the units can be found within ITS training package and are made available for all EdTec training staff and students to review. The units offered by EdTec as listed as below:

### Core units

1. BSBCRT512 - Originate and develop concepts
2. BSBXCS402 - Promote workplace cyber security awareness and best practices
3. BSBXTW401 - Lead and facilitate a team
4. ICTICT517 - Match ICT needs with the strategic direction of the organisation
5. ICTICT532 - Apply IP, ethics and privacy in ICT environments
6. ICTSAS527 - Manage client problems

### Elective units

7. ICTDBS503 - Create a data warehouse
8. ICTDBS506 - Design databases
9. ICTNWK537 - Implement secure encryption technologies
10. ICTNWK548 - Model preferred system solutions
11. ICTNWK556 - Identify and resolve network problems
12. ICTNWK560 - Determine best-fit topologies for wide area networks -
13. ICTPRG547 - Apply advanced programming skills in another language
14. ICTPRG549 - Apply intermediate object-oriented language skills
15. ICTPRG554 - Manage data persistence using NoSQL data stores
16. ICTSAD501 - Model data objects
17. ICTPRG556 - Implement and use a model view controller framework
18. ICTSAS506 - Update ICT system operational procedures
19. ICTPRG437 - Build a user interface
20. ICTPRG441 - Apply skills in object-oriented design

### Duration

EdTec will deliver this qualification over 52 weeks period. This will consist of scheduled online student contact Hours (SCH) for 24 hours per week for 46 weeks (1104 Hours) allowing for 6 weeks breaks. This takes in to account public holiday periods such as Christmas and Easter and holiday breaks.

### Delivery Method

|                       |                           |                    |                       |                            |
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This course is delivered through Online mode including simulated individual or group exercises in the online classes. The trainer will provide any additional eLearning material where gaps are identified in either the participant's underpinning knowledge or the training resources.

### Assessment Methods

Assessment will be a learning and assessment pathway. Participants will be advised of the assessment requirements at the beginning of each unit. Assessment will usually commence in the session following delivery as advised by the trainer. As this is a competency-based course, assessment continues throughout the course until the participants either achieve the competency in the assessment tasks or a further training need is identified and addressed. The assessment process may include written assessment, project, and assignment.

### Pathways

**Employment pathway:** Participants are provided with an advice on employment and training options throughout the delivery of the course. Job roles and titles vary across different industry sectors.

**Pathways to further studies:** After achieving the Diploma of Information Technology - ICT50220, Student may choose to higher qualification in the ICT field or other relevant qualifications.

Note: EdTec does not guarantee an employment outcome, licence, or accreditation at the completion of this qualification

### Domestic and International Offshore Students Entry Requirements

Entry into this course requires Domestic and International Offshore students to fulfil requirements as listed below:

- Must be 18 years of age or over
- Completed year 12 (HSC or equivalent)
- Meet with English requirements as specified in Admissions Policy

### Location

Online

### Delivery mode

Online

### Cost

Tuition Fee \$12,000

### Qualification Issued

Completing all the units of competency within this qualification will lead to the issuance of a **Diploma of Information Technology - ICT50220** including a transcript of all completed units. Students who successfully complete individual units of competency, but not the whole qualification, will be eligible to receive a 'Statement of Attainment' detailing the completed units.

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*EdTec does not guarantee that:*

by enrolling in this course, EdTec Institute does not guarantee a learner will successfully complete and receive the qualification.

## **BSB50120 – Diploma of Business**

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

Individuals in these roles carry out moderately complex tasks in a specialist field of expertise that requires business operations skills. They may possess substantial experience in a range of settings, but seek to further develop their skills across a wide range of business functions.

### **Licensing, legislative, regulatory or certification considerations**

No licensing, legislative or certification requirements apply to this qualification at the time of publication.

### **Packaging Rules**

**Total number of units = 12**

- **5 core units** plus
- **7 elective units**, of which:
  - 2 elective units must be selected from Group A
  - for the remaining 5 elective units:
    - up to 5 units may be selected from Groups A - I
    - if not listed, up to 2 units may be selected from a Certificate IV, Diploma or Advanced Diploma from this or any other currently endorsed Training Package qualification or accredited course.

Elective units must be relevant to the work environment and the qualification, maintain the integrity of the AQF alignment and contribute to a valid, industry-supported vocational outcome.

All the elective units are pre-selected by EdTec through an extensive consultative process with the industry partners and they have been identified as containing knowledge and skills appropriate for the industry. The full list of the units can be found within BSB training package and are made available for all EdTec training staff and students to review. The units offered by EdTec as listed as below:

### **Core units**

1. BSBCRT511 – Develop critical thinking in others
2. BSBFIN501 – Manage budgets and financial plans
3. BSBOPS501 – Manage business resources
4. BSBSUS511 – Develop workplace policies and procedures for sustainability
5. BSBXCM501 – Lead communication in the workplace

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## Elective units

1. BSBLDR523 - Lead and manage effective workplace relationships
2. BSBLDR601 - Lead and manage organisational change
3. BSBMKG541 - Identify and evaluate marketing opportunities
4. BSBMKG548 - Forecast international market and business needs
5. BSBPMG430 - Undertake project work
6. BSBPMG530 - Manage project scope
7. BSBTWK502 - Manage team effectiveness

## Duration

EdTec will deliver this qualification over 52-week period. This will consist of scheduled online student contact Hours (SCH) for 24 hours per week for 46 weeks (1104 Hours) allowing for 6 weeks breaks. This takes in to account public holiday periods such as Christmas and Ester and holiday breaks.

## Delivery Method

This course is delivered through Online mode including simulated individual or group exercises in the online classes.

The trainer will provide any additional learning material where gaps are identified in either the participant's underpinning knowledge or the training resources.

## Assessment Methods

Assessment will be a learning and assessment pathway. Participants will be advised of the assessment requirements at the beginning of each unit. Assessment will usually commence in the session following delivery as advised by the trainer. As this is a competency-based course, assessment continues throughout the course until the participants either achieve the competency in the assessment tasks or a further training need is identified and addressed.

The assessment process may include written assessment, project, and assignment.

## Pathways

**Employment pathway:** Participants are provided with an advice on employment and training options throughout the delivery of the course. Job roles and titles vary across different industry sectors.

**Pathways to further studies:** After achieving the Diploma of Business - BSB50120, Student may choose to higher qualification in the Business field or other relevant qualifications.

Note: EdTec does not guarantee an employment outcome, licence, or accreditation at the completion of this qualification

## Domestic and International Offshore Students Entry Requirements

Entry into this course requires Domestic and International Offshore students to fulfil requirements as listed below:

- Must be 18 years of age or over
- Completed year 12 (HSC or equivalent)

|                |                    |                     |               |
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- Meet with English requirements as specified in Admissions Policy

#### Location

Online

#### Delivery mode

Online

#### Cost

Tuition Fee \$7,200

#### Qualification Issued

Completing all the units of competency within this qualification will lead to the issuance of a **Diploma of Business – BSB50120** including a transcript of all completed units. Students who successfully complete individual units of competency, but not the whole qualification, will be eligible to receive a Statement of Attainment detailing the completed units.

*EdTec does not guarantee that:*

by enrolling in this course, EdTec Institute does not guarantee a learner will successfully complete and receive the qualification.

## 2.4 HOW TO APPLY FOR THE COURSE

Read and understand the student e-Handbook carefully before applying to study at EdTec

1. Complete the EdTec Application Form which can be downloaded [www.edteconline.com.au](http://www.edteconline.com.au)
2. On submitting EdTec Application Form, with choosing courses, EdTec will instantly enrol the applicant as 'Provisional admission with Condition offer, subject to meeting with admission Criteria.
3. Student will be provided with the user id for the specific course units and can begin the journey of learning.
4. Student will be given two weeks' time to provide all the evidence of the admission criteria with certified copies of the following documents:
  - a. Academic transcripts (minimum Year 12 or equivalent)
  - b. Evidence meeting English requirements
  - c. One recent passport size photo
  - d. Any other documents to support your application
5. Upon receipt of these documents, EdTec will review and if found meeting with admission criteria will admit student and intimate student to pay the appropriate tuition fees. Student will have one week time to pay the applicable fees. Student will have choice to pay the applicable fees through online secured payment gateway or through bank transfer in Australian currency.

Account name: EdTec Institute Australia

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Bank name: Commonwealth Bank of Australia  
BSB: 065 155  
Account Number: 1106 4957  
Swift Code: CTBAAU2S

6. Upon successful payment of tuition fees as applicable, a 'Letter of offer' will be issued to the student.
7. Incomplete forms with evidence not meeting the admission criteria will not be further processed for admission, and the admission will be denied through email communication.

### 3 STUDENT SUPPORT SERVICE

#### 3.1 STUDENT INDUCTION AND ORIENTATION

The EdTec Student e-Handbook is electronically available to all students and can be downloaded from institute website [www.edteconline.com.au](http://www.edteconline.com.au). It is the student's responsibility to read and understand all the contents of the student e-Handbook prior to commencement of studies. You can reach out any student support if you have any questions regarding your studies.

The EdTec Student e-Handbook will provide you with the essential information required during your course of study, such as:

- Student support services offered by the Institute in academic areas at no additional cost to the student.
- EdTec Policies and procedures
- Course information
- Course Fees and charges
- Issuing of Certificates and Qualifications
- Your rights and responsibilities as a student

#### STUDENT ORIENTATION - ONLINE

EdTec shall undertake an online orientation session for every commencing student. Students will also be provided with a student e-Handbook at that time, which will provide them with important details about EdTec and other relevant information to assist. Please use the Induction Checklist below to organize yourself. If you are not sure of any aspect of your orientation, please email Student Support.

#### STUDENT INDUCTION CHECKLIST

- |  |   |
|--|---|
| <input type="checkbox"/> Role of Student Support Team                        | <input type="checkbox"/> Timetable for the term                 |
| <input type="checkbox"/> How to contact the staff                            | <input type="checkbox"/> Dates when assessments occur           |
| <input type="checkbox"/> Course details                                      | <input type="checkbox"/> Explanation of policies and procedures |
| <input type="checkbox"/> Explanation of learning materials required and cost | <input type="checkbox"/> Academic requirements                  |
|  | <input type="checkbox"/> Code of Conduct                        |

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## 3.2 STUDENT SUPPORT SERVICES

The Student Support office can provide support and information on everything from courses offered at EdTec, academic and general support.

The Student Support Office can be contacted between the working hours, seven days a week (Except Public Holidays), or email [contact@edteconline.com.au](mailto:contact@edteconline.com.au) for advice on matters such as, advice on course related matters, policies and procedures, assessments, English language support and learning support.

Please email your Trainer regarding academic enquiries relating to your course program, such as attendance, results/awards, and assessments.

### BASIC COMPUTER LITERACY SKILLS

Some basic skills taught include MS Word: opening, saving, spell check, highlighting, page breaks, formatting, finding information, copying, cutting, bullets and numbering, table of contents, inserting pictures/graphics, borders, using keyboard shortcuts. Please let us know if you have difficulties with word processing as it is important to gain these basic skills for assignment presentation.

### ENGLISH LANGUAGE SUPPORT

Additional English language support is offered to students focusing on specific areas of need, as requested.

## 4 STUDENT'S RIGHTS & RESPONSIBILITIES

### 4.1 STUDENT CODE OF CONDUCT

EdTec Student Code of Conduct provides a framework for the standard of conduct expected of students of EdTec with respect to their academic integrity and behaviour. It outlines the primary obligations of students and directs staff and students to the code and related procedures. Where a student breaches this Code, EdTec may take disciplinary action.

EdTec Student Code of Conduct aims at providing a learning culture that prepares students to learn effectively and to gain the necessary skills for employment or further studies. Providing superior education in which students are encouraged to strive for excellence. EdTec expects Students and trainers will help to contribute to this aim. Students will practice the qualities that EdTec seek and at all times act in a respectful and courteous manner. An environment free of harassment, discrimination and threatening behaviour will operate at all times.

EdTec recognises the values of Diversity and differences, Co-operation, Respect, and Tolerance & Freedom of expression well-established in social responsibility.

### EXPECTED BEHAVIOUR

Whilst attending online sessions, all students are expected to behave in a considerate and respectful manner towards other students and staff. Unacceptable behaviour restricts academic progress and hinders the performance of others.

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Students are encouraged to

- Speak in English whilst in online session
- Be respectful and courteous to everyone
- In session, allow everyone an opportunity to learn. Listen and avoid interrupting others
- Submit all work on time
- If you miss your online class, it is your responsibility to catch up

## UNACCEPTABLE BEHAVIOUR OR MISCONDUCT

EdTec recognizes two forms of misconduct of unacceptable behaviour as listed below

- Academic misconduct
- General misconduct

## ACADEMIC MISCONDUCT

The following gives an indication to the types of behaviour that constitute 'Academic Misconduct' within the institute:

### ASSESSMENT TASKS

- Students must not copy or paraphrase any document, audio-visual material, computer-based material or artistic piece from another source except in accordance with the conventions of the field of study
- Students must not use another person's concepts, results or conclusions and pass them off as their own
- In cases where the assessment task is intended to be individual work, students must not prepare an assignment collaboratively and then submit work that is substantially the same as another student's assessment.
- Students must not ask another person to produce an assessable item for them.
- Any other way of academic misconduct as per EdTec's Plagiarism Policy.

## GENERAL MISCONDUCT

General misconduct is where a student acts dishonestly; harasses other students or staff; interferes with students or staff; prevents or disrupts learning; disobeys/fails to comply with contractual or legal requirements; misuses, damages or steals institute's property or the property of others; alters/defaces the institute documents or records; prejudices the good name of the institute, or otherwise acts in an improper manner.

The following examples indicate the kinds of behaviour which constitute student misconduct. They are for illustrative purposes and are not intended to be exhaustive. Student misconduct occurs when a student:

- contravenes any rules or acts;
- prejudices the good name or reputation of the institute;
- prejudices the good order and governance of the institute or interferes with the freedom of other people to pursue their studies.
- wilfully disobeys or disregards any lawful order or direction from institute personnel;
- refuses to identify him or herself when lawfully asked to do so by the institute;
- fails to comply with any penalty imposed for breach of discipline;

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- misbehaves in an e-class, e-meeting or other activity under the control or supervision of the institute;
- obstructs any member of staff in the performance of their duties;
- acts dishonestly in relation to admission to the institute;
- knowingly makes any false or misleading representation about things that concern the student as a student of the institute or breaches any of institute rules;
- alters any documents or records;
- harasses or intimidates another student, a member of staff, a visitor to the institute, or any other person while the student is engaged in study or other activity as an Institute student, because of race, ethnic or national origin, sex, marital status, sexual preference, disability, age, political conviction, religious belief or for any other reason;
- breaches any confidence of the institute;
- Misuses any facility in a manner which is illegal or which is or will be detrimental to the rights or property of others. This includes the misuse, in any way, of any computing or communications equipment or capacity to which the student has access at or away from the institute premises while acting as the institute student, in a manner which is illegal or which is or will be detrimental to the rights or property of others;
- steals, destroys or damages a facility or property of the institute or for which the institute is responsible; or
- Is guilty of any improper conduct.

#### CONSEQUENCES OF STUDENT MISCONDUCT

In relation to disciplinary matters listed above, EdTec may suspend or cancel a student’s enrolment.

#### COMPLAINT, GRIEVANCES & APPEAL

All students are to be given the opportunity to access the EdTec complaints, grievances and appeals procedure. The students must be advised that they have 20 working days to lodge an appeal from the issue of final notification. Where a student decides to access this procedure within 20 working days of notification the institute will maintain the student enrolment.

## 4.2 UNIQUE STUDENT IDENTIFIER (USI)

### ABOUT THE UNIQUE STUDENT IDENTIFIER (USI)

All domestic students undertaking nationally recognised training delivered by a registered training organisation will need to have a Unique Student Identifier (USI). A USI gives students access to their online USI account which is made up of ten numbers and letters. It will look something like this: 3AW88YH9U5.

The USI will make it easier for all domestics’ students to find and collate their VET achievements into a single authenticated transcript. It will also ensure that students’ VET records are not lost. The USI is available online and

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at no cost to the student. This USI will stay with the student for life and be recorded with any nationally recognised VET course that is completed from when the USI comes into effect on 1 January 2015.

A USI account will contain all domestic student's nationally recognised training records and results from 1 January 2015 onwards. A student's results from 2015 will be available in their USI account in 2016. When applying for a job or enrolling in further study, students will often need to provide their training records and results. One of the main benefits of the USI is that students will have easy access to their training records and results throughout their life. Students can access their USI account online from a computer, tablet or smart phone anywhere and anytime.

#### THE USI INITIATIVE WILL:

- Seamlessly link information about a student's VET achievements, regardless of where they studied
- Enable students to easily access secure digital transcripts of their achievements
- Give students access to, and more control over, their educational information

#### WHO NEEDS A USI?

Students who need a USI include:

- All domestic students who are enrolling in nationally recognised training for the first time;
- school students completing nationally recognised training; and
- students continuing with nationally recognised training.

A student who is continuing study is a student who has already started their course in a previous year (and not yet completed it) and will continue studying after 1 January 2015.

Once a student creates their USI, they will be able to:

- give their USI to each training organisation they study with;
- view and update their details in their USI account;
- give their training organisation permission to view and/or update their USI account;
- give their training organisation view access to their transcript;
- control access to their transcript; and
- view online and download their training records and results in the form of a transcript.

#### HOW TO GET A USI

It is free and easy for students to create their own USIs online. While students may create their own USI, EdTec is also able to create USIs for students. EdTec may do this as part of the enrolment process or when students begin studying. Where this service is provided, EdTec shall advise its students.

#### STEPS TO CREATE A USI

The following steps show how students can create a USI:

**Step 1** Have at least one and preferably two forms of ID ready from the list below:

- Driver's Licence
- Medicare Card
- Australian Passport
- Birth Certificate (Australian)

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- Certificate of Registration by Descent
- Citizenship Certificate

IMPORTANT: To make sure we keep all student's training records together, the USI will be linked to the student's name as it appears on the form of ID used to create the USI. The personal details entered when a student creates a USI must match exactly with those on their form of ID. If a student has no proof of ID from the list above, they will be required to contact their training organisation about other forms of ID they can accept to help a student get a USI.

**Step 2** Have contact details ready (e.g. email address, or mobile number, or address).

**Step 3** Visit the USI website at: [usi.gov.au](http://usi.gov.au).

**Step 4** Select the 'Create a USI' link and follow the steps.

**Step 5** Agree to the Terms and Conditions.

**Step 6** Follow the instructions to create a USI- it should only take a few minutes. Upon completion, the USI will be displayed on the screen. It will also be sent to the student's preferred method of contact.

**Step 7** The student should then write down the USI and keep it somewhere handy and safe.

For more information, please visit [www.usi.gov.au](http://www.usi.gov.au)

## 5 STUDENT INFORMATION

### 5.1 FEES, CHARGES AND COURSE DURATION

The Institute charges a range of fees, as listed below and included in your 'Letter of Offer'. You are required to pay all fees and charges on time. This information will be made available to you prior to your acceptance of offer to study at EdTec Institute Australia.

#### DIPLOMA OF BUSINESS (BSB50120)

|             |          |
|-------------|----------|
| Tuition Fee | \$ 7,200 |
| Material    | \$ 0     |

#### DIPLOMA OF INFORMATION TECHNOLOGY (ICT51220)

|             |           |
|-------------|-----------|
| Tuition Fee | \$ 12,000 |
| Material    | \$ 0      |

### 5.2 METHOD OF PAYMENT

Fees can be paid both through online payment gateways and directly to EdTec Institute Australia's bank account. Make sure you obtain the receipt and keep it in a safe. Please note that personal cheques are not accepted.

Account name: EdTec Institute Australia  
 Bank name: Commonwealth Bank of Australia  
 BSB: 065 155  
 Account Number: 1106 4957  
 Swift Code: CTBAAU2S

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At the time of enrolment, a student must pay applicable tuition fee. Students will pay the tuition fee during the progress of course. Students are required to pay their tuition fees by the due dates shown on their Fee Schedule. If fees are not paid by the due date, the institute may charge late fees as applicable, or the Institute may withdraw the enrolment or may also restrict services to students if tuition fees remain overdue.

### 5.3 RECOGNITION OF PRIOR LEARNING

The Institute is committed to ensuring students prior knowledge and skills are recognized, pursuant to obligations under the Australian Quality Framework. Students must provide all documentary evidence with which to establish and demonstrate appropriate learning outcomes. Time taken depends on the complexity of assessment. It is essential therefore that students seeking RPL present all documents required in a timely manner.

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