



GET
EDUCATION
AUSTRALIA

INSTITUTE & COURSE
INFORMATION
2025

ASIAN & OTHERS
SUBCONTINENTAL



KEY TO SUCCESS - CONSTRUCTION



ENTRY REQUIREMENTS

GENERAL - ALL COURSES

CERTIFICATE 3 & 4

- **English:** IELTS 6.0 or Equivalent. Internal English Placement Test acceptable for certain countries.
- **Previous Qualification:** Year 10 (+) Graduate

DIPLOMA & ADVANCED DIPLOMA*

- **English:** IELTS 6.0 or Equivalent. Internal English Placement Test acceptable for certain countries.
- **Previous Qualification:** Year 12 (+) Graduate

OTHER MATTERS

- **Work Experience:** Genuine working experience and CV are required for applicants with gap between previous study and upcoming study.
- **GTE:** Please refer to GTE Guideline (next page) published by the Department of Home Affairs for details.
- **Finance Capability:** It's not part of the entry requirement for level 1 &2 countries when applying for level 1 &2 institutes, but **it's key** for visa grant.
- **Formal English Test:** It's not part of the entry requirement for level 1 &2 countries, when applying for level 1 &2 institutes, but **it's important** for visa grant.

UNDER 18 YEARS OLD

- We accept application student who is under 18, but student has to be over 18 years old at the time course starts, and meets the entry requirement of the course applied for. Guardians needs to sign on the Letter of Offer and Application Form on behalf of student.

GTE GUIDELINE

GENUINE TEMPORARY ENTRANT (GTE)

ABOUT GTE

- In the online student visa application form, you will need to provide a personal statement in English addressing the GTE requirement. This statement is to be 300 words in total (a 2000 character limit applies). The statement needs to address your personal circumstances for undertaking your proposed study in Australia.
- In addition to the written statement in the application form, you will also be required to attach supporting documents to ImmiAccount. **Generic statements unsupported by evidence will not be weighed heavily in the GTE assessment.** When we assess whether you are a genuine temporary entrant, we consider your situation as a whole.
- [Ministerial Direction 69 \(52KB PDF\)](#) sets out a number of factors we take into account when determining if you meet the GTE requirement. It is not a checklist.

WHAT EVIDENCE AND INFORMATION TO INCLUDE

- **PREVIOUS STUDY**
 - academic transcripts showing qualifications achieved
 - name of the education provider(s)
 - length of study
 - certificates of attainment
 - Gap in previous study
 - reasons why there is a gap in your studies including where you did not maintain enrolment
- **CURRENT EMPLOYMENT**
 - your current employer, company address, period of employment, details of your position
 - the name and contact details of someone who can confirm the circumstances of your employment
- **TIES TO HOME COUNTRY OR COUNTRY OF RESIDENCE**
 - evidence of financial, family or social ties. You need to show you have significant incentives to return home
- **ECONOMIC SITUATION IN HOME COUNTRY OR COUNTRY OF RESIDENCE**
 - documents showing employment or business activities for 12 months before lodging an application
 - potential employment offers including salary and other benefits, after course completion
 - income tax return or bank statements
- **EMPLOYMENT IN A THIRD COUNTRY**
 - Potential employment offers, including salary and other benefits, after course completion

HOW WE ASSESS GTE

The GTE requirement is used to make sure the student visa program is accessed as intended. **The student visa program is not a way for international students to maintain ongoing residency in Australia.**

- **SITUATIONS IN YOUR HOME COUNTRY (OR COUNTRY OF RESIDENCE).**
 - reason for not studying in your home country or region if a similar course is available there
 - ties to your home country that support an intention to return after study is finished
 - economic situation
 - military service commitments
 - political and civil unrest in your home country
- **POTENTIAL SITUATION IN AUSTRALIA**
 - ties to Australia that present a strong incentive to stay in Australia
 - level of knowledge of the proposed course and education provider
 - previous study and qualifications
 - planned living arrangements
 - financial stability
- **VALUE OF THE COURSE TO YOUR FUTURE**
 - if the course is consistent with your current level of education
 - if the course is relevant to past or proposed future employment in your home country or a third country
 - expected salary and other benefits in your home country or a third country obtained with your qualifications from the proposed course of study
- **YOUR IMMIGRATION HISTORY**
 - previous visa applications for Australia or other countries
 - visa refusals or cancellations
 - **If you are a minor, we consider the intentions of your parent, legal guardian or spouse.**

INTAKE & PAYMENT

GENERAL - ALL CAMPUSES

INTAKE

- **Intake:** Monthly Intake for most courses*
- **Late Enrolment:** 2 Weeks acceptable

PAYMENT PLAN

- **ONSHORE:**
 - **Initial Payment:** \$1500 (minimum)
 - **Monthly Instalment**
- **OFFSHORE:**
 - **Initial Payment:** Full fee of ELICOS (if any) + 1/2 of 1st Year Tuition Fee of principle course + Material Fee + Enrolment Fee***
 - **Monthly Instalment**
 - ***Special consideration may be given to certain cases, please check with school for details.

TERMINOLOGY

- **ONSHORE:** Student is currently in Australia, or holding a valid Australian Visa, like 600, 500 or 485, etc.
- **OFFSHORE:** Student is currently overseas and does not hold any valid Australian Visa.

OTHERS

- **Enrolment Fee:**
 - Only 1 Enrolment Fee will be charged for any package course.
- **Tuition Fee:**
 - Tuition Fee may be updated according to market feedback. We will update the brochure regularly.
- **Scholarship:**
 - Scholarship is available for certain trade course period by period.
- **Visa Refusal:**
 - In case of any visa refusal, we will deduct \$250 enrolment fee for both ELICOS (if any) & PRINCIPLE COURSE, and refund the balance.
- **Course Withdraw:**
 - Please refer to details on Letter of Offer.
- All prices are checked to be accurate at the time of publishing.

WHY CHOOSE US



GET
EDUCATION
AUSTRALIA



RTO: 31401 | CRICOS: 03990K
Est. 2007 | Level 2

- Carpentry
- Wall & Floor Tiling
- Painting & Decorating
- Building & Construction
- Business

GET EDUCATION

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- 📍 Level 4 180 Bourke St, MELBOURNE VIC 3000

 **Promoted by College Zone**
For inquiries, feel free to contact Bee 0452 509 542 or Maggie 0435 925 236



Australian
Qualifications
Framework 

GET EDUCATION



GET Education Australia is Australia's leading course provider in building and construction related courses such as carpentry, wall & floor tiling, painting & decorating, building & construction. GET Education has been providing these courses to the domestic and international students since 2007, and send hundreds of qualified apprenticeships to various sites across Australia.

Except trade courses, GET Education also offers business courses to meet the demand of students.

GET Education is located in the heart of Melbourne CBD, with convenient and easy access to public transport and caterings, and livings. We have students from all over the world studying with us and experiencing life, study and work in Australia with our support.



CARPENTRY, BUILDING & CONSTRUCTION

Carpentry

- CPC30220 Certificate III in Carpentry (104wks)

Wall & Floor Tiling

- CPC31320 Certificate III in Wall & Floor Tiling (104wks)

Painting & Decorating

- CPC30620 Certificate III in Painting & Decorating (104wks)

Building & Construction

- CPC50220 Diploma of Building & Construction (Building) (104wks)

Course	Timetable
• Certificate III in Carpentry	Every Saturday (9am - 6pm)
• Certificate III in Wall & Floor Tiling	Every Saturday (9am - 6pm)
• Certificate III in Painting & Decorating	Every Saturday (9am - 6pm)
• Diploma of Building & Construction (Building)	Every Saturday (9am - 6pm)

ENTRY REQUIREMENTS

- Certificate & Diploma: IELTS 6.0 or Equivalent Certificate
- III: Year 10(+) Graduates
- Diploma & Above: Year 12(+) Graduates

BENEFITS

- 1 Course Meets 2 Yrs Full Time Study Requirement
- CPCCWHS1001 Prepare to Work Safely in The Construction Industry inclusive.
- On Campus & Workshop Placement Blended Learning Mode (subject to ASQA requirement)*

CAREER OPPORTUNITIES

- Carpentry: Carpenter, Formworker
- Wall & Floor Tiling: Wall and Floor Tiler
- Painting & Decorating: Painter and Decorator
- Building & Construction: Builder



Intake Dates 2025~2026

2025	6 January / 10 February / 17 March / 22 April / 26 May / 30 June 4 August / 8 September / 13 October / 17 November
2026	5 January / 9 February / 16 March / 20 April / 25 May / 29 June 3 August / 7 September / 12 October / 16 November



CERTIFICATE III IN CARPENTRY



National Code	CPC30220
CRICOS Code	110212F
Total Course Duration	104 Weeks
Study Period	88 weeks
Holidays	16 Weeks
Tuition Fees (RRP)	\$30,000
Material Fee	\$1750
Enrolment Fee	\$250 (Non-refundable)
Intake Date	Monthly Intake & 2 Weeks Late Enrolment
Entry Requirements	<ul style="list-style-type: none"> • 18+ years of age at the time of course commencement • IELTS 6.0 or Equivalent • Year 10(+) Graduates
Modes of Delivery	<ul style="list-style-type: none"> • Classroom Blended including classroom sessions, self-study and assessments at home and simulated workplace environment.
Career Opportunities	<ul style="list-style-type: none"> • Carpenter - Commercial • Carpenter - Formwork • Carpenter - Residential
Timetable	<ul style="list-style-type: none"> • TBC

Course Description

This is a trade qualification for carpenters in residential and commercial workplaces. It includes setting out, manufacturing, constructing, assembling, installing and repairing products made using timber and non-timber materials.

Unit Code	Unit Title	Core/ Elective
CPCCCA2002*	Use carpentry tools and equipment	Core
CPCCCA2011*	Handle carpentry materials	Core
CPCCCA3001*	Carry out general demolition of minor building structures	Core
CPCCCA3002*	Carry out setting out	Core
CPCCCA3003*	Install flooring systems	Core
CPCCCA3004*	Construct and erect wall frames	Core
CPCCCA3005*	Construct ceiling frames	Core
CPCCCA3006*	Erect roof trusses	Core
CPCCCA3007*	Construct pitched roofs	Core
CPCCCA3008.	Construct eaves	Core
CPCCCA3010*	Install windows and doors	Core
CPCCOM1014	Conduct workplace communication	Core
CPCCOM1015	Carry out measurements and calculations	Core
CPCCOM3001	Perform construction calculations to determine carpentry material requirements	Core
CPCCOM3006	Carry out levelling operations	Core
CPCCWHS2001	Apply WHS requirements, policies and procedures in the construction industry	Core
CPCCWHS3001	Identify construction work hazards and select control risk strategies	Core
CPCCCA3012*	Frame and fit wet area fixtures	Elective
CPCCCA3014*	Construct and install bulkheads	Elective
CPCCCM2002*	Carry out hand excavation	Elective
CPCCCM3001	Operate elevated work platforms up to 11 metres	Elective
CPCCSF2004*	Place and fix reinforcement materials	Elective
CPCCCM3005	Calculate costs of construction work	Elective
CPCCOM1013	Plan and organise work	Elective

CERTIFICATE III IN WALL & FLOOR TILING



National Code	CPC31320
CRICOS Code	110214D
Total Course Duration	104 Weeks
Study Period	88 weeks
Holidays	16 Weeks
Tuition Fees (RRP)	\$30,000
Material Fee	\$1750
Enrolment Fee	\$250 (Non-refundable)
Intake Date	Monthly Intake & 2 Weeks Late Enrolment
Entry Requirements	<ul style="list-style-type: none"> • 18+ years of age at the time of course commencement • IELTS 6.0 or Equivalent • Year 10(+) Graduates
Modes of Delivery	<ul style="list-style-type: none"> • Classroom Blended including classroom sessions, self-study and assessments at home and simulated workplace environment.
Career Opportunities	<ul style="list-style-type: none"> • Tiler • Wall and Floor tiler
Timetable	<ul style="list-style-type: none"> • TBC

Unit Code	Unit Title	Core/ Elective
CPCCCM2006	Apply basic levelling procedures	Core
CPCCOM1012	Work effectively and sustainably in the construction industry	Core
CPCCOM1013	Plan and organise work	Core
CPCCOM1014	Conduct workplace communication	Core
CPCCOM1015	Carry out measurements and calculations	Core
CPCCOM2001*	Read and interpret plans and specifications	Core
CPCCWF2001*	Handle wall and floor tiling materials	Core
CPCCWF2002*	Use wall and floor tiling tools and equipment	Core
CPCCWF3001*	Prepare surfaces for tiling application	Core
CPCCWF3002*	Install floor tiles	Core
CPCCWF3003*	Install wall tiles	Core
CPCCWF3004*	Repair wall and floor tiling	Core
CPCCWF3005*	Install decorative tiling	Core
CPCCWF3006*	Install mosaic tiling	Core
CPCCWF3007*	Tile curved surfaces	Core
CPCCWF3009*	Apply waterproofing for wall and floor tiling	Core
CPCCWHS2001	Apply WHS requirements, policies and procedures in the construction industry	Core
CPCCCM2012*	Work safely at heights	Elective
CPCCCM3001	Operate elevated work platforms up to 11 metres	Elective
CPCCCO2013	Carry out concreting to simple forms	Elective

Course Description

This qualification provides a trade outcome in wall and floor tiling for residential and commercial construction work. The qualification has core unit of competency requirements that cover common skills for the construction industry, as well as the specialist field of work, wall and floor tiling. Tilers work with materials like ceramic, glass, slate, marble and clay. They cut these materials and lay tiles on walls and floors, both interior and exterior. They may also add decorative touches to their basic work.



CERTIFICATE III IN PAINTING & DECORATING

National Code	CPC30620
CRICOS Code	110213E
Total Course Duration	104 Weeks
Study Period	88 weeks
Holidays	16 Weeks
Tuition Fees (RRP)	\$30,000
Material Fee	\$1750
Enrolment Fee	\$250 (Non-refundable)
Intake Date	Monthly Intake & 2 Weeks Late Enrolment
Entry Requirements	<ul style="list-style-type: none"> 18+ years of age at the time of course commencement IELTS 6.0 or Equivalent Year 10(+) Graduates
Modes of Delivery	<ul style="list-style-type: none"> Classroom Blended including classroom sessions, self-study and assessments at home and simulated workplace environment.
Career Opportunities	<ul style="list-style-type: none"> Painter and Decorator
Timetable	<ul style="list-style-type: none"> TBC

Unit Code	Unit Title	Core/ Elective
CPCCCM2008*	Erect and dismantle restricted height scaffolding	Core
CPCCCM2012*	Work safely at heights	Core
CPCCCM3001	Operate elevated work platforms up to 11 metres	Core
CPCCCM3005	Calculate costs of construction work	Core
CPCCOM1012	Work effectively and sustainably in the construction industry	Core
CPCCOM1013	Plan and organise work	Core
CPCCOM1014	Conduct workplace communication	Core
CPCCOM1015	Carry out measurements and calculations	Core
CPCCOM2001*	Read and interpret plans and specifications	Core
CPCCPB3026*	Erect and maintain trestle and plank systems	Core
CPCCPD2011*	Handle and store painting and decorating materials	Core
CPCCPD2012*	Use painting and decorating tools and equipment	Core
CPCCPD2013*	Remove and replace doors and door and window components	Core
CPCCPD3021*	Prepare existing coated surface for painting	Core
CPCCPD3022*	Apply paint by brush and roller	Core
CPCCPD3023*	Apply texture coat paint finishes by brush, roller and spray	Core
CPCCPD3024*	Apply paint by spray	Core
CPCCPD3025*	Match specific paint colours	Core
CPCCPD3026*	Apply stains and clear timber finishes	Core
CPCCPD3027*	Remove and apply wallpaper	Core
CPCCPD3028*	Apply decorative paint finishes	Core
CPCCPD3030*	Apply protective paint coating systems	Core
CPCCPD3031*	Work safely with lead-painted surfaces in the painting industry	Core
CPCCPD3035*	Prepare uncoated surfaces for painting	Core

CPCCPD3036*	Work safely to encapsulate non-friable asbestos in the painting industry	Core
CPCCWHS2001	Apply WHS requirements, policies and procedures in the construction industry	Core
BSBESB301	Investigate business opportunities	Elective
CPCCPD3029*	Remove graffiti and apply anti-graffiti coatings	Elective
CPCCPD3034*	Apply advanced decorative paint finishes	Elective



Course Description

This qualification provides a trade outcome in painting and decorating for residential and commercial construction work.

DIPLOMA OF BUILDING & CONSTRUCTION (BUILDING)

National Code	CPC50220
CRICOS Code	110215C
Total Course Duration	104 Weeks
Study Period	88 weeks
Holidays	16 Weeks
Tuition Fees (RRP)	\$30,000
Material Fee	\$1750
Enrolment Fee	\$250 (Non-refundable)
Intake Date	Monthly Intake & 2 Weeks Late Enrolment
Entry Requirements	<ul style="list-style-type: none"> • 18+ years of age at the time of course commencement • IELTS 6.0 or Equivalent • Year 10(+) Graduates
Modes of Delivery	<ul style="list-style-type: none"> • Classroom Blended including classroom sessions, self-study and assessments at home and simulated workplace environment.
Career Opportunities	<ul style="list-style-type: none"> • Builder • General Foreperson • Building Inspector
Timetable	<ul style="list-style-type: none"> • TBC

Unit Code	Unit Title	Core/Elective
BSBOPS504	Manage business risk	Core
BSBWHS513	Lead WHS risk management	Core
CPCCBC4001	Apply building codes and standards to the construction process for Class 1 and 10 buildings	Core
CPCCBC4003	Select, prepare and administer a construction contract	Core
CPCCBC4004	Identify and produce estimated costs for building and construction projects	Core
CPCCBC4005	Produce labour and material schedules for ordering	Core
CPCCBC4008	Supervise site communication and administration processes for building and construction projects	Core
CPCCBC4009	Apply legal requirements to building and construction projects	Core
CPCCBC4010*	Apply structural principles to residential and commercial constructions	Core
CPCCBC4012	Read and interpret plans and specifications	Core
CPCCBC4013	Prepare and evaluate tender documentation	Core
CPCCBC4014	Prepare simple building sketches and drawings	Core
CPCCBC4018	Apply site surveys and set-out procedures to building and construction projects	Core
CPCCBC4053	Apply building codes and standards to the construction process for Class 2 to 9, Type C buildings	Core
CPCCBC5001	Apply building codes and standards to the construction process for Type B construction	Core
CPCCBC5002	Monitor costing systems on complex building and construction projects	Core
CPCCBC5003	Supervise the planning of onsite building and construction work	Core
CPCCBC5005	Select and manage building and construction contractors	Core
CPCCBC5007	Administer the legal obligations of a building and construction contractor	Core
CPCCBC5010	Manage construction work	Core
CPCCBC5011	Manage environmental management practices and processes in building and construction	Core
CPCCBC5013	Manage professional technical and legal reports on building and construction projects	Core
CPCCBC5018*	Apply structural principles to the construction of buildings up to 3 storeys	Core
CPCCBC5019	Manage building and construction business finances	Core
BSBPMG532	Manage project quality	Elective
BSBPMG538	Manage project stakeholder engagement	Elective
CPCCBC4052	Lead and manage teams in the building and construction industry	Elective

Unit of competency	Prerequisite requirement
CPCCBC5018 Apply structural principles to the construction of buildings up to 3 storeys	CPCCBC5001 Apply building codes and standards to the construction process for Type B construction CPCCBC4053 Apply building codes and standards to the construction process for Class 2 to 9, Type C buildings
CPCCBC4010 Apply structural principles to residential and commercial constructions	CPCCBC4053 Apply building codes and standards to the construction process for Class 2 to 9 Type C buildings CPCCBC4001 Apply building codes and standards to the construction process for Class 1 and 10 buildings



Course Description

This qualification reflects the role of building professionals who apply knowledge of structural principles, risk and financial management, estimating, preparing and administering building and construction contracts, selecting contractors, overseeing the work and its quality and managing construction work in building projects including residential and commercial with the following limitations:

- Residential construction limited to National Construction Code Class 1 and 10 buildings to a maximum of 3 storeys.
- Commercial construction limited to National Construction Code Class 2 to 9 buildings, Type C and B construction.



Business Courses

- BSB30120 Certificate III in Business (52 wks)
- BSB40120 Certificate IV in Business (52 wks)
- BSB50120 Diploma of Business (52 wks)

Course	Timetable
<ul style="list-style-type: none"> • Certificate III in Business • Certificate IV in Business • Diploma of Business 	•

Intake Dates 2025~2026

2025

6 January / 10 February / 17 March / 22 April / 26 May / 30 June
4 August / 8 September / 13 October / 17 November

2026

5 January / 9 February / 16 March / 20 April / 25 May / 29 June
3 August / 7 September / 12 October / 16 November

ENTRY REQUIREMENTS

- Certificate & Diploma: IELTS 5.5 (no band < 5) or Equivalent
- Graduate Diploma: IELTS 6 (no band < 5.5) or Equivalent
- Certificate III & IV: Year 10(+) Graduates
- Diploma & Above: Year 12(+) Graduates

BENEFITS

- 2 Yrs Course Package
- Blended Learning Mode (subject to ASQA requirement)*
- Melbourne CBD Location

CAREER OPPORTUNITIES

- **CERTIFICATE III:** Medical Receptionist, Records Clerk, Administrative Assistant, Customer Service Representative, Medical Secretary
- **CERTIFICATE IV:** Personal Assistant, Office Administrator, Sustainability Manager, Sales Assistant, Sustainability Officer, Trade Coordinator, Exporter, Importer, Assistant Records Manager, Analyst, Customer service assistant, Administrator
- **DB:** Executive Officer, Business Development Manager, Project Consultant/ Coordinator, Compliance Manager (Local Government), Office Manager/ Administrator, Business Sales Team Leader, Corporate Services Manager, Administration Manager (Local Government), Records Management Coordinator, Team/ Unit Leader, Procurement Officer/ Records Manager, Administration/Customer Service Manager, Procurement and Contract Manager, Environmental Compliance Officer (Local Government)



CERTIFICATE III IN BUSINESS

National Code	BSB30120
CRICOS Code	105651C
Total Course Duration	52 Weeks
Study Period	44 weeks
Holidays	8 Weeks
Tuition Fees (RRP)	\$13,000
Material Fee	\$250
Enrolment Fee	\$250 (Non-refundable)
Intake Date	Monthly Intake & 2 Weeks Late Enrolment
Entry Requirements	<ul style="list-style-type: none"> • 18+ years of age at the time of course commencement • IELTS 6.0 or Equivalent • Year 10(+) Graduates
Modes of Delivery	<ul style="list-style-type: none"> • Face-to-face on campus blended with Online Teaching • Assessment methods may include projects, reports, written tests, observations, role-plays and knowledge questions.
Career Opportunities	<ul style="list-style-type: none"> • Medical Receptionist • Records Clerk • Administrative Assistant • Customer Service Representative • Medical Secretary
Timetable	•

Course Description

This qualification reflects the role of individuals in a variety of Business Services job roles. It is likely that these individuals are establishing their own work performance. Individuals in these roles carry out a range of routine procedural, clerical, administrative or operational tasks that require technology and business skills. They apply a broad range of competencies using some discretion, judgment and relevant theoretical knowledge. They may provide technical advice and support to a team.

Unit Code	Unit Title	Core/Elective
BSBCRT311	Apply critical thinking skills in a team environment	Core
BSBPEF201	Support personal wellbeing in the workplace	Core
BSBSUS211	Participate in sustainable work practices	Core
BSBTWK301	Use inclusive work practices	Core
BSBWHS311	Assist with maintaining workplace safety	Core
BSBXCM301	Engage in workplace communication	Core
BSBTEC301	Design and produce business documents	Elective
BSBTEC302	Design and produce spreadsheets	Elective
BSBTEC303	Create electronic presentations	Elective
BSBCRT412	Articulate, present and debate ideas	Elective
BSBPMG430	Undertake project work	Elective
BSBOPS305	Process customer complaints	Elective
BSBWRT311	Write simple documents	Elective



CERTIFICATE IV IN BUSINESS



National Code	BSB40120
CRICOS Code	105652B
Total Course Duration	52 Weeks
Study Period	44 weeks
Holidays	8 Weeks
Tuition Fees (RRP)	\$13,000
Material Fee	\$250
Enrolment Fee	\$250 (Non-refundable)
Intake Date	Monthly Intake & 2 Weeks Late Enrolment
Entry Requirements	<ul style="list-style-type: none"> • 18+ years of age at the time of course commencement • IELTS 6.0 or Equivalent • Year 10(+) Graduates
Modes of Delivery	<ul style="list-style-type: none"> • Face-to-face on campus blended with Online Teaching • Assessment methods may include projects, reports, written tests, observations, role-plays and knowledge questions.
Career Opportunities	<ul style="list-style-type: none"> • Personal Assistant • Office Administrator • Sustainability Manager/ Officer • Sales Assistant • Trade Coordinator • Exporter/ Importer • Assistant Records Manager • Analyst • Customer service assistant/ Administrator
Timetable	•

Course Description

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.

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
BSBPEF402	Develop personal work priorities	Elective
BSBPEF502	Develop and use emotional intelligence	Elective
BSBCRT412	Articulate, present and debate ideas	Elective
BSBSTR401	Promote innovation in team environments	Elective
BSBOPS405	Organise business meetings	Elective
BSBOPS403	Apply business risk management processes	Elective



DIPLOMA OF BUSINESS

National Code	BSB50120
CRICOS Code	105653A
Total Course Duration	52 Weeks
Study Period	44 weeks
Holidays	8 Weeks
Tuition Fees (RRP)	\$13,000
Material Fee	\$250
Enrolment Fee	\$250 (Non-refundable)
Intake Date	Monthly Intake & 2 Weeks Late Enrolment
Entry Requirements	<ul style="list-style-type: none"> • 18+ years of age at the time of course commencement • IELTS 6.0 or Equivalent • Year 12(+) Graduates
Modes of Delivery	<ul style="list-style-type: none"> • Face-to-face on campus blended with Online Teaching • Assessment methods may include projects, reports, written tests, observations, role-plays and knowledge questions.
Career Opportunities	<ul style="list-style-type: none"> • Executive Officer, Business Development Manager • Project Consultant/ Coordinator • Compliance Manager (Local Government) • Office Manager/ Administrator • Business Sales Team Leader, Corporate Services Manager • Administration Manager (Local Government) • Records Management Coordinator, Team/ Unit Leader • Procurement Officer/ Records Manager • Administration/Customer Service Manager • Procurement and Contract Manager • Environmental Compliance Officer (Local Government)
Timetable	•

Course Description

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.

Unit Code	Unit Title	Core/Elective
BSBCRT511	Develop critical thinking in others	Core
BSBFIN501	Manage budgets and financial plans	Core
BSBOPS501	Manage business resources	Core
BSBSUS511	Develop workplace policy and procedures for sustainability	Core
BSBXCM501	Lead communication in the workplace	Core
BSBOPS503	Develop administrative systems	Elective
BSBOPS504	Manage business risk	Elective
BSBLDR521	Lead the development of diverse workforce	Elective
BSBLDR522	Manage people performance	Elective
BSBTWK502	Manage team effectiveness	Elective
BSBCRT512	Originate and develop concepts	Elective
BSBSTR502	Facilitate continuous improvement	Elective





GET
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AUSTRALIA

FEE SCHEME 2025

**ASIAN & OTHERS
SUBCONTINENTAL**



ONSHORE

COURSE	CRICOS	DURATION	PLACEMENT	TUITION FEE	MATERIAL FEE	APPLICATION FEE	SCHOLARSHIP	TOTAL
BUSINESS COURSE								\$19,000
BSB30120 Certificate III in Business	108993A	52wks		\$6000	\$250	\$250		\$6,500
BSB40120 Certificate IV in Business	108994M	52wks		\$6000	\$250	\$250		\$6,500
BSB50120 Diploma of Business	108992B	52wks		\$6000	\$250	\$250		\$6,500
CARPENTRY SIGNATURE COURSE								
CPC30220 Certificate III in Carpentry*	110212F	104wks	360hrs	\$20,000	\$1750	\$250		\$22,000
WALL & FLOOR TILING SIGNATURE COURSE								
CPC31320 Certificate III in Wall & Floor Tiling*	110214D	104wks	360hrs	\$20,000	\$1750	\$250		\$22,000
PAINTING & DECORATING SIGNATURE COURSE								
CPC30620 Certificate III in Painting & Decorating*	110213E	104wks	360hrs	\$20,000	\$1750	\$250		\$22,000
BUILDING & CONSTRUCTION SIGNATURE COURSE								
CPC50220 Diploma of Building & Construction (Building)*	110215C	104wks	360hrs	\$17,000	\$1750	\$250		\$19,000



COURSE	CRICOS	DURATION	PLACEMENT	TUITION FEE	MATERIAL FEE	APPLICATION FEE	SCHOLARSHIP	TOTAL
BUSINESS COURSE								\$25,000
BSB30120 Certificate III in Business	108993A	52wks		\$8,000	\$250	\$250		\$8,500
BSB40120 Certificate IV in Business	108994M	52wks		\$8,000	\$250	\$250		\$8,500
BSB50120 Diploma of Business	108992B	52wks		\$8,000	\$250	\$250		\$8,500
CARPENTRY SIGNATURE COURSE								
CPC30220 Certificate III in Carpentry*	110212F	104wks	360hrs	\$26,500	\$1750	\$250		\$28,500
WALL & FLOOR TILING SIGNATURE COURSE								
<u>CPC31320 Certificate III in Wall & Floor Tiling*</u>	110214D	104wks	360hrs	\$26,500	\$1750	\$250		\$28,500
PAINTING & DECORATING SIGNATURE COURSE								
CPC30620 Certificate III in Painting & Decorating*	110213E	104wks	360hrs	\$26,500	\$1750	\$250		\$28,500
BUILDING & CONSTRUCTION SIGNATURE COURSE								
CPC50220 Diploma of Building & Construction (Building)*	110215C	104wks	360hrs	\$26,500	\$1750	\$250		\$28,500





COURSE	CRICOS	DURATION	PLACEMENT	TUITION FEE	MATERIAL FEE	APPLICATION FEE	SCHOLARSHIP	TOTAL
BUSINESS COURSE								\$37,000
BSB30120 Certificate III in Business	108993A	52wks		\$12,000	\$250	\$250		\$12,500
BSB40120 Certificate IV in Business	108994M	52wks		\$12,000	\$250	\$250		\$12,500
BSB50120 Diploma of Business	108992B	52wks		\$12,000	\$250	\$250		\$12,500
CARPENTRY SIGNATURE COURSE								
CPC30220 Certificate III in Carpentry*	110212F	104wks	360hrs	\$30,000	\$1750	\$250		\$32,000
WALL & FLOOR TILING SIGNATURE COURSE								
<u>CPC31320 Certificate III in Wall & Floor Tiling*</u>	110214D	104wks	360hrs	\$30,000	\$1750	\$250		\$32,000
PAINTING & DECORATING SIGNATURE COURSE								
CPC30620 Certificate III in Painting & Decorating*	110213E	104wks	360hrs	\$30,000	\$1750	\$250		\$32,000
BUILDING & CONSTRUCTION SIGNATURE COURSE								
CPC50220 Diploma of Building & Construction (Building)*	110215C	104wks	360hrs	\$30,000	\$1750	\$250		\$32,000



WELCOME TO AUSTRALIA



PTE Academic	23	29	36	46	56	66	76	84	89	N/A
IELTS	<- 4.5 ->	<- 5.0 ->	<- 5.5 ->	<- 6.0 ->	<- 6.5 ->	<- 7.0 ->	<- 7.5 ->	<- 8.0 ->	<- 8.5 ->	<- 9.0 ->



PTE Academic	38	42	46	50	53	59	64	68	72	78	84
TOEFL iBT	40-44	54-56	65-66	74-75	79-80	87-88	94	99-100	105	113	120

IELTS	GENERAL ENGLISH	EAP
6.5 - 7.0		EAP 2
5.5 - 6.0	Upper-Intermediate	EAP 1
4.5 - 5.0	Intermediate	
3.5 - 4.0	Pre-intermediate	
3.0	Elementary	

AQF Level		Governance Authority
9		TEQSA
8		TEQSA
8		TEQSA
8		TEQSA
7		TEQSA
6		TEQSA/ASQA
6		TEQSA/ASQA
5		TEQSA/ASQA



FORMS

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• All information provided are checked to be accurate at the time of publishing, and subject to requirements of each individual department and authority.



THANK YOU!