

**QUALIFICATION FACT SHEET: BSB50120 DIPLOMA OF BUSINESS**

*To Equinim College the most important thing is our students and their development.*

**We are a transparent college. We want you to know exactly what your course entails, and you are welcome to ask any questions at any time. We are here to support you throughout your enrolment and your studies and look forward to hearing from you.**

This Fact Sheet contains important information about your course. All of this information is available on our website, in our International Student Handbook and/or policies and procedures but is gathered together here for your reference. Please keep it as a useful reference in:

- Deciding whether to enrol with Equinim College in this particular course; and
- If you are enrolled, in having a handy reference of important elements of your course.

We hope you will find this Fact Sheet useful.

ITEM	DETAIL
CRICOS course code	
VET Course code	BSB50120
Course title	<b>BSB50120 Diploma of Business</b>
Currency	Listed as “current” on <a href="https://training.gov.au/Training/Details/BSB50120">https://training.gov.au/Training/Details/BSB50120</a>
Course duration	BSB50120 Diploma of Business: minimum 1 year duration. Maximum 2 years duration.
Term structure	Three semesters (trimesters)
Campus locations	Three Delivery locations across Australia as listed on the Locations page of our website.
Delivery method	We offer this course on campus for international students. Additional online work is conducted in the Equinim Learning Hub.
CRICOS	CRICOS stands for “Commonwealth Register of Institutions and Courses for Overseas Students”. CRICOS registered providers are authorised by the Commonwealth Government to deliver education to international students on a student visa. Equinim College is a registered CRICOS provider.
ESOS Framework	All CRICOS providers and CRICOS registered courses are subject to the Education Services for Overseas Students (“ESOS”) Framework. This is the bundle of legislation and regulatory instruments that govern the delivery of CRICOS education in Australia. The framework comprises the ESOS Act, ESOS Regulations, and the National Code of Practice for Providers of Education and Training to Overseas Students. Equinim College complies with these instruments.
Student visa	It is a condition of your enrolment that you hold a valid student visa. You must comply with all conditions of your student visa at all times. Any change in your enrolment status or your expected end date may affect your student visa.

Student visa requirements	<p>The following three requirements are set by the Commonwealth Government of Australia and apply to all international students. You must:</p> <ul style="list-style-type: none"> <li>• Meet the minimum English proficiency requirement as set out in the <i>Entry Policy and Procedure-International Students</i>. You must also satisfy Equinim College that you have adequate English to complete your studies.</li> <li>• Be genuinely intending to study while in Australia and to return to your home country after finishing your study.</li> <li>• Be able to demonstrate that you have the financial capacity to support yourself in living and studying in Australia, through your own resources or someone else such as a spouse or parent.</li> </ul>
Academic suitability	<p>The training package for this course does not require academic prerequisites or work experience to enrol in the course.</p>
Our obligations as an education provider	<p>When you enrol with us, we are obliged to deliver training and assessment in the training product in which you enrol, in accordance with the standards and rules set by the National VET Regulator and ESOS Agency, Australian Skills Quality Authority (“ASQA”). There are standards applicable to us as a VET provider (domestic), and standards applicable to us as a CRICOS provider (international students) (together referred to in this fact sheet as, “Standards”). We are also obliged to issue qualification certificates (testamurs), records of results and statements of attainment in accordance with the rules prescribed by the Standards.</p>
What you can expect as a student	<p>As a student enrolling into a course, you need to receive, up front, clear information about enrolment, the course you are enrolling into, and what your obligations are as a student. You also need to receive clear, easy to understand information about living and studying in Australia, so you can be well informed about your decision. When you enrol with Equinim College, you will partake in an orientation program to welcome you and further prepare you for your studies and life in Australia. During your studies, our focus is on providing you with the quality of education we stand for, as well as providing you with support. As you progress through your course, you will be undertaking practical assessment in class as well as lodging assessments online. Each unit you study will be clearly explained to you, as to what is expected, and your assessments will be valid, fair and educative. We welcome your feedback at any time. Our students are the core of our operations. If you feel something could be done better, you are encouraged to tell us – we are continuously refining everything we do. If you want to, you can lodge a complaint under the <i>Complaints and Appeals Policy and Procedure-International Students</i>. You also have the right to appeal any academic decision that is made about any of your assessments, or any other decision made about your study under our <i>Complaints and Appeals Policy and Procedure-International Students</i>. We will always treat you equitably and with the decency and respect that we know every student deserves.</p>
Your obligations as a student	<p>Your required contact hours are 20 hours per week, 15 of which must be on campus, and 5 of which are in the Equinim Learning Hub. You are required to attend all practical class requirements applicable to your method of study. You are also required to complete all assessments as outlined in your learning and assessment materials, available to you in the Equinim Learning Hub. You are required to make steady progress during your course, completing all assessments when due. Clear directions for all assessments are given in the Equinim Learning Hub.</p>
Tuition Fees	<p>Total tuition fees for this course are as set out on the Fees page on our website.</p>

	50% of your tuition fees are due up front, a further 25% is due within 7 days before the start of your 2 <sup>nd</sup> semester, and a final 25% is due within 7 days before the start of your 3 <sup>rd</sup> semester. You will be invoiced for all payments when due. You may elect to pay more than 50% of your tuition fees up front but will need to sign a form. You will not be able to graduate if you have any unpaid fees. See the <i>Fees Charges and Refunds Policy and Procedure-International Students</i> .
Charges outside of your tuition fees	See the <i>Charges not covered by tuition fees-International Students</i> document for a list of charges which your tuition fees do not cover. The charges disclosure statement is available for download on our website.
Our assurance to you regarding your pre-paid fees (paid upfront)	Equinim College follows all requirements set for CRICOS providers under the Standards and relevant law. In the unlikely event that we are unable to deliver the education we have promised to you when you sign up with us, we guarantee that we will either find you an alternative provider, or refund your unspent tuition fees. Your fees are also protected under the Commonwealth Government Tuition Protection Scheme (“TPS”).
Course Content	All information about the course content and units the course entails is listed on the Courses page of our Website.
Attendance requirements	Your required contact hours are 20 hours per week, 15 of which must be on campus, and 5 hours in the Equinim Learning Hub.
Course progression	You must make steady progress in your course, by attending all classes assigned to you, and completing all assessments in the Equinim Learning Hub when due. You can call or email us if you need support.
Assessment methods	Students are not assessed by method of exams. Your Trainer/Assessor will assess your practical skills in class. Classtime will also involve learning and assessment of theory. In addition, you will perform a variety of assessment tasks in the Equinim Learning Hub. Assessments completed online are marked online by an Equinim College Assessor.
Work based training/placements	None: students attend all practical requirements through Equinim College’s education program for this course.
Holiday breaks and permitted leave	Equinim College respects you as an adult capable of making your own decisions about study rhythm. To support you, we have allocated you a quota of leave, which you are permitted to take during a semester or year, as the case may be. The three types of leave you can take are: <ul style="list-style-type: none"> <li>• Mental Health / Personal Health leave (3 days permitted, per semester)</li> <li>• Annual Leave (holiday leave) (4 days permitted, per year)</li> <li>• Sick Leave (no numerated limit, but each day of sick leave must be confirmed by a registered medical practitioner’s certificate, which must state the medical diagnosis and how much absence is required). See the <i>Student Progress Policy and Procedure-International Students</i>.</li> </ul>
Facilities, equipment and learning resources provided	Equinim College has sourced and selected its training centres based on a very high standard of quality. Each campus is designed for a fulfilling and enjoyable learning environment for students. Facilities, equipment and learning resources provided are described in the <i>International Student Handbook</i> .
Equipment and materials you need to provide	The equipment and materials you need to provide are outlined in the <i>International Student Handbook</i> . Without limitation, you require a computer for completing course work, doing online assessments and logging into the Equinim Learning Hub. You will also require an internet connection. See the <i>International Student Handbook</i> for more details.
External providers	Equinim College has no external arrangements with any providers, persons or business to provide the course, or part of the course. We prepare and deliver all education ourselves.

Deferral, suspension, cancellation or refund	If you change your mind after enrolling, you have specific time periods in which you may seek a refund. Details are set out in the <i>Fees, Charges and Refunds Policy and Procedure-International Students</i> . If you wish to defer, suspend or cancel your enrolment, this is subject to our <i>Deferral, Cancellation and Suspension Policy and Procedure-International Students</i> . If we approve such a change in your course, we will advise you to contact the Department of Home Affairs for information on how this may impact your student visa.
Minimum age for admission	Equinim College enrolls students aged 18 years and over.
Accommodation costs and indicative costs of living in Australia	Equinim College does not provide accommodation to students. Students arrange and pay for accommodation and living expenses in Australia, and these are not covered by tuition fees. Equinim College supports students by providing a series of tailored guides, including information in relation to finding accommodation and living in Australia, with indicative costs and links. Our guidance notes help you prepare for living here, so your transition is smooth and as easy as possible. See <i>Guidance note: Accommodation in Australia</i> and <i>Guidance Note – Educational Welfare and Support</i> . If you require any further information, please give us a call on 1800 338 883 or email us at <a href="mailto:team@equinimcollege.com">team@equinimcollege.com</a> .
Privacy	Equinim College complies with the Privacy Act 1988 (Cth). How we collect, use, disclose and store your personal information is outlined in our <i>Privacy Policy</i> , available on our website.
Disclosure and reporting	Equinim College, as a registered CRICOS provider, must report details of your study, including progress, to the Commonwealth Government of Australia, including any changes to your enrolment status. If you do not meet your obligations as a student, this may affect your student visa.
Course Offer and Acceptance	To enrol with Equinim College as an international student, you must submit an <i>Expression of Interest Form</i> . You will then be invited to submit an <i>Enrolment Application Form</i> , together with required documentation. If all is in order, you will be offered an enrolment place, through a Letter of Offer, which sets out tuition fees and when they are payable, as well as details of the course you are enrolling into. To accept this offer, you are required to sign the Course Acceptance Agreement, which contains terms and conditions of your enrolment. That agreement then becomes a binding written agreement between Equinim College and you, under which Equinim College agrees to deliver to you the course in your chosen qualification.
Policies and Procedures	You are required to comply with all Equinim College Policies and Procedures, including as amended from time to time, as published on our website. A brief summary of key policies is published in the <i>International Student Handbook</i> .
Important documents	You should download and read the following: <ul style="list-style-type: none"> <li>• International Student Handbook</li> <li>• Enrolment Guide for International Students</li> <li>• Course Guide</li> <li>• Orientation Booklet (about life in Australia as an international student)</li> </ul> These documents are available on our website.
Any questions?	<b>If at any time you have any questions about enrolment or about an Equinim College course, please do not hesitate to contact us. We welcome the opportunity to hear from you and look forward to supporting you through your studies.</b>