Macquarie Commercial College Ltd
Student Information Guide
2016

Quality Education and Training

Macquarie Commercial College Ltd RTO (No. 3923) (Est.1993)
Also trading as Civil Force Training

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www.macquarieeducation.edu.au
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Welcome to Macquarie, Macquarie Commercial College Limited.

Macquarie commenced operations in 1993 and remains a non-profit training organisation delivering nationally recognised AQF courses throughout Australia.

Our Student Information Guide 2016 applies to all MEG courses for 2016 and contains details of MEG policies, procedures and guide to courses available.

MEG is an education provider & does not provide any form of legal or financial advice. You will be asked in your enrolment form to confirm that you have read and understood this document so please take your time to understand our policies and procedures.

You agree that the information in this Student Information Guide does not constitute legal advice. You will need to seek your own advice to find out how any of this information and regulations incorporated by reference applies to your particular circumstances. You are deemed to be legally bound by the terms and conditions contained in our Student Information Guide that governs the use of the Website and our Course Materials upon execution and delivery of our Student Enrolment Form.

All Students of the Macquarie are enrolled as Distance Learning students but have the option of attending classroom workshops. This document is known as the Macquarie Student Information Guide and is designed to provide students with a comprehensive understanding of our Policies and Procedures & a course guide prior to enrolling.

Any questions relating to this Student Information Guide 2016 should be addressed directly to the CEO and RTO Manager.

Mr Stephen Miller
(info@macquarieeducation.edu.au)
(info@civilforcetraining.edu.au)

Macquarie Commercial College Ltd  (ABN: 99 005 582 767)
Registered Training Organisation (No. 3923)

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Websites:
www.macquarieeducation.edu.au
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1. About Macquarie

Macquarie is a non-profit training organisation that has operated for nearly 30 years.

Macquarie is a leading Registered Training Organisation (RTO) specializing in the delivery of nationally recognised courses in:

1. Training and Assessment
2. Bookkeeping (BAS Agent compliance)
3. Accounting
4. Real Estate Property Services – Agents Representative course
5. Financial Practice Support
6. Business Administration
7. Civil Construction courses (visit www.civilforcetraining.edu.au)

All Students of Macquarie are enrolled as Distance Learning students but have the option of also attending workshops if applicable.

Standard Enrolment Period\(^1\) means for Certificate Courses 6 months and Diploma Courses and above 12 months. Course duration shall be extended for Skills Victoria Students that have submitted over 50% of their Assessment Booklets, or an extension of 6 months shall be granted if an additional payment of $495 is made (unless otherwise agreed to). The number of study hours required to be undertaken by a student per week to complete a particular course shall vary. If the standard course duration is amended so will the number of study hours per week shall changing. Each student has their own unique learning style so time spent for each student may vary.

Australian Skills Quality Authority (ASQA)

Macquarie is nationally registered with the Australian Skills Quality Authority (ASQA) (www.asqa.gov.au). ASQA is the national regulator for Australia's vocational education and training sector. ASQA regulates courses and training providers to ensure nationally approved quality standards are met. (Reference: http://www.asqa.gov.au/)

The key features of ASQA are:

- independence in our regulatory role and in providing advice
- transparency in our regulatory decisions and activities
- collaboration with industry bodies, employers, governments and RTO.

Standards for NVR Registered Training Organisations 2011 - Essential Standards for continuing registration (SNR). MEG abides by the Australian Quality Training Framework and Australian Skills Quality Authority (ASQA) Standards for National VET Regulator (NVR). The Standards for NVR Registered Training Organisations 2011 are now the standards guiding nationally consistent, high-quality training and assessment services in the vocational education and training system. NVR replace the former AQTF standards for RTOs (formerly MEG was subject to the (AQTF) 2010 Standards when registration was held with the VRQA).

\(^1\) This re-enrolment fee is not for civil construction courses or any traineeships.
Please find the following details below, standard tuition fees (fee for service), estimated duration, expected training and assessment locations, modes of delivery:

<table>
<thead>
<tr>
<th>Courses</th>
<th>Standard Tuition Fees</th>
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</thead>
<tbody>
<tr>
<td>FNS4061 Certificate IV in Accounting</td>
<td>$2650 (Distance)/$3350 (Workshop)</td>
</tr>
<tr>
<td>FNS40211 Certificate IV in Bookkeeping</td>
<td>$2650 (Distance)/$3650 (Workshop)</td>
</tr>
<tr>
<td>Agents Representative Course</td>
<td>$950 (Distance)/$2650 (Workshop)</td>
</tr>
<tr>
<td>CPP40307 Certificate IV in Property Services (Real Estate)</td>
<td>$2650 (Distance)/$6350 (Workshop)</td>
</tr>
<tr>
<td>FNS40710 Certificate IV Financial Practice Support</td>
<td>$2650 (Distance)/$3350 (Workshop)</td>
</tr>
<tr>
<td>TAE40110 Certificate IV in Training and Assessment</td>
<td>$1650 (Distance)/$1950 (Workshop)</td>
</tr>
<tr>
<td>BSB40507 Certificate IV in Business Administration</td>
<td>$1650 (Distance)/$1950 (Workshop)</td>
</tr>
<tr>
<td>RII30913 Certificate III in Civil Construction</td>
<td>Distance NA /$6800 (Workshop)</td>
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<tr>
<td>RII30813 Certificate III in Civil Construction Plant Operations</td>
<td>Distance NA /$4999 (Workshop)</td>
</tr>
<tr>
<td>RII20113 Certificate II in Resources and Infrastructure Work Preparation</td>
<td>Distance NA /$4999 (Workshop)</td>
</tr>
</tbody>
</table>

Our graduates are industry recognised and possess the skills and knowledge to value add to any organisation. Our Quality Assurance and Continuous Improvement Policy ensure our courses are of the highest quality in terms of theory, industry practice and skills requirements. MEG engages independent external quality auditors to conduct internal audits as well as our Quality Assurance Officer conducting regular internal audits according to contractual requirements.

Higher Education and Skills Group provides government funding for eligible students (see below) formerly known as Skills Victoria Funding. All Students are enrolled as Distance Learning students that have the option of also attending workshops.
2. **Courses Available**

Macquarie, in 2016, has the following qualifications available either as full fee or with Government funding under the Higher Education and Skills Group (Skills Victoria) for eligible students:

1. CPP40307 Certificate IV in Property Services (Real Estate)
2. FNS40211 Certificate IV in Bookkeeping
3. FNS40611 Certificate IV in Accounting
4. Civil Construction courses (visit www.civilforcetraining.edu.au)

3. **Victorian Training Guarantee**

All Macquarie courses secured government funding under the Victorian Training Guarantee funding for calendar 2016 year for eligible students. This training is delivered with Victorian and Commonwealth Government funding. Tuition Fees for each qualification can be found in the Statement of Fees. The Statement of Fees (as well as the Student Information Guide) also includes details of any other fees including but not limited to student services, amenities, and goods or materials. The student tuition fees as published are subject to change given individual circumstances at enrolment.

"Securing Jobs for the Future" is a Victorian State Government initiative. This funding is only available to Victorian based RTO's. The training is delivered with Victorian and Commonwealth Government funding.

4. **Unique Student Identifier (USI)**

A Unique Student Identifier (USI) is a reference number made up of numbers and letters that gives students access to their USI account. A USI allows an individual's USI account to be linked to the National Vocational Education and Training (VET) Data Collection allowing an individual to see all of their training results from all providers including all completed training units and qualifications.

Each time you enrol to study with a new training organisation, your USI will be used to store your training records and results. By having a USI you will be able to access your training records and results (or transcript) whenever you need them. For example, for a new employer or when you enrol to study at a new training organisation. Your USI can be accessed online from your computer, tablet or smart phone and gives you access to your training records and results at your fingertips.

The USI initiative is underpinned by the, Student Identifiers Act 2014, Standards for NVR Registered Training Organisations (RTO) 2014 and Student Identifiers Regulation 2014. The legislation states that a training organisation must not issue a Statement of Attainment or a Qualification unless the student has been assigned a USI. To create a USI or for further information go to http://usi.gov.au alternately contact CSTC Administration for further assistance.

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*(No distance education delivery mode is available for civil construction courses – visit www.civilforcetraining.edu.au)*
USI PRIVACY NOTICE

You are advised that and agree that you understand and consent that the personal information of you is collected by the Student Identifiers Registrar for the purposes of

- applying for, verifying and giving a USI;
- resolving problems with a USI; and
- creating authenticated vocational education and training (VET) transcripts;
- may be disclosed to:
  - Commonwealth and State/Territory government departments and agencies and statutory bodies performing functions relating to VET for:
    - the purposes of administering and auditing Vocational Education and Training (VET), VET providers and VET programs;
    - education related policy and research purposes; and
    - to assist in determining eligibility for training subsidies;
    - VET Regulators to enable them to perform their VET regulatory functions;
    - VET Admission Bodies for the purposes of administering VET and VET programs;
    - current and former Registered Training Organisations to enable them to deliver VET courses to the individual, meet their reporting obligations under the VET standards and government contracts and assist in determining eligibility for training subsidies;
    - schools for the purposes of delivering VET courses to the individual and reporting on these courses;
    - the National Centre for Vocational Education Research for the purpose of creating authenticated VET transcripts, resolving problems with USIs and for the collection, preparation and auditing of national VET statistics;
    - researchers for education and training related research purposes;
    - any other person or agency that may be authorised or required by law to access the information;
    - any entity contractually engaged by the Student Identifiers Registrar to assist in the performance of his or her functions in the administration of the USI system; and
    - will not otherwise be disclosed without their consent unless authorised or required by or under law.
- The privacy notice should include a reference to the Student Identifiers Registrar’s Privacy Policy and note that this document contains information about how the individual may:
  - access and seek correction of the personal information held about them; and
  - complain about a breach of privacy and how such complaints will be dealt with.

Note to RTO / VET Admission Body: If you will be disclosing the individual’s personal information to an overseas recipient, you must take reasonable measures to ensure that the recipient complies with the requirements of the Privacy Act 1988 as if it were an agency and that it complies with the requirements of the Student Identifiers Act 2014. If such a disclosure will be made, you must ensure that the relevant individual is aware of the countries in which the personal information will be disclosed and consents to the disclosure of their personal information to an overseas recipient. Alternatively, you may advise the individual that if he/she consents to the disclosure by you of personal information to an overseas recipient, you will not be accountable under the Privacy Act in relation to disclosure of their personal information to an overseas recipient and the individual will not be able to seek redress under the Privacy Act.

You must ensure that the privacy notice advises the individual that if all information requested is not provided, or is inaccurate, it may affect the Student Identifiers Registrar’s ability to provide the individual with a USI.
5. What is a Training Package?

It is an integrated set of nationally endorsed Competency Standards, Assessment Guidelines and Australian Qualifications Framework (AQF) qualifications for a specific industry, industry sector or enterprise. Training Packages endorsed by the National Quality Council (NQC). The nationally endorsed components include the Competency Standards, Assessment Guidelines and Australian Qualifications Framework (AQF).

National competency standards describe the skills needed by people working in all sectors of the industry. The national qualifications show the required packaging of competencies to achieve qualifications in particular areas and at different levels. To achieve a qualification, a person must achieve the full set of units of competence as specified in the Training Package.

A Unit of Competency is composed of Elements and Performance Criteria. A student shall be considered to be competent when they demonstrate they have the requisite skills and knowledge, and are able to apply them to the level required in the relevant competency standard. A person is considered not yet competent if these elements cannot be demonstrated. You are participating in a course of competency-based training. Qualifications are made up of Units of Competency and these skills and knowledge are divided into related categories that form national competency standards for the financial services industry.

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3 Each training package provides details of those units of competency that must be achieved to award AQF qualifications.
Certificate IV in Bookkeeping (FNS40211) (BAS Agent compliance)

Also within the Financial Services Training Package are the Bookkeeping and Accounting qualifications that deliver the minimum education requirements to become a Bas Agent. Macquarie delivers MYOB, financial accounting and bookkeeping courses. Our Certificate IV in Bookkeeping (FNS40211) allows you can become a certified Bookkeeper and develop an exciting career as a Registered BAS Agent.

Once you have completed our Bookkeeping or Accounting Certificate IV courses, you'll be recognised by the Tax Practitioners Board as having completed the prescribed educational qualification to register as a BAS Agent and fulfil BAS agent responsibilities. You can become a certified Bookkeeper and BAS Agent.

Our Certificate IV in Bookkeeping (FNS402011) course is perfect for those on a career track to move into

- the tax agent support role
- becoming an authorised Tax Agent or accounting advice industry by becoming a CPA or CA or IPA; or already in have a career as a contract Bookkeeper; or
- for those new or considering a bookkeeping career.

If you want industry recognition and a nationally recognised bookkeeping certificate due to the government legislative changes for providing BAS services (see BAS Agent) then enrol now. The Certificate IV in Bookkeeping qualification aims to develop your skills in preparing and lodging BAS returns leading to be recognised a certified BAS Agent, as well as:

- Establishing and maintaining accounting systems
- Establishing and maintaining payroll systems
- Preparing financial statements and reports
- Maintaining asset and inventory records

Students shall take up to 25 hours a week over a 6 month period to complete this course. During this period students shall be reading, conducting research, performing assessments and managing feedback. Classroom Workshop attendance is optional but is available to assist in completing assessments, networking & understanding career opportunities. A further 6 months of course duration is provided if 50% of the assessments have been completed or hardship circumstances require. It is expected that on average, students will have the following study load to complete this course which has 600 study hours taken over 26 weeks will require approximately 25 study hours per week. This will change if the standard course duration period is extended.
Accounting - Certificate IV in Accounting (FNS40611)

Our Certificate IV in Accounting (FNS40611) allows you to become job ready to work in an accounting or bookkeeping practice and develop an exciting career in the accounting industry. This course provides you with basic accounting skills and train you to use computers in the accounting industry leading to well paid positions as

- Accounts receivable officers
- Accounts payable officers,
- Bookkeepers
- Registered BAS Agent
- Assistant Accountant

Our Certificate IV in Accounting

- is ideal for you if you already have a career in the accounting or finance industry;
- if you are considering a career as an accountant, bookkeeper or financial planner; and
- if you want to secure an Australian recognised accounting qualification.

You shall learn how to:

- establish and maintain both cash and accrual accounting systems,
- complete Business Activity Statements (BAS) & Instalment Activity Statement (IAS) tasks,
- manage budgeting and Management reporting
- prepare financial reports and statements,
- address legal aspects of account
- work with spreadsheets

To register as a BAS Agent you must complete at least a Certificate IV in Accounting, and have successfully completed a Board approved course in GST/BAS taxation principles.*

Our Certificate IV in Accounting (FNS40611) from the Financial Services Training Package has 17 units of competency to enhance work opportunities and industry skills & knowledge demands (see Schedule C).

Students shall take up to 36.25 hours a week over a 6 month period to complete this Certificate. During this period students shall be reading, conducting research, performing assessments and managing feedback. Classroom Workshop attendance is optional but is available to assist in completing assessments, networking & understanding career opportunities. A further 6 months of course duration is provided if 50% of the assessments have been completed or hardship circumstances require.

MYOB & Excel Courses

Our Bookkeeping and Accounting certificates also deliver MYOB & XERO, Excel, Spreadsheet skills (ranging from beginner to advanced techniques) & Cash flow Modelling as well as accounting.
Property Services Training Package (CPP07)

The Property Services Training Package (CPP) includes the qualifications framework and units of competency for the following sectors sales and management, business broking & property. Our Certificate IV in Property Services (Real Estate) (CPP40307) is packaged with 27 units of competency to enhance work opportunities and industry skills & knowledge demands (see Schedule A).

This course is sometimes also referred to as the Agent’s Licence or Sub-Licence course. It is the course you must do if you are being employed as a Real Estate Agents Representative in Sales or Property Management. All Agents’ Representatives have to be registered with Business Licensing Authority within two weeks of commencing work and evidence of completion of this course is required to support your registration. Macquarie delivers innovative real estate and property services courses including Real Estate Agent and Agent’s Representative.

Students shall take up to 41 hours a week over a 6 month period to complete this Diploma. During this period students shall be reading, conducting research, performing assessments and managing feedback. Classroom Workshop attendance is optional but is available to assist in completing assessments, networking & understanding career opportunities. A further 6 months of course duration is provided if 50% of the assessments have been completed or hardship circumstances require. It is expected that on average, students will have the following study load to complete this course which has 995 study hours taken over 24 weeks will require approximately 41 study hours per week.

Real Estate - Agents Representative

The first 3 units of this course constitute the requirements for the Agent’s Representative Course. All units have written assessments that consist of either MCQ, short answer questions, Role Plays or Case Studies.

Are there other conditions I need to meet for registration with Business Licensing Authority?

Agent’s Representatives must meet the following requirements for registration:

- Be at least 18 years of age
- Have a registered address in Victoria
- Pass the prescribed course
- Obtain an authority to act signed by the principal of the agency you will represent
- Present a police check not more than six month old.
- Provide a permission application form to BLA confirming your eligibility to practice real estate

Civil Construction Courses - Resources and Infrastructure Industry

The RII Resources and Infrastructure Industry Training Package specifies the skills and knowledge required for workers to perform effectively in the following Industry sectors: Civil Infrastructure, Mining and Construction. All civil construction courses are delivered in a classroom and/or workplace learning setting (No distance education delivery mode is available for civil construction courses – visit www.civilforcetraining.edu.au).

To be awarded the **RII30813 Certificate III in Civil Construction Plant Operations**, competency must be achieved in Nineteen (19) units of competency consisting of core and electives. Additional units may be added if career opportunities are enhanced for graduates. (Visit www.civilforcetraining.edu.au) for further information.

To be awarded the **RII30913 Certificate III in Civil Construction (Stream 8 - General)**, competency must be achieved in Twenty five (25) units of competency consisting of core and elective units. Additional units may be added if career opportunities are enhanced for graduates. (Visit www.civilforcetraining.edu.au) for further information.

To be awarded the **RII20113 Certificate II in Resources & Infrastructure Work Preparation**, competency must be achieved in Nine (9) units of competency consisting of core and elective units. Additional units may be added if career opportunities are enhanced for graduates. (Visit www.civilforcetraining.edu.au) for further information.

All civil construction courses are delivered only in a face to face classroom and/or workplace learning setting (No distance education delivery mode is available for civil construction courses – visit www.civilforcetraining.edu.au).
6. Course Delivery & Resources

Course Delivery Options

Macquarie (MEG) courses are delivered to students via Distance Learning. As a value addition, students may attend optional face-to-face classroom workshops that MEG conducts on a periodic basis. MEG Classroom Workshops are designed to provide conceptual clarity of key topics and issues contained in the course content. Workshops are conducted in an environment that promotes discussion and sharing of ideas leading to genuine learning outcomes. It is expected that participants study and work through their Learning Manuals before attending the workshops, bringing with them the main issues that they would like to discuss. Students may select from a range of classroom workshops that are scheduled and published on the MEG website. There will be no limit to the number of times a student can attend the same workshop.

Distance Learning

Self-paced learning is ideal if you are remotely located, returning to the industry or just can’t take the time off work. If you choose to study purely by Distance Learning you will be assigned an experienced professional Facilitator, who will be available by telephone and email to provide support. (Not Applicable to Civil Construction Courses)

Classroom Workshops

Students can decide to undertake our Classroom Workshops on a face-to-face basis. Our Classroom Workshop option is a value-added learning tool and is a skill-based program moderated by Facilitators responsible for delivering and assessing knowledge and skills as well as a method to assist in the completion of the Assessment Booklet in a group setting. Students have the option of supplementing their Distance Learning studies by attending a group setting to assist them in the completion of the Assessment Booklet for the purposes of Assessment.

Our interactive classroom based Classroom Workshop Courses are the fastest way to help achieve and complete the Assessment Booklet in a tutorial environment. Training is delivered to small groups of Students in most capital cities every month and are ideal if you are new to the industry, want support and like to network. Our Facilitators are skilled at making the classroom experience interactive, providing real life examples to stimulate interest. (Please note our policy is that to be eligible to attend a Classroom Workshop, You must have received the course material at least 3 weeks prior to the commencement date. Unless you make special pick-up arrangements, this will require enrolling three weeks prior to the commencement date.)

Student Resource Requirements

MEG prefers that All Students have access to a computer and a reliable internet connection. All Students can nominate an email account that is accessed on a regular basis. Email is MEG’s primary method of contact with Students, however MEG do not email large files. A free web based email address (eg yahoo) may be suitable for this purpose, so long as it is checked on a regular basis. The requirements for Students to successfully complete each Course or Professional Program consist of three types of Content: General Content, Reference Material; and Assessment Material. (Assessment Booklets or Workbooks).

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*All civil construction courses are only available in a classroom and/or workplace learning environment - visit www.civilforcetraining.edu.au -

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Once printed this document is no longer a controlled document
7. Assessment (How you are Assessed?)

(Refer to MEG Assessments Policy & Procedure)

Assessment Materials is comprised of Assessment Booklet that contains

a. Assessment Activities (incl. multiple choice & written questions, Role Plays, Case Studies);

b. Responses to Activity Assessments

Please read MEG Assessment Policy & Procedure for further information (http://www.macquaireeducation.com/quality-reports)

All Students must, after completing the Questions, deliver a Role Play. Please use our Guidelines contained in the Course Materials as a framework for each specific Role Play. The Guidelines requires the student to assume the role of a financial advisor to a prospective client played by another individual and/or assessor.

Role Play (Workshop Students) - Workshop classrooms students deliver the Role Play to MEG assessor at MEG training session or as set out below.

Role Play (Distance Students Only) - All Students enrolled purely by correspondence need to complete each Role Play after completing all Questions. Your delivery of the Role Play MUST be assessed by us.

This must be done with a MEG assessor at an MEG training centre or via skype. MEG’s Courses are designed to provide skill-based learning outcomes involving ‘Activities’, that may include multiple choice questions, short answer, Case Studies and Role-Plays.

This assessment process allows Students to reinforce knowledge gained as the Courses are made practical. This assessment process replaces the formal university style examination method by providing Students with practical real-life learning outcomes.

If you choose to study by Distance Learning, you will be assigned an advisor that will be available by telephone and email to provide feedback. Once You have completed responses to all assessment activities in the Assessment Booklet, keep a digital copy or photocopy and send the originals to MEG for assessments (preferably by email). Activities are generally assessed within 10 working days. Some activities (e.g. presenting a Statement of Advice to a client) will require you to comply with the instructions in the Assessment Booklets.

All MEG students are enrolled as a Distance Learning Student with the option to attend workshops.

The Classroom Workshop option is a supplement that provides an opportunity for Students to have their knowledge and skills assessed as well as a method to assist in the completion of responses in the Assessment Booklet in a group setting that supplements learning outcomes under the Distance Learning program.
Students are required to complete a number of Activities each hour to apply and are assessed by an Assessor as to the knowledge and skills gained. Activities are generally assessed during the Course to provide you with timely feedback. If you are deemed ‘not yet competent (“NYC”)’ in an Activity and/or Unit of Competency, You will be provided with personal coaching and given the opportunity to resubmit the Activity. If you are deemed ‘not yet competent (“NYC”)’ in an Activity and/or Unit of Competency, written feedback will be sent back to You to provide with the opportunity to resubmit the Activity. A Statement of Attainment will be awarded once You are deemed competent in all Course Activities.

Appealing an Assessment
In rare instances, it is possible that You may wish to challenge an Assessment outcome by:

a. speaking with your Assessor in the first instance and if unresolved
b. making a request in writing to the Head Assessor/Instructor
c. MEG has a formal Appeals Procedure and Process of copy of which shall be provided to you upon your request.

You have the right to represent yourself at all forums where the issue is being discussed and you will have the matter heard within 5 working days. The outcomes and the reasons for it will be given to you in writing.

8. Flexible Learning & Assessment

All Macquarie Students (except civil construction courses) are enrolled as distance education students with option of also attending workshops. See pricing information set out in the course enrolment forms and website under Statement of Fees menu option

MEG is committed to ensuring wide accessibility of its training where appropriate. As such, MEG recognises that literacy or numeracy problems may not, of themselves, preclude a person from successfully acquiring the competencies associated with any of our courses. Every effort will be made to assess a candidate’s ability to carry out all the learning tasks and demonstrate mastery of the program competencies.

Flexible learning and assessment procedures form an integral part of our learning and assessment strategies. We customize our training and assessments to meet your specific needs and in accordance to the concept of competency-based training. Where possible, the learning activities may be modified to compensate for trainees with literacy or numeracy skills needs. An initial assessment of a participant’s literacy and numeracy skills will be made upon enrolment in a course where it is deemed necessary. If you have any difficulty achieving competency in any module, our assessor/trainer will be happy to discuss the matter and where possible alternative learning/assessment strategies will be provided to you. MEG strives to offer training and assessment that is accessible and equitable to all individuals.

Maximum Advance Payments
In accordance with SNR if a Course Fee payable by a students is in excess of $2,500, then MEG require payment of a deposit of $1,000 (at enrolment) and then a $1,500 payment post enrolment (upon commencement of the course) with the remainder (balance) being paid by the Student prior to completion date.
9. Recognition Pathway

(Refer to MEG RP Policy & Procedure) MEG is aware that many people with strong life experiences have gained the knowledge and skills from their previous experience.

See our website for approved list of RPL providers.

MEG consider formally recognising this through a process known as (Recognition of Prior Learning) or simply RPL. If you would like to apply for RPL for a particular unit of study, then you must supply evidence of your prior skills and knowledge needed to achieve the standard of competency required. In addition, you must also demonstrate the currency of those skills and knowledge.

Briefly, the RPL process is as follows:

1. Download the RPL application form from www.MEG.edu.au

2. Complete and submit the following:
   a. RPL Application form
   b. Self-assessment for skills and knowledge
   c. Evidence of prior skills and knowledge
   d. Evidence of currency of prior skills and knowledge
   e. RPL application fee ($500 upfront, non-refundable, plus $50 per unit of competency, plus $100 per hour of RPL application assessment time by an MEG Assessor). There is no fee payable for RPL under the Victorian Training Guarantee (VTG) funding. There are no refunds applicable for RPL once the enrolment has been processed.

3. Upon receipt of the abovementioned items, an interview will be arranged with you.

4. Upon completion of the assessment of your RPL application, you will be advised of the outcome. The success of your application is not guaranteed.

Credit Transfer

For credit transfer you must provide formal qualifications that may include certificates, Statements of Attainment and other forms of qualifications. Provided these documents have a corresponding unit code then credit transfer will be granted. If competency for an old unit of study was previously achieved that is not part of the new Training Package course then Credit Transfer shall not be available.

If you have any questions regarding the Recognition pathways available including the RPL Process or eligibility for Credit Transfer, please contact MEG by either email info@macquarieeducation.com.

Credit Transfer can occur upon enrolment and/or during the study period to enhance academic efficiency.
10. Fees & Refund Policy

(Refer to MEG Fees & Charges Policy & Procedure)

All Course fees and Administration fees are detailed in the Course Fee Schedule.

This Student information Guide and/or in the Student Enrolment Forms that are available on our websites www.macquarieeducation.com or upon request by emailing info@macquarieeducation.com

Fees are payable to Macquarie Commercial College Ltd. and can be paid by Students by:

- credit card, [Macquarie Does not accept American Express or Diners Club Cards]
- online electronic transfer to the following banking account details:
  Macquarie Commercial College Ltd. (ABN 99 005 582 767).
  Please Call for our BSB & Account Number
- Cheques should be made out to “Macquarie Commercial College Ltd.”
- Please post to:
  Macquarie Commercial College Ltd
  106 Fyans Street Geelong VIC, 3220

MEG guidelines try to ensure all respective Learner resources are delivered to students at least 4 weeks prior to the commencement of any Classroom Workshops selected by the Student so that the Required Reading can be completed. If the Student desires to accelerate this process on any grounds then MEG in its discretion has flexibility to acknowledge prior learning and/or work experiences subject to receiving independent evidence that supports the reduction in the 4 week timeframe which does not negate the Assessment requirement for the completion of the Required Reading.

Generally, all Course Manuals will be dispatched within 10 Business days of receipt of fees (clear funds) and (unless otherwise agreed). A Statement of Attainment will be provided upon successful completion of the Assessment for the Course. All fees must be paid and received in full prior to the issue of the attained qualifications and course materials.

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<th>Standard Enrolment Period means</th>
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<tr>
<td>Certificate Courses 6 months</td>
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<tr>
<td>Diploma &amp; Advanced Diploma Courses 12 months</td>
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If you apply for an extension past the enrolment period you will be required a payment of $1,450 for distance and $3,800 for classroom workshops.

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5 Course fees are GST free (please see our Fees and Charges Policy and Procedure)
6 Administration fees for courses under GST are inclusive of GST (please see our Fees and Charges Policy and Procedure)
Refunds (Refer to MEG Refund Policy & Procedure)

MEG will ensure that all Refunds for courses are completed correctly and in accordance with ASQA and National Vocational Regulator standards (SNR 16.3, 20.1, 20.2, 22.2, 22.3, and 24.1).

All Students are deemed to be enrolled and have commenced the course on the Date of enrolment. All fees must be paid and received in full prior to the issue of any Statements of Attainment and Qualifications, unless otherwise agreed to between the parties in writing. All tuition fees must be paid and received upon enrolment, in exceptional cases in full prior to the issue of the attained qualifications if consented to in writing. An administrative fee of $100 can be charged if the credit card submitted for payment is declined due to insufficient funds or telegraphic transfer is insufficient.

An administrative fee of $250 will be charged by MEG on the student if (a) Telegraphic transfer of funds does not occur or is deficient by more than 5% of the total amount or confirmation of payment is not email to MEG or the credit card submitted for payment on the student enrolment form is declined due to insufficient funds. When an applicant completes, dates and delivers the MEG Student enrolment form a binding Agreement has arisen between the parties subject to various conditions subsequent. This Agreement comes into existence subject to the following conditions:

1. This contract is subject to the laws of Australia & the Courts of the State of Victoria.
2. All refund requests, notifications of withdrawal, deferrals or leaves of absence must be made in writing addressed to the MEG RTO Manager, MEG by the person who has entered into a contract with MEG.
3. Application, accommodation placement and airport reception fees are not refundable in any circumstance. Any payments refunded back to the student will attract a 10% administration charge.
4. All courses undertaken by student will be deemed to be one course, regardless of the start and finish dates.
5. Any approved refund provision will be paid by MEG in the same currency in which the fees were paid, to the person who has entered into a contract with MEG.
6. Where a person who has entered into a contract with MEG and does not start the course or withdraws from the course at any time, MEG will (in addition to those fees specified in clause 3 above) retain the cancellation amounts. All other funds held by MEG will be refunded within four (4) weeks of receipts of a written refund request from the person who has entered into a contract with MEG.
7. No Refund Policy or Grievance Policy of MEG removes the right of a person who has entered into a contract with MEG to pursue other legal remedies including action under Australia's Consumer Protection Law.
REFUND Policy - Before Commencement Date of Course(s)
- More than 10 weeks (Full Refund minus $500 admin fee)
- More than 4 weeks & up to 10 weeks (30% tuition fees withheld plus Administration fee of $500)
- 4 weeks or less (50% tuition fees withheld plus Administration fee of $500)

REFUND Policy - After Commencement Date Course(s)
- Week 1 (NO REFUND IS AVAILABLE)
- Approved Refund / Withdrawal /Transfer ($500 admin fee applies) (Exceptional hardship)
- Approved refunds will be paid within 20 days of written request made by student.
- All course fees are outlined in our MEG Course Fee Schedule. (Please Note: Fees and charges are quoted in Australian dollars and are subject to change without notice.)

Classroom Workshops (subject to student numbers)

Classroom Workshops (subject to student numbers)

Once a Student has enrolled in a Classroom Workshop, the Student may postpone or defer by providing 10 working days notice in writing by email to info@macquarieeducation.com along with payment of $150 deferment fee for administration.

Non-attendance to a Classroom Workshop will result in fees being forfeited if 10 working days notice is not provided by email to MEG. Where MEG cannot hold a Classroom Workshop at the time(s) nominated by the student on the Student Enrolment Form then MEG will nominate an alternative Classroom Workshop date within 4 weeks of the previously scheduled date. If an alternative Classroom Workshop date cannot be provided by MEG, then the enrolment will remain a pure Distance Learning program and Students will be entitled to request a refund for any difference in fees as specified on the Student Enrolment Form (if any). In addition, if MEG believes there shall be insufficient students attending the workshop then MEG can postpone the workshop to the next available workshop scheduled or make alternative arrangements without any rights accruing or obligations arising to any refund entitlement being made to a Student. Any classroom workshop postponement does not amount to a total failure of consideration by MEG. All students are automatically entitled to attend the next available workshop.

Distance Learning

The Assessment Booklet for each Course module must be completed, submitted and received for Assessment within one year from the date on the Student Enrolment Form (unless subject to Skills Victoria minimum performance requirements). The Enrolment Period shall commence on the day of enrolment (regardless of the number of Modules enrolled in) by a Student (that is the time periods will run concurrently rather than consecutively). After the end of the enrolment period Students may request an extension period by email to info@macquarieeducation.com for consideration (subject to them having completed more than 50% of the assessments already).

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7 Commencement date means the earlier of the date the applicant has signed in the Student Enrolment Form delivered to or the date Course Materials have been posted to the Student by Macquarie or its authorised Agent.
Replacement Manuals and Certificates

A replacement fee of $100 per Course Manual ($400 for complete course) and a $50 per Certificate will be charged and $10 for any CD Rom or Flash Drive requested. This fee is due and payable prior to the delivery of the replacement item in question.

If express postal delivery for Course Manuals or Certificates is required by a Student an additional fee of $50 shall be payable. Electronic unprintable certified versions of a Student’s qualification Certificates are available (in certain circumstances at an additional cost of $50).

Summary of Charges (inclusive of postage & handling)

<table>
<thead>
<tr>
<th>Service</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Re-enrolment/Extension Charge</td>
<td>$0</td>
</tr>
<tr>
<td>Distance / Workshop</td>
<td>$1,450 / $3,800</td>
</tr>
<tr>
<td>Re-submission of Assessments/ Skills Assessment</td>
<td>$0</td>
</tr>
<tr>
<td>Request for accessing personal information</td>
<td>$50</td>
</tr>
<tr>
<td>Private tutoring first hour free</td>
<td></td>
</tr>
<tr>
<td>Private tutoring first hour free (thereafter $200 per hour)</td>
<td></td>
</tr>
<tr>
<td>Replacement of Course Material</td>
<td>$100 per manual (or $400 per course)</td>
</tr>
<tr>
<td>Initial Course Materials Fee</td>
<td>$0</td>
</tr>
<tr>
<td>Re-issue of qualifications or Statement of Attainment</td>
<td>$0</td>
</tr>
<tr>
<td>Initial Administration Fee</td>
<td>$0</td>
</tr>
</tbody>
</table>

National Recognition

All of our courses are nationally recognised. National recognition means recognition by an RTO of the AQF qualifications and statements of attainment issued by all other RTOs, thereby enabling national recognition of the qualifications and statements of attainment issued to any person. Recognition by each state and territory’s registering body of the training organisations registered by any other state or territory’s registering body and of its registration decisions. Recognition by all state and territory course-accrediting bodies and registering bodies of each other’s accredited courses and accreditation decisions.

If you cannot provide evidence of the currency of your skills and knowledge in your nominated units, depending upon the assessment of your application, you may be offered an “Assessment-Only RPL” wherein you can complete the assessment tasks for your nominated units from the comfort of your own home without the need to attend classes. In such a case you will not be provided any learning manuals and are encouraged to research various sources of regulations.

- Start by reviewing the units of study in your chosen course.
- Select the units you are comfortable with in terms of your knowledge and experience in.
- Assessments for the specific units you nominate shall be sent to you.
- You will have 30 days to complete each unit selected.
- Marking of your submissions will occur within 4 days of submission.
- You shall be informed whether you have been assessed as “Competent” or “Not yet competent”.
- There are no opportunities to resubmit RPL assessments.
- If you are marked competent, then you will receive a transcript of your results.
11. Academic Misconduct & Disciplinary Procedure

(Refer to MEG Policy)

This policy sets outs the minimum behaviour standards MEG requires of students insofar as Academic Misconduct and Plagiarism and Collusion.

Academic Misconduct refers to behaviour that may:

- Disrupt the learning environment,
- Be inappropriate towards a staff member or other student,
- Involve dishonesty or helping others to gain an unfair advantage in assessments,
- Contradicts the Assessment Policies and Procedures set out in this guide,
- Result in misadventure during an examination,
- Plagiarism content from material not referenced in the bibliography,
- Copy another student’s work, or
- Involve lodging work completed by another person under your name.

Plagiarism and Collusion
You are not to represent someone else’s idea’s work as your own.

This includes:

- Not referencing other people’s work
- Copies or substantially copies another student’s work as your own
- Substantially paraphrasing the course materials in your assessments

You are not to undertake any behaviour that purposely undermines a fair and just assessment system including:

- The submission of an assessment that has already been submitted
- Unauthorised access to assessment resources or inappropriate help from another person in relation to assessments

The above policies apply to all students that have undertaken study previously, as well as current and future students.

12. Access, Equity and Anti-Discrimination

MEG will not engage in discrimination towards any group or individual in any form, inclusive of; gender, race, nationality, religion, physical or intellectual disability, age, or physical disease where there is no risk to others. This policy applies to all services and operations of the company, including recruitment, assessment, and customer services. MEG will attempt to provide particular services to assist the training outcomes of people with special learning needs, or those facing particular difficulties. However, although MEG will make every effort to accommodate the special needs of individuals, as a matter of ethical conduct it will not enrol a student if it is clear or becomes evident that it would be impossible for the student to successfully complete a particular course. In those circumstances MEG will assist the student in choosing a suitable alternative to ensure that the training needs of the student are met.

In accordance with SNR 16.6 all students/Learners have timely access to current and accurate records of their participation and progress.
13. Welfare and Guidance

MEG recognises that a significant aspect of quality of training programs relies on effective support and management of student and staff welfare. Considering this, MEG is committed to providing both students and staff with adequate access to:

- Educational, vocational, and personal counselling services;
- Guidance and support with financial requirements specifically related to training and education;
- Information relating to OH&S, equal employment opportunity and anti-discrimination policies as is appropriate and relevant; and
- In the event that required support extends beyond MEG’s capabilities. MEG will source/give referral information for relevant organisations that supply required support services.

14. Complaints & Appeals

MEG has a documented process for lodging a formal complaint/appeal if such a situation arises. In the event that Students have a grievance, then it should be submitted by email to info@macquarieeducation.com for consideration. In the event you are not satisfied with the outcome, then Students can submit a written appeal to the CEO.

MEG complaints and appeals policy and procedures clearly identifies each of the stages of the process that is available to students:

- Stage 1 – Informal procedures
- Stage 2 – Formal Procedure
- Stage 3 – Appealing a complaints decision
- Stage 4 - External arbitration

For further information refer to MEG Complaints and Appeals Policy & Procedure.
15. Legislative & Regulatory Requirements

(Refer to MEG Compliance with Legislation Policy & Procedure)

MEG abides by the following legislative requirements;

- Standards for Registered Training Organisations 2015 (to be implemented by 1st April 2015)
  - Standard One: Responsive to industry and learner needs
  - Standard Two: Quality assurance
  - Standard Three: Secure and accurate certification
  - Standard Four: Accessible information about services
  - Standard Five: Informed and protected learners
  - Standard Six: Fair complaints handling
  - Standard Seven: Effective governance and administration
  - Standard Eight: Legal compliance
- Australian Skills Quality Authority (ASQA) (formerly VRQA);
- Skills Victoria compliance obligations (Service Agreement 2014)
- ASIC Act and Regulations;
- Corporations Act and Regulations;
- Occupational Health and Safety Act (2004) and supporting legislation;
- Privacy Act 1988 (Commonwealth);
- Anti-Discrimination Act and VET Act;
- Federal Privacy Act (1988); and
- Standards for National VET Regulator (NVR) issued by Australian Skills Quality Authority (ASQA) (formerly AQTF 2010 Standards)

MEG owns and/or licenses all the Intellectual Property rights to all training Content and Materials retaining full copyright (all rights reserved) in Australia. No part of our training services, including Content, Materials, Activities, Assessment Materials and the Student Information Guide may be transmitted in any form or by any means, or copied or reproduced in any form or by any means (whether graphic, electronic or mechanical, including photocopying, printing, recording, or storing in an information retrieval system) without the prior written permission of MEG.

All Student records are the property of MEG only. The requirements of the Privacy Act will be strictly adhered to. Licensees for whom Students are authorised representatives to provide financial services may gain access to any student’s file but only with the full prior permission from the relevant student.
16. Privacy

All student information will be kept strictly confidential as per the requirements of the Privacy Act and will not be released to anyone, other than the student, without the student’s express permission. However, common with many commercial websites and business operations, the Company may also collect aggregated information which tells us about you.

For example, we may collect information about the date, time and duration of visits and which pages of the Websites are most commonly accessed. This information is used by us to help to administer and improve the Websites. If you provide your Assessment Booklet (or other information eg. resume) to the Company, we may only make this available to the members of the Macquarie or our authorised Agents only by a reference number and not your name. Personal information collected about you will be used in the course of MEG business.

17. Victorian Training Guarantee 2016

See our website for changes to the Privacy obligations set out in our Pre-enrolment Pack.

Victorian Training Guarantee (formerly Skills Victoria (SV) website\(^8\)) for further information concerning the Securing Jobs for your Future – Skills for Victoria. (Check our websites for latest information). SV eligibility criteria are confirmed by sighting original identification documentation and place of abode)

Step 1 - What is your citizenship/residency status?
To be eligible you must be either:

1. an Australian citizen
2. an Australian Permanent Resident (holder of a permanent visa)
3. a holder of a Special Category Visa (sub-class 444, New Zealand citizen)
4. an East Timorese asylum seeker, or
5. a holder of a Temporary Protection Visa.

Step 2 - What course are you seeking entry to?
All courses that are Skills Victoria funded or Co-Funded by MEG or related party require you must either be:

i. Under the age of 20 years\(^9\) on 1 January in the year you want to commence your course; or

ii. Seeking enrolment in a course accredited at a higher level than the highest VET qualification you already hold.

iii. You have not commenced or not be scheduled to commence more than two Victorian Govt subsidised courses in 2014 (excluding courses in the Foundation Skills Category); &

iv. Not be currently enrolled in two or more VIC Government subsidised courses (excl. Foundation Skills Category).

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\(^9\) That is, 19 years of age or younger (Please visit Skills Victoria (Higher Education and Skills Group) website for the latest criteria
Victoria - Skill for Victoria service agreement plus

i. eligibility criteria for Victorian Training Guarantee (refer Enrolment Policy & Procedure)

ii. evidence of Eligibility and Student Declaration (refer Enrolment Policy & Procedure)

All Skills Victoria Students have either 6 months (certificates) or 12 months (Diplomas) to complete the Course enrolled in starting from the Commencement Date unless you have not successfully submitted over 50% of your Assessment Booklets, then the period shall be 6 months. An further extension of 6 months or 12 months is available but shall require the additional payment of $495 and/or evidence of participation or substantial completion of at least 50% of the enrolled Course (unless otherwise agreed to).

Concessions on Tuition Fees (SV Students Only)

This information on concessions on Course Administration fees applies to SV Students undertaking training courses categories except Skills Deepening (Diplomas and above). The concession fee is the same as the minimum fee for the relevant course category. For courses in the Skills Deepening category, you may be able to access financial assistance in the form of a loan.

Who is eligible for a concession?

The fee concession is available to people in the following groups:

- Commonwealth Health Care Card holders, and their dependent children and dependant partners
- Pensioner Concession Card holders, and their dependent children and dependant partners
- Veteran’s Gold Card holders (but not their dependants).

To receive a concession, the person enrolling must either have the card or be able to show that they are a dependant of a card-holder.

Indigenous students - Under an Indigenous Completions Initiative, Indigenous students pay only the minimum or concession tuition fee for all courses, including courses in the Skills Deepening category.

If the Australian Government is funding your enrolment, the concession fee is not available. If you are referred to a provider by an agency of the Australian Government, for example a Job Network agency, you should pay the standard tuition fee and then seek reimbursement from the agency.

Fee Exemptions - This information applies to students undertaking training courses. For government funded training places fee exemptions may be granted for the following reasons. Exemptions apply to courses at all levels, including Skills Deepening (Diploma courses and above).

If the applicant chooses to delay the commencement date, the student enrolment advisor contacts the applicant to ascertain why. A follow-up process is instigated using this information.

Eligibility Exemptions - Exemptions may be granted for individuals who do not meet the eligibility requirements detailed (referred to as Eligibility Exemptions)
18. Disclaimer

MEG and related entities and representatives are not responsible for the results of any action taken by the student and/or their licensee for whom the student is an authorised representative to provide financial services, on the basis of any information in the training materials, nor for any errors and/or omissions. MEG expressly disclaims all and any liability to any persons or corporations in respect of anything and any consequences of anything done or omitted to be done by the student (or any person either undertaking or being involved with facilitating the training materials on behalf of the student).

It is the licensee’s responsibility (for whom the student is an authorised representative to provide financial services) to ensure that the student acts within the boundaries of their authorisations and the legal requirements of the Corporations Act and Corporation Regulations for all actions undertaken, including the provision of all financial services to any persons or corporations (which includes providing general and/or personal financial product advice).

19. Course Duration, Deferring, Suspending or Cancelling/Withdrawal of an Enrolment

MEG’s standard course duration is 6 months for a certificate course and 12 months for a diploma course which may be extended in certain circumstances subject to MEG policies & procedures:

i. Completion within Expected Duration
ii. Monitoring Course Progress
iii. Deferring, Suspending or Cancelling a Student’s Enrolment
iv. Complaints and Appeals
v. Fees and Charges Policy

A student wishing to defer an enrolment must do so prior to the commencement of the course.

Students must complete an ‘Application to Defer, Suspend or Cancel Enrolment’ and submit to the Administration Section. (refer to Deferring, cancel/withdraw Suspending or Cancelling of Student’s Enrolment Appendix 1).

Students wishing to their enrolment must submit an Application to Defer, Suspend or Cancel Enrolment to the Administration Section. (see Deferring, Suspending or Cancelling of Student’s Enrolment Appendix 1).

MEG is able to defer an enrolment, suspend (or temporarily suspend) or cancel/withdraw a student’s enrolment if they default on a payment plan or engage in an inappropriate manner.
20. How to Enrol

Please read the entire pre-enrolment package of information on our website

If you wish to continue please complete your enrolment application

Please send all completed enrolment applications by either:

Scanning or Email all completed forms to

info@macquarieeducation.edu.au
info@civilforcetraining.edu.au

By Hand or Post / Mail  All completed student enrolment forms to

106 Fyans Street Geelong
2/128 Yarra Street Geelong, 3220

To Download a Student Enrolment Form and other Student information

Websites:
www.macquarieeducation.edu.au
www.macquarie.vic.edu.au
www.civilforcetraining.edu.au

Email:
info@macquarieeducation.edu.au
info@macquarie.vic.edu.au
info@civilforcetraining.edu.au

Phone
(03) 5221 3577

Fax:
(03) 5224 2100
Units of Competency & Nominal Hours
Certificate IV in Property Services (Real Estate) (CPP40307)

<table>
<thead>
<tr>
<th>Core Units:</th>
<th>Nominal Hrs</th>
</tr>
</thead>
<tbody>
<tr>
<td>CPPDSM4080A Work in the real estate industry</td>
<td>20</td>
</tr>
<tr>
<td>CPPDSM4007A Identify legal and ethical requirements of property management to complete agency work</td>
<td>30</td>
</tr>
<tr>
<td>CPPDSM4008A Identify legal and ethical requirements of property sales to complete agency work</td>
<td>30</td>
</tr>
<tr>
<td>CPPDSM4009A Interpret legislation to complete agency work</td>
<td>30</td>
</tr>
<tr>
<td>CPPDSM4015A Minimise agency and consumer risk</td>
<td>30</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Elective Units</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>CPPDSM4004A Conduct auction</td>
<td>10</td>
</tr>
<tr>
<td>CPPDSM4005A Establish and build client–agency relationships</td>
<td>20</td>
</tr>
<tr>
<td>CPPDSM4006A Establish and manage agency trust accounts</td>
<td>60</td>
</tr>
<tr>
<td>CPPDSM4001A Act as a buyer’s agent</td>
<td>20</td>
</tr>
<tr>
<td>CPPDSM4010A Lease property</td>
<td>50</td>
</tr>
<tr>
<td>CPPDSM4011A List property for lease</td>
<td>25</td>
</tr>
<tr>
<td>CPPDSM4012A List property for sale</td>
<td>30</td>
</tr>
<tr>
<td>CPPDSM4013A Market property for lease</td>
<td>25</td>
</tr>
<tr>
<td>CPPDSM4014A Market property for sale 30 CPPDSM4003A Appraise property</td>
<td>40</td>
</tr>
<tr>
<td>CPPDSM4016A Monitor and manage lease or tenancy agreement</td>
<td>50</td>
</tr>
<tr>
<td>CPPDSM4018A Prepare and present property reports</td>
<td>30</td>
</tr>
<tr>
<td>CPPDSM4019A Prepare for auction and complete sale</td>
<td>20</td>
</tr>
<tr>
<td>CPPDSM4020A Present at tribunals</td>
<td>20</td>
</tr>
<tr>
<td>CPPDSM4022A Sell and finalise the sale of property by private treaty 50 CPPDSM4049 Implement maintenance plan for managed properties</td>
<td>25</td>
</tr>
<tr>
<td>CPPDSM4056A Manage conflict and disputes in the property industry</td>
<td>20</td>
</tr>
<tr>
<td>BSBSMB8406A Manage small business finances</td>
<td>60</td>
</tr>
<tr>
<td>BSBRKG3048 Maintain business records</td>
<td>30</td>
</tr>
<tr>
<td>FNSFMK505A Comply with financial services legislation and industry codes of practice</td>
<td>80</td>
</tr>
<tr>
<td>FNSFPL501A Comply with financial planning practice ethical and operational guidelines and regulations</td>
<td>50</td>
</tr>
<tr>
<td>BSBITU402A Develop and use complex spreadsheets</td>
<td>50</td>
</tr>
<tr>
<td>FNSIAD301A Provide general advice on financial products and services 30 BSBITU202A Create and use spreadsheets</td>
<td>30</td>
</tr>
</tbody>
</table>
## Units of Competency & Nominal Hours (Certificate IV in Bookkeeping)

<table>
<thead>
<tr>
<th>Core Units</th>
<th>Nominal Hrs</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBFIA401A Prepare financial reports</td>
<td>50</td>
</tr>
<tr>
<td>BSBITU306A Design and produce business Documents</td>
<td>80</td>
</tr>
<tr>
<td>BSBHOH201A Participate in OHS processes</td>
<td>20</td>
</tr>
<tr>
<td>FNSBKG401A Develop and implement policies and procedures relevant to bookkeeping activities</td>
<td>30</td>
</tr>
<tr>
<td>FNSBKG402A Establish and maintain a cash accounting system</td>
<td>40</td>
</tr>
<tr>
<td>FNSBKG404A Carry out business activity and instalment activity statement tasks</td>
<td>40</td>
</tr>
<tr>
<td>FNSBKG405A Establish and maintain a payroll system</td>
<td>30</td>
</tr>
<tr>
<td>FNSINC401A Apply principles of professional practice to work in the financial services industry</td>
<td>30</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Elective Units</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBITU402A Develop and use complex spreadsheets</td>
<td>50</td>
</tr>
<tr>
<td>FNSACC303A Perform financial calculations</td>
<td>30</td>
</tr>
<tr>
<td>FNSACC404A Prepare financial statements for non-reporting entities</td>
<td>60</td>
</tr>
<tr>
<td>FNSACC405A Maintain inventory records</td>
<td>20</td>
</tr>
<tr>
<td>FNSACC406A Set up and operate a computerised accounting system</td>
<td>80</td>
</tr>
</tbody>
</table>

**Total** 600
Units of Competency & Nominal Hours – (Certificate IV in Accounting)

<table>
<thead>
<tr>
<th>Core Units:</th>
<th>Nominal Hrs</th>
</tr>
</thead>
<tbody>
<tr>
<td>FNSACC301A Process financial transactions and extract interim reports</td>
<td>60</td>
</tr>
<tr>
<td>FNSACC403B Make decisions in a legal context</td>
<td>60</td>
</tr>
<tr>
<td>FNSACC404A Prepare financial statements for non-reporting entities</td>
<td>60</td>
</tr>
<tr>
<td>FNSACC406A Set up and operate a computerised accounting system</td>
<td>80</td>
</tr>
<tr>
<td>FNSBKG404A Carry out business activity and instalment activity statement tasks</td>
<td>40</td>
</tr>
<tr>
<td>FNSINC401A Apply principles of professional practice to work in the financial services industry</td>
<td>30</td>
</tr>
<tr>
<td>BSBFIA401A Prepare financial reports</td>
<td>50</td>
</tr>
<tr>
<td>BSBITU306A Design and produce business documents</td>
<td>80</td>
</tr>
<tr>
<td>BSBOHS201A Participate in OHS processes</td>
<td>20</td>
</tr>
<tr>
<td>Elective Units</td>
<td></td>
</tr>
<tr>
<td>FNSACC302A Administer subsidiary accounts and ledgers</td>
<td>40</td>
</tr>
<tr>
<td>FNSACC401A Process business tax requirements</td>
<td>50</td>
</tr>
<tr>
<td>FNSACC402A Prepare operational budgets</td>
<td>40</td>
</tr>
<tr>
<td>FNSACC407A Produce job costing information</td>
<td>40</td>
</tr>
<tr>
<td>BSBITU402A Develop and use complex spreadsheets</td>
<td>50</td>
</tr>
<tr>
<td>FNSACC503A Manage budgets and forecasts</td>
<td>40</td>
</tr>
<tr>
<td>FNSACC507A Provide management accounting information</td>
<td>60</td>
</tr>
<tr>
<td>FNSACC504A Prepare financial reports for corporate entities</td>
<td>70</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>870</strong></td>
</tr>
</tbody>
</table>