TECHNICAL EDUCATION DEVELOPMENT INSTITUTE

Student Prospectus 2024

True Education Pty Ltd
t/a Technical Education Development Institute
t/a Technical Electronics Centre
(Also referred as "TEDI")

Campus Location: Level 5, 123 Lonsdale Street, Melbourne, Victoria – 3000

Ph: 03 8725 2061, Website: www.tedi.vic.edu.au

RTO Code: 22300
CRICOS NUMBER: 03221G

Email: admissions@tedi.vic.edu.au
Version 24.01

Technical Education Development Institute (TEDI)
Technical Electronics Centre
RTO Code: 22300 CRICOS NUMBER: 03221G
Level 5, 123 Lonsdale Street, Melbourne, Victoria, Australia 3000
Ph: 03 8725 2061, Website: www.tedi.vic.edu.au
Email: admissions@tedi.vic.edu.au

About Technical Education Development Institute (TEDI)

True Education Pty Ltd t/a Technical Education Development Institute and t/a Technical Electronics Centre (referred as "TEDI") is a Registered Training Organisation and an accredited Vocational Education and Training provider providing quality training to students in Australia. TEDI is registered on the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS) and provides CRICOS registered courses to overseas students. We are focused on providing quality vocational training, enabling students to advance their careers by attaining their training and educational goals.

TEDI delivers a range of qualifications which includes BSB qualifications, UEE (Electronics) qualifications, CPC (Building Construction, and carpentry) qualifications. Our Academic and support staff are highly qualified and have extensive experience in their respective fields. We are here to support our students throughout their education programs and to ensure that they have an enjoyable learning experience.
We endeavour to apply best practices in training and assessment, with a dedicated team of qualified trainers and administration staff with experience in their fields.
If there are any queries about our Institute and courses, please feel free to contact us via phone, email or visit our Institute. The contact details are Ph: 03 8725 2061, admissions@tedi.vic.edu.au.

Welcome to Technical Education Development Institute (TEDI)

From the Chief Executive Officer

Thank you for considering the Technical Education Development Institute (TEDI) for your educational study journey in Australia!

At TEDI, our number one priority is our students, and we take pride in their achievements. Our goal is to provide students with an environment that helps them to achieve skills and knowledge to excel. Our experienced trainers strive to provide quality training and practical knowledge to our students, which can be valuable in achieving their goals and open pathways to pursue further studies or enter the relevant workforce. TEDI endeavours to bridge the knowledge gap between students and industry requirements.

On behalf of our staff and teachers, I warmly welcome you to TEDI.

This Student prospectus has been developed to provide you with important information to make an informed decision about your future study plans. It contains information about the courses we offer, fees and costs, admission procedures at TEDI and other vital information. It also provides different processes and procedures which will help you understand more about your rights and responsibilities as a prospective or current student at TEDI.

We look forward to welcoming you to our vibrant and diverse community within TEDI and the broader Australian environment.

Manpreet Oberoi

Chief Executive Officer

Technical Education Development Institute | TEDI

Technical Education Development Institute (TEDI)
Technical Electronics Centre
RTO Code: 22300 CRICOS NUMBER: 03221G
Level 5, 123 Lonsdale Street, Melbourne, Victoria, Australia 3000
Ph: 03 8725 2061, Website: www.tedi.vic.edu.au
Email: admissions@tedi.vic.edu.au

Our Vision

Our vision is to offer courses that meet the expectations of students in line with flexibility of study, work focused material and assessment and reasonable cost.

Our Mission

We encourage our students to pursue meaningful study that will foster a strong contribution to their community within Australia and their home countries and to build a foundation for lifelong learning. We encourage free and open thinking, critical evaluation of knowledge and information and balanced opinion and conclusion.

Objectives

- **People.** We strive to attract, recruit, and retain talented, competent, and committed trainers. We promote excellent performance through leadership and professional development.
- **Safety & equality.** We are committed to providing an environment which is safe, equitable and which promotes a confident and productive training and assessment environment.
- **Integrity & ethics.** We conduct ourselves in accordance with shared and agreed standards of behavior which holds ethical conduct and integrity as our highest priorities.
- **Quality committed.** We aspire to deliver consistent, high-quality services and apply quality systems which support training and assessment excellence.
- **Learner Focused.** We thrive on providing training and assessment that is learner focused and which supports lifelong learning. We respect our students and strive to attract them time after time through high quality training and assessment experiences.
- **Industry engagement.** We recognize the value of industry engagement as the driving force in shaping our training and assessment strategies. We deliver training and assessment services which are founded on industry needs and expectations.

Living in Australia

Australia is an ethnic melting pot. It is a country known for its world-famous natural wonders, diverse landscapes and a vibrant multicultural society that practices almost every religion and lifestyle. Since 1945, more than six million people from across the world have come to Australia to live.
There are 226 languages spoken in Australia – after English, the most popular are Italian, Greek, Cantonese and Arabic. The island continent is almost as big as the USA but has a population of approximately only 25 million people (most of whom live within 50 kilometres of the coast). Australia's coastline stretches almost 50,000 kilometres and has more beaches (over 10,000) than any other country. Inland, there are vast areas of semi-arid and desert areas.

Living in Melbourne

Melbourne is the capital city of Victoria with a population of over 4 million people. It is Australia's second largest city.

The city offers wonderful experiences, a great climate, friendly people, and quality education. Situated on the Yarra River and around Port Phillip Bay, the city has beautiful beaches and excellent water sport facilities. It is a spacious city with many parks & gardens, sporting venues, and scenic attractions.

One quarter of Melbourne's population was born overseas, making it one of the world's most multicultural cities. Melbourne is among the world's most liveable city in the world.

Climate

Melbourne has a temperate climate with four distinct seasons:
- **Winter (June - August)**
  6.5 - 14.2°C (43.7 - 57.6°F)

- **Spring (September - November)**
  9.6 - 19.6°C (49.3 - 67.3°F)

Technical Education Development Institute (TEDI)
Technical Electronics Centre
RTO Code: 22300 CRICOS NUMBER: 03221G
Level 5, 123 Lonsdale Street, Melbourne, Victoria, Australia 3000
Ph: 03 8725 2061, Website: www.tedi.vic.edu.au
Email: admissions@tedi.vic.edu.au

- **Summer (December - February)**
  14 - 25.3°C (57.2 - 77.5°F).
- **Autumn (March - May)**
  10.9 – 20.3°C (51.6 - 68.5°F)

Fun Fact-In Melbourne you can experience all four seasons in one day.

Events and Entertainment

Melbourne is a cosmopolitan city that is full of life. It's also known as sporting capital of the world. The city hosts a variety of festivals, cultural and sporting events, including the Australian Grand Prix, the Australian Open, the Spring Racing Carnival.
Melbourne is Australia's festival capital, with free events held in city and community venues each month. The city's beautiful green and spacious surrounds are very attractive for social, sporting, and other outdoor activities. There are plenty of opportunities for international students to have an enjoyable time with friends.

Study

Melbourne boasts an abundance of fine universities and colleges with international reputations. For this reason, Melbourne is best student city in the country and an ideal place to study for students.

Transport

Melbourne has an excellent public transport system with trains, trams and buses providing an extensive network throughout the city and suburbs. Taxis are plentiful and safe and are available 24 hours a day.

Useful Websites
www.ptv.vic.gov.au
www.studymelbourne.vic.gov.au
www.studyinaustralia.gov.au

Services and Facilities

Technical Education Development Institute (TEDI) is committed to the success of its students. TEDI offers a wide range of support services for students throughout their studies at TEDI.

Orientation Sessions

Many students find life in Australia quite different from life in their home country, therefore, TEDI organises an orientation day to help students become familiar with Australian culture and customs and to introduce students to the institute and its services.

All students are required to attend an orientation information session. This session details many aspects of living and studying in Australia and introduces students to study and life in Australia.
Orientation sessions include information about enrolment, facilities and services available, Australian culture and customs, safety in Melbourne, support services available for students to adjust to study and life in Australia. Orientation sessions are a great way of meeting other students. More information on the things covered during Orientation is provided in the student handbook.

Cost of Living

Australia provides good quality and affordable accommodation. Students will need $21, 041per year (excluding tuition) to cover living expenses including accommodation, food, transport, entertainment, clothing, and books. 12-month living costs are:

Technical Education Development Institute (TEDI)
Technical Electronics Centre
RTO Code: 22300 CRICOS NUMBER: 03221G
Level 5, 123 Lonsdale Street, Melbourne, Victoria, Australia 3000
Ph: 03 8725 2061, Website: www.tedi.vic.edu.au
Email: admissions@tedi.vic.edu.au

- For students or guardians - AUD$21,041
- For partners coming with you - AUD$7,362
- For a child coming with you - AUD$3,152

- **Hostels and Guesthouses** - $90 to $150 per week
- **Shared Rental** - $95 to $215 per week
- **Homestay** - $235 to $325 per week
- **Rental** - $185 to $440 per week

Other living expenses

- **Groceries and eating out** - $140 to $280 per week.
- **Gas, electricity** - $10 to $20 per week
- **Phone and Internet** - $15 to $30 per week
- **Public transport** - $30 to $60 per week
- **Car (after purchase)** - $150 to $260 per week
- **Entertainment** - $80 to $150 per week

For more information, please visit https://www.studyinaustralia.gov.au/

Education and Childcare

Students who are coming to Australia with family members need to be aware of the costs associated with education and childcare in Melbourne. Students are advised to research the resources available prior to arrival in Australia. The following websites offer detailed information:

- https://www.studyinaustralia.gov.au/
- Find an Early Childhood Service or School: http://www.education.vic.gov.au/findaservice/home.aspx

Enrolment Information

Student Prospectus has been developed to provide prospective students with important information which will allow them to make an informed decision about their future study plans. It contains information about the courses we offer, the location where these courses will be delivered, duration of the courses including holiday breaks, the modes of delivery, fees and costs, admission procedures at TEDI, training arrangements and other vital information. It also provides different processes and procedures which will help you understand more about your rights and responsibilities as a prospective or current student at TEDI.
Students must read this Prospectus in conjunction with the student handbook carefully in full before making an application. Students are encouraged to contact TEDI and talk to one of our friendly, informed staff members if they are unsure about any information included in this prospectus or have any questions.

Students must complete the application form including Pre-Training Review form and send the completed form along with all the relevant documents and the Application fee to TEDI. You can also submit your application through one of our authorised agents. A list of approved agents can be found on our website https://tedi.vic.edu.au/ to contact institute for further enquiries.

TEDI will assess student's needs by conducting Pre-Training Review (PTR). PTR will be conducted prior to the enrolment to review student's current competencies, student needs, English level, and support requirements including their oral communication skills, to enrol them in the most appropriate course to achieve their intended outcomes.

Applicants are required to fill up the PTR form along with the application form and answer all the questions in a true and correct manner. Any competencies previously acquired will be identified during PTR and the most appropriate qualification for that student to enrol in will be ascertained, including consideration of the likely job outcomes from the development of new competencies and skills (Recognition of Prior Learning (RPL) or Credit Transfer). One of our staff will conduct a PTR call to verify the answers provided by the students. TEDI may also verify evidence provided by you of your IELTS/equivalent test score and secondary school certificate.

TEDI will issue Letter of Offer to successful applicants after all the documents have been verified. The offer letter will include all detailed

Technical Education Development Institute (TEDI)
Technical Electronics Centre
RTO Code: 22300 CRICOS NUMBER: 03221G
Level 5, 123 Lonsdale Street, Melbourne, Victoria, Australia 3000
Ph: 03 8725 2061, Website: www.tedi.vic.edu.au
Email: admissions@tedi.vic.edu.au

instructions and conditions for accepting the student agreement. You must carefully read and sign the written agreement, pay the fee requested in the student's written agreement and send it to TEDI. TEDI will not accept any course fees without a student's written agreement.

Students undertaking the course must possess Numeracy skills since it requires them to do calculations or any other course related work. To determine this, all students wanting to study at TEDI are required to undertake LLN Test prior to the commencement of the course. Based on the test outcome, students may be identified as requiring internal support and/or external support.

LLN test will be conducted on campus by using an ACSF mapped online LLN assessment tool - LLN Robot-under the supervision of qualified LLN assessor.

Students for each course will be selected in a manner that reflects TEDI's access and equity principles. Completion of the student's application form does not imply that TEDI will make an offer to you. You will also be notified if you do not meet the entry requirements.

Once the completed written students' agreement and the fee is received (and cleared by the bank) TEDI will issue a Confirmation of Enrolment (COE) with a condition that you must take LLN test before the course commencement. Please refer to Enrolment Kit available on the TEDI's website for more information on Enrolment.

Courses Offered

Course Code and Name	CRICOS Course Code	Duration (weeks including holiday breaks)	*Study Period (weeks)	Total tuition fee (AUD)	Total material fee	Total Course Fee
BSB80120 - Graduate Diploma of Management (Learning)	107599H	94 weeks (including holiday breaks)	3 study periods	$24,000	$3,000	$27,000
BSB40120- Certificate IV in Business	107596M	26 weeks (including holiday breaks)	1 study period	$6,000	$900	$6,900
BSB50120 - Diploma of Business	107597K	52 weeks (including holiday breaks)	2 study periods	$12,000	$900	$12,900
BSB60120 - Advanced Diploma of Business	107598J	52 (including holiday breaks)	2 study periods	$12,000	$900	$12,900
UEE30920- Certificate III in Electronics and Communications	103416H	52 weeks (including holiday breaks)	2 study periods	$18,000	$2,000	$20,000
UEE41520 - Certificate IV in Video and Audio Systems	103407J	78 weeks (including holiday breaks)	3 study periods	$16,500	$1,100	$17,600
UEE50520 - Diploma of Electronics and Communications Engineering	103403B	96 weeks (including holiday breaks)	3 study periods	$19,900	$1,200	$21,100
CPC30220- Certificate III in Carpentry	104767K	94 weeks (including holiday breaks)	3 study periods	$22,500	$2,500	$25,000
CPC31320- Certificate III in Wall and Floor Tiling	104766M	94 weeks (including holiday breaks)	3 study periods	$22,500	$2,500	$25,000
CPC50320 -Diploma of Building and Construction (Management)	107293D	52 weeks (including holiday breaks)	2 Study periods	$17,000	$900	$17900

*Study period- each study period for the course/s ranges between 16 weeks to 26 weeks. For latest information on study period, contact TEDI at 03 8725 2061 or email your request on admissions@tedi.vic.edu.au.
Application Fees: $300
Please Note: Students are required to attend a minimum 20 scheduled course contact hours per week.

Delivery Mode and location:
- Classroom based Face to Face theory classes (for all the courses mentioned above)
- For Electronics and Communication (UEE) courses, i.e., UEE30920, UEE41520 and UEE50520: Classroom based Face to Face theory learning on campus Level 5, 123 Lonsdale Street, Melbourne, Victoria, Australia 3000, and practical training in Institute's industrial environment "Technical Electronics Centre" (Electronics and Communication Lab) located at TEDI's workshop at **17 David St, BRUNSWICK, VIC, 3056**.
- For CPC Qualifications, i.e., CPC30220, CPC31320 and CPC50320: Classroom based Face to Face theory on campus **Level 5, 123 Lonsdale Street, Melbourne, Victoria, Australia 3000,** and Practical sessions at TEDI's workshop at **17 David St, BRUNSWICK, VIC, 3056.**

In UEE (Electronics and Communication) qualifications, students will be required to undertake supervised self-study depending upon the qualification undertaken where students will practice skills like maintaining and repairing electronic devices in electronics industry environment "Technical Electronics Centre" which will be managed by the institute. Logbook will be

Technical Education Development Institute (TEDI)
Technical Electronics Centre
RTO Code: 22300 CRICOS NUMBER: 03221G
Level 5, 123 Lonsdale Street, Melbourne, Victoria, Australia 3000
Ph: 03 8725 2061, Website: www.tedi.vic.edu.au
Email: admissions@tedi.vic.edu.au

maintained to monitor self-study hours.
For CPC Qualifications: Students are required to attend practical training sessions at TEDI's workshop at **17 David St, BRUNSWICK, VIC, 3056** as a part of carpentry, wall & floor tiling and Building and Construction (Management) qualifications. To undertake practical training, students are required to have a PPE kit. This kit can be purchased from the institute or from any suppliers outside prior to undertaking practical training. Price for the Kit if purchased from the institute will be $400. Students can contact TEDI at 03 8725 2061 for any further information. *Material fees include printed reading materials and handouts or books only.*
Note: Detailed course information can be obtained from TEDI' student handbook or by visiting our website on www.tedi.vic.edu.au or contact student's administration on 03 8725 2061.

Entry Requirements

Age requirements	Students must be above 18 years of age while filling out the application form.
Pre-training Review	The Pre-Training Review (PTR) will be conducted prior to the enrolment into your respective course of studies to ensure that the training and assessment provided TEDI is able to meet the student's individual needs. Students will be required to fill out the PTR form which is a part of the Application Form. TEDI will review the student's current competencies, student needs, English level, support requirements and oral communication skills, to enroll them in the most appropriate course to achieve their intended outcomes.
English Language Requirements for International students.	International students applying for the course/s at TEDI either off-shore or on-shore will require: i) Either a minimum IELTS (General) test score of 5.5 or equivalent for direct entry into a VET course. or IELTS score of 5.0 or equivalent with an ELICOS course (up to 10 weeks) to be taken before the main VET course. or IELTS score of 4.5 or equivalent with an ELICOS course (up to 20 weeks) to be taken before the main VET course. **Note:** Results older than two years are not acceptable. or Oxford Placement test with score 61 or higher. OR ii) to provide evidence that they have studied in English for at least five years in Australia, Canada, New Zealand, Republic of Ireland, South Africa, United Kingdom, or United States OR iii) to provide evidence that, within two years of their signed written agreement date, they have successfully completed in Australia a foundation course or a Senior Secondary Certificate of Education or a substantial part of a Certificate IV or higher-level qualification, from the Australian Qualifications Framework. Students may refer to IELTS 5.5 Equivalent policy available at reception or Enrolment Kit available on TEDI's website **www.tedi.vic.edu.au** for further details.

Academic Requirements	Qualification	Academic Requirement
	BSB40120 - Certificate IV in Business	Successful completion of year 12 or senior secondary studies in applicant's home country equivalent to Australian senior secondary school examination is required to enter these courses. OR Mature Age students will also be considered without the minimum education requirements considering they have relevant work experience within the chosen area of study and a demonstrated capacity to meet the course requirements. A minimum of 2 years' experience would normally be expected; however, each case will be reviewed individually with relevant work experience evidence in the form of an employment reference letter on company letterhead, work samples and curriculum vitae submitted will be considered. Such learner will be accessed for possible RPL opportunities, and their course duration and volume of learning will be adjusted accordingly, if any RPL is granted.
	BSB50120 - Diploma of Business	
	CPC30220- Certificate III in Carpentry	
	CPC31320- Certificate III in Wall and Floor Tiling	
	UEE30920-Certificate III in Electronics and Communications	
	UEE41520 - Certificate IV in Video and Audio Systems	
	UEE50520-Diploma of Electronics and Communication Engineering	
	BSB80120 - Graduate Diploma of Management (Learning)	
	BSB60120 - Advanced Diploma of Business	Successfully completion of a Diploma or Advanced Diploma from the BSB Training Package (current or superseded equivalent versions) is required to enter this course.

Technical Education Development Institute (TEDI)
Technical Electronics Centre
RTO Code: 22300 CRICOS NUMBER: 03221G
Level 5, 123 Lonsdale Street, Melbourne, Victoria, Australia 3000
Ph: 03 8725 2061, Website: www.tedi.vic.edu.au
Email: admissions@tedi.vic.edu.au

		Or Have two years equivalent full-time relevant workplace experience in an operational or leadership role in an enterprise.
	CPC50320 -Diploma of Building and Construction (Management)	To enter into this course, applicants should have successfully completed the unit CPCWHS1001 - Prepare to work safely in the construction industry and year 12 or senior secondary studies in the applicant's home country equivalent to Australian senior secondary school examination.
	Refer to Student Handbook or Enrolment Kit available on TEDIs website **www.tedi.vic.edu.au** for detailed information.	

Language, Literacy and Numeracy test (LLN)	Students undertaking the course/s at TEDI must possess sound Numeracy skills since it requires them to do calculations or any other course related work. To determine this, all students wanting to study at TEDI are required to undertake LLN test prior to the commencement of the course. Based on the test outcome, students may be identified as requiring internal support services and/or external support services. LLN test will be conducted on campus by using an ACSF mapped online LLN assessment tool - LLN Robot - under the supervision of qualified LLN assessor. All students are required to undertake a language, literacy, and numeracy test (LLN) according to the following qualification: Students are required to achieve expected performance level as per their qualification. Where a student does not achieve the required LLN performance level score for the qualification into which they are seeking enrolment, LLN support will be provided to the student so that student achieves the required performance level. LLN Assessor will determine where students might require support, and when an application may be rejected. A student failing to demonstrate the LLN performance level in all the components will have his/her application rejected and students will be referred to explore other training pathways. Please refer to Student Handbook or Enrolment Kit available on TEDIs website www.tedi.vic.edu.au for detailed information.

Qualification	Performance Level
BSB40120- Certificate IV in Business	ACSF Level 3
BSB50120 - Diploma of Business	ACSF Level 4
BSB60120 - Advanced Diploma of Business	ACSF Level 4
UEE30920- Certificate III in Electronics and Communications	ACSF Level 3
UEE41520 - Certificate IV in Video and Audio Systems	ACSF Level 3
UEE50520 - Diploma of Electronics and Communications Engineering	ACSF Level 4
CPC30220- Certificate III in Carpentry	ACSF Level 3
CPC31320- Certificate III in Wall and Floor Tiling	ACSF Level 3
CPC50320 -Diploma of Building and Construction (Management)	ACSF Level 4
BSB80120- Graduate Diploma of Management (Learning)	ACSF Level 4

Computer literacy requirements	Students enrolling into TEDI courses must have basic computer skills. Student are required to fill in the questions related to computer and internet skills in the Pre-Training Review form provided along with the application form. Students who do not possess basic computing skills will be provided with basic computer use support. Please refer to Student Handbook available on TEDIs website **www.tedi.vic.edu.au** or contact TEDI for any further information or assistance on 03 8725 2061.
Materials and Equipment Required	TEDI will provide access to computers with required resources including access to internet during classroom hours, however, to work on assignments and tasks for self-study, all students are expected to have access to a laptop or computer with the Windows 7 operating system or higher. Students must have an active email address for communication and be contactable by phone (mobile or landline) and by mail (postal address). All learners are expected to have access to MS office application such as Microsoft Word, an email platform. **For practical learning in Electronic (UEE) courses,** TEDI will provide access to equipment, including soldering iron, soldering wire, Multimeter, cable stripper, screwdriver kit, Tongs. The equipment will be placed in the practical lab which students can use for their practical learning. **For practical training in CPC Qualifications (i.e., Building, Construction, Carpentry, Wall & Floor tiling):** Learners are required to have a PPE kit. This kit can be purchased from the institute or from any suppliers outside prior to undertaking practical training. Price for the Kit if purchased

Technical Education Development Institute (TEDI)
Technical Electronics Centre
RTO Code: 22300 CRICOS NUMBER: 03221G
Level 5, 123 Lonsdale Street, Melbourne, Victoria, Australia 3000
Ph: 03 8725 2061, Website: www.tedi.vic.edu.au
Email: admissions@tedi.vic.edu.au

	from the institute will be $400. Kit is required to enter into the workshop and to be able to undertake training effectively.Detailed list of items included in the kit can be obtained from the institute by emailing your request at admissions@tedi.vic.edu.au.
Physical Abilities requirements-for CPC Qualifications.	Learners are expected to have physical abilities and manual handling required to perform tasks involved while undergoing training effectively. As parts of these qualifications, students are expected to do manual handling and heavy lifting.

Course Information

BSB Qualifications

BSB40120- Certificate IV in Business

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.

Course Structure

To achieve this qualification, students must complete the following 12 unit of competencies.
• 6 Core Units
• 6 Elective Units

Core Units

BSBCRT411 Apply critical thinking to work practices
BSBTEC404 Use digital technologies to collaborate in a work environment
BSBTWK401 Build and maintain business relationships
BSBWHS411 Implement and monitor WHS policies, procedures and programs
BSBWRT411 Write complex documents
BSBXCM401 Apply communication strategies in the workplace

Elective Units

BSBLDR413 Lead effective workplace relationships
BSBOPS402 Coordinate business operational plans
BSBPEF402 Develop personal work priorities
BSBPMG420 Apply project scope management techniques
BSBPMG427 - Apply project procurement procedures
BSBPEF502 Develop and use emotional intelligence

This will be delivered over 26 weeks including holidays. Students are required to attend a minimum of 20 scheduled course contact hours per week.

Pathways

Pathways from the qualification:
After achieving this qualification, candidates may undertake BSB50120 - Diploma of Business.

Employment/Career pathway
Units in this qualification reflect the knowledge and skills of individuals with significant experience in:
• Administrative Officer
• Administrative Team Leader
• Assistant Business Analyst

Technical Education Development Institute (TEDI)
Technical Electronics Centre
RTO Code: 22300 CRICOS NUMBER: 03221G
Level 5, 123 Lonsdale Street, Melbourne, Victoria, Australia 3000
Ph: 03 8725 2061, Website: www.tedi.vic.edu.au
Email: admissions@tedi.vic.edu.au

- Assistant Security Analyst
- Business Development Assistant

BSB50120 - Diploma of Business

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.

Course Structure

To achieve this qualification, students must complete the following 12 units of competencies.
- 5 Core Units
- 7 Elective Units

Core Units

BSBCRT511 Develop critical thinking in others
BSBFIN501 Manage budgets and financial plans
BSBOPS501 Manage business resources
BSBSUS511 Develop workplace policies and procedures for sustainability
BSBXCM501 Lead communication in the workplace

Elective Units

BSBPMG430 - Undertake project work
BSBCMM511 Communicate with influence
BSBLDR523 Lead and manage effective workplace relationships
BSBOPS502 Manage business operational plans
BSBTWK502 Manage team effectiveness
BSBTWK503 Manage meetings
BSBWHS521 Ensure a safe workplace for a work area

This will be delivered over 52 weeks including holidays. Students are required to attend a minimum of 20 scheduled course contact hours per week.

Pathways

Pathways from the qualification:
Successful completion may enable the student to apply for advanced diploma level courses such as BSB60120 - Advanced Diploma of Business**.**

Employment/Career pathway

Units in this qualification reflect the knowledge and skills of individuals with significant experience in a senior administrative role who are seeking to develop expertise across a wider range of business functions. Job roles and titles vary across different industry sectors. Examples of indicative job roles for candidates seeking entry based upon their vocational experience include:

- Business Manager
- Chief Data Officer
- Business Development Manager
- Business Services Manager
- Organisational Development Advisor

BSB60120 - Advanced Diploma of Business

Course Description: This qualification reflects the role of individuals in a variety of Business Services job roles. These individuals may have general management accountabilities. Individuals in these roles carry out complex tasks in a specialist field of expertise. They may undertake technical research and analysis and will often contribute to setting the strategic direction for a work area.

Technical Education Development Institute (TEDI)
Technical Electronics Centre
RTO Code: 22300 CRICOS NUMBER: 03221G
Level 5, 123 Lonsdale Street, Melbourne, Victoria, Australia 3000
Ph: 03 8725 2061, Website: www.tedi.vic.edu.au
Email: admissions@tedi.vic.edu.au

The qualification is suited to individuals who are responsible for the supervision and leadership of a team or work area (including managing staff performance and making staffing decisions).

Course Structure

To achieve this qualification, students must complete the following 10 units of competencies.
• 5 Core Units
• 5 Elective Units

Core Units

BSBCRT611 Apply critical thinking for complex problem solving
BSBFIN601 Manage organisational finances
BSBOPS601 Develop and implement business plans
BSBSUS601 Lead corporate social responsibility
BSBTEC601 Review organisational digital strategy

Elective Units

BSBSTR601 Manage innovation and continuous improvement
BSBLDR601 Lead and manage organisational change
BSBSTR602 Develop organisational strategies
BSBPMG630 Enable program execution
BSBPMG636 Manage benefits

This will be delivered over 52 weeks including holidays. Students are required to attend a minimum of 20 scheduled course contact hours per week.

Pathways

Pathways from the qualification:
After achieving this qualification candidates may undertake BSB80120-Graduate Diploma of Management (Learning).

Employment/Career pathway
Units in this qualification reflect the knowledge and skills of individuals with significant experience in:
•   learning and development consultant
•   Managing Director
•   Senior Human Resources Generalist
•   Senior Manager

BSB80120 - Graduate Diploma of Management (Learning)

Course Description: This qualification reflects the role of individuals who apply highly specialised knowledge and skills in the field of organisational learning and capability development. Individuals in these roles generate and evaluate complex ideas. They also initiate, design, and execute major learning and development functions within an organisation. Typically, they would have full responsibility and accountability for the personal output and work of others. This qualification may apply to leaders and managers in an organisation where learning is used to build organisational capability.

Course Structure

To achieve this qualification, students must complete the following 8 unit of competencies.
• 3 Core Units
• 5 Elective Units

Core Units

BSBHRM613 Contribute to the development of learning and development strategies
BSBLDR811 Lead strategic transformation
TAELED803 Implement improved learning practice

Technical Education Development Institute (TEDI)
Technical Electronics Centre
RTO Code: 22300 CRICOS NUMBER: 03221G
Level 5, 123 Lonsdale Street, Melbourne, Victoria, Australia 3000
Ph: 03 8725 2061, Website: www.tedi.vic.edu.au
Email: admissions@tedi.vic.edu.au

Elective Units

BSBHRM614 Contribute to strategic workforce planning
BSBLDR812 - Develop and cultivate collaborative partnerships and relationships
BSBINS603 Initiate and lead applied research
BSBMKG621 - Develop organisational marketing strategy
BSBSTR801 Lead innovative thinking and practice

This will be delivered over 94 weeks including holidays. Students are required to attend a minimum of 20 scheduled course contact hours per week.

Pathways

Pathways from the qualification:

After achieving this qualification candidates may undertake a variety of business studies at the bachelor or degree Level courses at other institutions.

Employment/Career pathway

Units in this qualification reflect the knowledge and skills of individuals with significant experience in:
- learning and development consultant
- organisational learning and leadership manager
- Operational Manager
- workforce capability development leader
- workforce planner
- RTO Manager
- RTO Director

Assessment Methods for BSB (Business and Management) Qualifications: A range of assessment methods will be used to accommodate the diversity in student's learning styles and preferences. These assessment methods may include Case studies, Projects, Reports, Presentations, Role plays, Knowledge Test. Student must refer to TEDI's Student Handbook OR course information available on TEDI's website for additional details.

UEE Qualifications

UEE30920 - Certificate III in Electronics and Communications

Course Description: This qualification covers competencies to select, install, set up, test, fault find, repair, and maintain electronic equipment and devices at component/sub-assembly level with options in communications, audio, video and TV, personal computer and networks, security, and custom installations.

Course Structure

To achieve this qualification, students must complete the following 1060 weighting points.
- 680 core weighting points
- 380 elective weighting points

Core Units

Code	Unit of Competency	Weighting Points	Pre-requisites required
UEECD0007	Apply work health and safety regulations, codes and practices in the workplace	20	

Technical Education Development Institute (TEDI)
Technical Electronics Centre
RTO Code: 22300 CRICOS NUMBER: 03221G
Level 5, 123 Lonsdale Street, Melbourne, Victoria, Australia 3000
Ph: 03 8725 2061, Website: www.tedi.vic.edu.au
Email: admissions@tedi.vic.edu.au

UEECD0016	Document and apply measures to control WHS risks associated with electro technology work	*20*	UEECD0007
UEECD0019	Fabricate, assemble and dismantle utilities industry components	*40*	UEECD0007
UEECD0043	Solve problems in direct current circuits	*80*	UEECD0007
UEECO0007	Participate in electronics and communications work and competency development activities	60	
UEEEC0060	Repairs basic electronic apparatus faults by replacement of components	40	UEECD0007 UEECD0019
UEEEC0063	Solve fundamental electronic communications system problems	40	UEEEC0066
UEEEC0066	Troubleshoot amplifiers in an electronic apparatus	80	UEECD0007 UEECD0043 UEEEC0067
UEEEC0067	Troubleshoot basic amplifier circuits	40	UEEEC0060
UEEEC0069	Troubleshoot digital sub-systems	80	UEECD0007 UEEEC0060
UEEEC0074	Troubleshoot resonance circuits in an electronic apparatus	80	UEECD0007 UEECD0043
UEEEC0075	Troubleshoot single phase input d.c power supplies	40	UEECD0007 UEECD0043 UEEEC0060 UEEEC0074 UEECD0019
UEERE0001	Apply environmentally and sustainable procedures in the energy sector	20	
UEEEC0028	Fault find and repair complex power supplies	40	UEECD0007 UEECD0043 UEEEC0060

Elective Units

UEECD0024	Implement and monitor energy sector WHS policies and procedures	20	
UEEIC0012	Develop structured programs to control external devices	40	UEECD0007
UEEEC0065	Solve problems in basic electronic circuits	100	UEECD0007
UEEEC0029	Fault find and repair electronic apparatus	40	UEECD0007
UEEEC0058	Repair predictable faults in television receivers	120	UEECD0007 UEEEC0060 UEEEC0069 UEEEC0066 UEEEC0028 UEEEC0075 UEECD0019
UEEEC0022	Diagnose and rectify faults in camera circuits and equipment	60	UEECD0007 UEEEC0029

True Education Pty Ltd Trading as
  1. Technical Education Development Institute
  2. Technical Electronics Centre
Student Prospectus
ABN:63 135 095 957|Version no: 24.01

Page 13 of 37

Technical Education Development Institute (TEDI)
Technical Electronics Centre
RTO Code: 22300 CRICOS NUMBER: 03221G
Level 5, 123 Lonsdale Street, Melbourne, Victoria, Australia 3000
Ph: 03 8725 2061, Website: www.tedi.vic.edu.au
Email: admissions@tedi.vic.edu.au

This will be delivered over 52 weeks including holidays. Students are required to attend a minimum of 20 scheduled course contact hours per week.

Pathways

Pathways from the qualification:
Successful completion may enable the student to enter UEE41520-Certificate IV in Video and Audio Systems.

Employment/Career pathway
Units in this qualification reflect the knowledge and skills of individuals with significant experience in Electrician-Cabling
•   Electronics and Communications Tradesperson.
•   Electronic Equipment Trades Worker.
•   Telecommunications Technicians-Data and Voice.
•   Electrician-Cabling

UEE41520 - Certificate IV in Video and Audio Systems

Course Description: This qualification covers competencies to service high-end audio, video, display systems and high-definition television (HDTV).

Course Structure

To achieve this qualification, students must complete the following 1280 weighting points.

• 840 core weighting points
• 440 general elective weighting points

Core Units

Code	Unit of Competency	Weighting Points	Pre-requisites required
UEECD0007	Apply work health and safety regulations, codes and practices in the workplace	*20*	
UEECD0010	Compile and produce an energy sector detailed report	60	
UEECD0016	Document and apply measures to control WHS risks associated with electro technology work	20	UEECD0007
UEECD0019	Fabricate, assemble and dismantle utilities industry components	40	UEECD0007
UEECD0024	Implement and monitor energy sector WHS policies and procedures	20	
UEECD0027	Participate in development and follow a personal competency development plan	20	
UEECD0043	Solve problems in direct current circuits	80	UEECD0007
UEEEC0028	Fault find and repair complex power supplies	40	UEECD0007 UEECD0043 UEEEC0060
UEEEC0058	Repair predictable faults in television receivers	120	UEECD0007 UEEEC0060 UEEEC0069 UEEEC0066 UEEEC0028 UEEEC0075 UEECD0019
UEEEC0060	Repairs basic electronic apparatus faults by replacement of components	40	UEECD0007 UEECD0019
UEEEC0066	Troubleshoot amplifiers in an electronic apparatus	80	UEECD0007 UEECD0043 UEEEC0067
UEEEC0063	Solve fundamental electronic communications system problems	40	UEEEC0066

True Education Pty Ltd Trading as
   1.   Technical Education Development Institute
   2.   Technical Electronics Centre
Student Prospectus   Page 14 of 37
ABN:63 135 095 957|Version no: 24.01

Technical Education Development Institute (TEDI)
Technical Electronics Centre
RTO Code: 22300 CRICOS NUMBER: 03221G
Level 5, 123 Lonsdale Street, Melbourne, Victoria, Australia 3000
Ph: 03 8725 2061, Website: www.tedi.vic.edu.au
Email: admissions@tedi.vic.edu.au

UEEEC0067	Troubleshoot basic amplifier circuits	40	UEEEC0060
UEERE0015	Implement and monitor energy sector environmental and sustainable policies and procedures	20	
UEEEC0069	Troubleshoot digital sub-systems	80	UEECD0007 UEEEC0060
UEEEC0074	Troubleshoot resonance circuits in an electronic apparatus	80	UEECD0007 UEECD0043
UEEEC0075	Troubleshoot single phase input d.c power supplies	40	UEECD0007 UEECD0043 UEEEC0060 UEEEC0074 UEECD0019

Elective Units

UEERE0001	Apply environmentally and sustainable procedures in the energy sector	20	
UEECO0007	Participate in electronics and communications work and competency development activities	60	
UEEIC0012	Develop structured programs to control external devices	40	UEECD0007
UEEEC0065	Solve problems in basic electronic circuits	100	UEECD0007
UEEEC0029	Fault find and repair electronic apparatus	40	UEECD0007
UEECD0047	Supervise and coordinate energy sector work activities	40	
UEECO0001	Estimate electro technology projects	40	
UEEEC0022	Diagnose and rectify faults in camera circuits and equipment	60	UEECD0007 UEEEC0029
UEECO0013	Prepare specifications for the supply of materials and equipment for electro technology projects	40	

This will be delivered over 78 weeks including holidays. Students are required to attend a minimum of 20 scheduled course contact hours per week.

Pathways

Pathways from the qualification:
Successful completion may enable the students to apply for UEE50520 - Diploma of Electronics and Communications Engineering

Employment/Career pathway
Job roles and titles vary across different industry sectors. Example of indicative job role for candidates seeking entry based upon their vocational experience include:
  • Video and Audio Electrician
  • Technicians and Trades Workers

UEE50520 - Diploma of Electronics and Communications Engineering

Course Description: This qualification covers competencies to develop, select, commission, maintain and diagnose faults/malfunctions of electronic components/sub-assemblies, apparatus, and systems.

Course Structure

To achieve this qualification, students must complete the following 1600 weighting points.
• 140 core weighting points
• 1460 general elective weighting points

Core Units

True Education Pty Ltd Trading as
  1. Technical Education Development Institute
  2. Technical Electronics Centre
Student Prospectus
ABN:63 135 095 957|Version no: 24.01

Page 15 of 37

Technical Education Development Institute (TEDI)
Technical Electronics Centre
RTO Code: 22300 CRICOS NUMBER: 03221G
Level 5, 123 Lonsdale Street, Melbourne, Victoria, Australia 3000
Ph: 03 8725 2061, Website: www.tedi.vic.edu.au
Email: admissions@tedi.vic.edu.au

Code	Unit of Competency	Weighting Points	Pre-requisites required
UEECD0007	Apply work health and safety regulations, codes and practices in the workplace	20	
UEECD0016	Document and apply measures to control WHS risks associated with electro technology work	20	UEECD0007
UEECD0024	Implement and monitor energy sector WHS policies and procedures	20	
UEECD0027	Participate in development and follow a personal competency development plan	20	
UEEEC0007	Commission electronics and communications systems	20	
UEEEC0044	Modify - redesign electronics and communications systems	20	UEECD0007
UEERE0015	Implement and monitor energy sector environmental and sustainable policies and procedures	20	

Elective Units

Code	Unit of Competency	Weighting Points	Pre-requisites required
UEERE0001	Apply environmentally and sustainable procedures in the energy sector	20	
UEECO0007	Participate in electronics and communications work and competency development activities	60	
UEECD0013	Develop and implement energy sector maintenance programs	60	
UEEIC0012	Develop structured programs to control external devices	40	UEECD0007
UEEEC0065	Solve problems in basic electronic circuits	100	UEECD0007
UEEEC0029	Fault find and repair electronic apparatus	40	UEECD0007
UEECD0043	Solve problems in direct current	80	UEECD0007
UEECD0019	Fabricate, assemble, and dismantle utilities industry components	40	UEECD0007
UEEEC0074	Troubleshoot resonance circuits in an electronic apparatus	80	UEECD0007 UEECD0043
UEEEC0060	Repairs basic electronic apparatus faults by replacement of components	40	UEECD0007 UEECD0019
UEEEC0028	Fault find and repair complex power supplies	40	UEECD0007 UEECD0043 UEEEC0060
UEEEC0075	Troubleshoot single phase input d.c power supplies	40	UEECD0007 UEECD0043 UEEEC0060 UEEEC0074 UEECD0019
UEEEC0067	Troubleshoot basic amplifier circuits	40	UEEEC0060
UEEEC0069	Troubleshoot digital sub-systems	80	UEECD0007 UEEEC0060
UEEEC0066	Troubleshoot amplifiers in an electronic apparatus	80	UEECD0007 UEECD0043 UEEEC0067
UEEEC0063	Solve fundamental electronic communications system problems	40	UEEEC0066
UEEEC0058	Repair predictable faults in television receivers	120	UEECD0007 UEEEC0060 UEEEC0069 UEEEC0066 UEEEC0028 UEEEC0075 UEECD0019
UEECD0047	Supervise and coordinate energy sector work activities	40	
UEECO0001	Estimate electrotechnology projects	40	
UEECD0014	Develop design briefs for electrotechnology projects	40	
UEECD0037	Provide engineering solutions for uses of materials and thermodynamic effects	80	
UEECD0054	Write specifications for electronics and communications engineering projects	40	

True Education Pty Ltd Trading as
1. Technical Education Development Institute
2. Technical Electronics Centre
Student Prospectus
ABN:63 135 095 957|Version no: 24.01

Page 16 of 37

Technical Education Development Institute (TEDI)
Technical Electronics Centre
RTO Code: 22300 CRICOS NUMBER: 03221G
Level 5, 123 Lonsdale Street, Melbourne, Victoria, Australia 3000
Ph: 03 8725 2061, Website: www.tedi.vic.edu.au
Email: admissions@tedi.vic.edu.au

Code	Unit of Competency	Hours	Pre-req
UEECD0002	Analyse static and dynamic parameters of electrical equipment	80	
UEEEC0022	Diagnose and rectify faults in camera circuits and equipment	60	UEECD0007 UEEEC0029
UEECO0013	Prepare specifications for the supply of materials and equipment for electro technology projects	40	
UEEEC0010	Design and develop advanced digital systems	40	

This will be delivered over 96 weeks including holidays. Students are required to attend a minimum of 20 scheduled course contact hours per week.

Pathways

Pathways from the qualification:
After achieving this qualification candidates may undertake a similar course at a higher level like UEE60220 - Advanced Diploma of Electronics and Communications Engineering at other institutions as TEDI doesn't offer this qualification.

Employment/Career pathway
Job roles and titles vary across different industry sectors. Examples of indicative job roles for candidates seeking entry based upon their vocational experience include Technical Officer-Electronics and Communications Engineering.

Assessment Methods for UEE (Electronic and Communications) Qualifications: A range of assessment methods will be used to accommodate the diversity in student's learning styles and preferences. These assessment methods may include Case studies, Projects, Reports, Presentations, Role plays, Knowledge Test, Practical Demonstration. Student must refer to TEDI's Student Handbook OR course information available on TEDI's website for additional details.

CPC Qualifications

CPC30220- Certificate III in Carpentry

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.

Course Structure

To achieve this qualification, students must complete the following 34 units of competencies.
- 27 Core Units
- 7 Elective Units

Core Units

Code	Unit of Competency	Pre-requisites required
CPCCCM2006	Apply basic levelling procedures	Nil
CPCCCM2008	Erect and dismantle restricted height scaffolding	CPCCWHS2001
CPCCCM2012	Work safely at heights	CPCCWHS2001
CPCCOM1012	Work effectively and sustainably in the construction industry.	Nil
CPCCOM1014	Conduct workplace communication	Nil
CPCCOM1015	Carry out measurements and calculations	Nil
CPCCWHS2001	Apply WHS requirements, policies, and procedures in the construction industry	Nil
CPCCCO2013	Carry out concreting to simple forms	CPCCWHS2001
CPCCCA2002	Use carpentry tools and equipment	CPCCWHS2001
CPCCCA2011	Handle carpentry materials	CPCCWHS2001
CPCCCA3001	Carry out general demolition of minor building structures	CPCCWHS2001
CPCCCA3002	Carry out setting out	CPCCWHS2001
CPCCCA3003	Install flooring systems	CPCCWHS2001

Technical Education Development Institute (TEDI)
Technical Electronics Centre
RTO Code: 22300 CRICOS NUMBER: 03221G
Level 5, 123 Lonsdale Street, Melbourne, Victoria, Australia 3000
Ph: 03 8725 2061, Website: www.tedi.vic.edu.au
Email: admissions@tedi.vic.edu.au

CPCCCA3004	Construct and erect wall frames	CPCCWHS2001
CPCCCA3005	Construct ceiling frames	CPCCWHS2001
CPCCCA3006	Erect roof trusses	CPCCWHS2001
CPCCCA3007	Construct pitched roofs	CPCCWHS2001
CPCCCA3008	Construct eaves	CPCCWHS2001
CPCCCA3010	Install windows and doors	CPCCWHS2001
CPCCCA3016	Construct, assemble and install timber external stairs	CPCCWHS2001
CPCCCA3017	Install exterior cladding	CPCCWHS2001
CPCCCA3024	Install lining, panelling, and moulding	CPCCWHS2001
CPCCCA3025	Read and interpret plans, specifications, and drawings for carpentry work	CPCCWHS2001
CPCCCA3028	Erect and dismantle formwork for footings and slabs on ground	CPCCWHS2001
CPCCOM3001	Perform construction calculations to determine carpentry material requirements	Nil
CPCCOM3006	Carry out levelling operations	Nil
CPCWHS3001	Identify construction work hazards and select risk control strategies	Nil
Elective Units		
CPCCCM2002	Carry out hand excavation	CPCCWHS2001
CPCCWC3004	Install suspended ceilings	CPCCWHS2001
CPCCCA3018	Construct, erect and dismantle formwork for stairs and ramps	CPCCWHS2001
CPCCWC3003	Install dry wall passive fire-rated systems	CPCCWHS2001
CPCCOM1013	Plan and organise work	Nil
CPCCCM3005	Calculate costs of construction work	Nil
CPCCSF2004	Place and fix reinforcement materials	CPCCWHS2001

This will be delivered over 94 weeks including holidays. Students are required to attend a minimum of 20 scheduled course contact hours per week.

Pathways

Pathways from the qualification:
After achieving this qualification, candidates may undertake CPC50320 - Diploma of Building and Construction (Management).

Employment/Career pathway
Units in this qualification reflect the knowledge and skills of individuals with significant experience in:
• Carpenter - Commercial
• Carpenter – Formwork
• Carpenter – Residential

CPC31320- Certificate III in Wall and Floor Tiling

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.

Technical Education Development Institute (TEDI)
Technical Electronics Centre
RTO Code: 22300 CRICOS NUMBER: 03221G
Level 5, 123 Lonsdale Street, Melbourne, Victoria, Australia 3000
Ph: 03 8725 2061, Website: www.tedi.vic.edu.au
Email: admissions@tedi.vic.edu.au

Course Structure

To achieve this qualification, students must complete the following 20 units of competencies.
- 17 Core Units
- 3 Elective Units

Core Units

Code	Unit of Competency	Pre-requisites required
CPCCCM2006	Apply basic levelling procedures	Nil
CPCCOM1012	Work effectively and sustainably in the construction industry.	Nil
CPCCOM1014	Conduct workplace communication	Nil
CPCCOM1015	Carry out measurements and calculations	Nil
CPCCWHS2001	Apply WHS requirements, policies, and procedures in the construction industry	Nil
CPCCOM1013	Plan and organise work	Nil
CPCCOM2001	Read and interpret plans and specifications	CPCCWHS2001
CPCCWF2001	Handle wall and floor tiling materials	CPCCWHS2001
CPCCWF2002	Use wall and floor tiling tools and equipment	CPCCWHS2001
CPCCWF3001	Prepare surfaces for tiling application	CPCCWHS2001
CPCCWF3002	Install floor tiles	CPCCWHS2001
CPCCWF3003	Install wall tiles	CPCCWHS2001
CPCCWF3004	Repair wall and floor tiling	CPCCWHS2001
CPCCWF3005	Install decorative tiling	CPCCWHS2001
CPCCWF3006	Install mosaic tiling	CPCCWHS2001
CPCCWF3007	Tile curved surfaces	CPCCWHS2001
CPCCWF3009	Apply waterproofing for wall and floor tiling	CPCCWHS2001

Elective Units

Code	Unit of Competency	Pre-requisites required
CPCCCM2008	Erect and dismantle restricted height scaffolding	CPCCWHS2001
CPCCCM2012	Work safely at heights	CPCCWHS2001
CPCCCM3005	Calculate costs of construction work	Nil

This will be delivered over 94 weeks including holidays. Students are required to attend a minimum of 20 scheduled course contact hours per week.

Pathways

Pathways from the qualification:
After achieving this qualification, candidates may undertake CPC50320 - Diploma of Building and Construction (Management).

Employment/Career pathway
Units in this qualification reflect the knowledge and skills of individuals with significant experience in:
- Tiler
- Wall and Floor tiler

CPC50320 -Diploma of Building and Construction (Management)

Technical Education Development Institute (TEDI)
Technical Electronics Centre
RTO Code: 22300 CRICOS NUMBER: 03221G
Level 5, 123 Lonsdale Street, Melbourne, Victoria, Australia 3000
Ph: 03 8725 2061, Website: www.tedi.vic.edu.au
Email: admissions@tedi.vic.edu.au

Course Description: This qualification is designed to meet the needs of senior managers within building and construction firms. The construction industry strongly affirms that training and assessment leading to recognition of skills must be undertaken in a real or very closely simulated workplace environment and this qualification requires all units of competency to be delivered in this context.

Course Structure

To achieve this qualification, students must complete the following 15 unit of competencies.
• 8 Core Units
• 7 Elective Units

Core Units

BSBPMG536	Manage project risk.
BSBWHS513	Lead WHS risk management.
CPCCBC4001	Apply building codes and standards to the construction process for Class 1 and 10 Buildings
CPCCBC4053	Apply building codes and standards to the construction process for Class 2 to 9, Type C Buildings
CPCCBC5002	Monitor costing systems on complex building and construction projects.
CPCCBC5005	Select and manage building and construction contractors.
CPCCBC5007	Administer the legal obligations of a building or construction contractor.
CPCCBC5019	Manage building and construction business finances.

Elective Units

CPCCCM3005	Calculate costs of construction work.
CPCCWHS2001	Apply WHS requirements, policies, and procedures in the construction industry.
BSBOPS502	Manage business operational plans.
BSBPMG532	Manage project quality.
BSBHRM415	Coordinate recruitment and onboarding.
BSBOPS505	Manage organisational customer service.
BSBPEF502	Develop and use emotional intelligence.

This will be delivered over 52 weeks including holidays. Students are required to attend a minimum of 20 scheduled course contact hours per week.

Pathways

Pathways from the qualification:
After achieving this qualification candidates may undertake similar course at a higher level like CPC60220 - Advanced Diploma of Building and Construction (Management) at other institutes as TEDI doesn't offer this qualification.

Employment/Career pathway.
Job roles and titles vary across different industry sectors. Examples of indicative job role for candidates seeking entry based upon their vocational experience include:
• Project manager
• Construction manager
• Estimating manager
• Sales manager

Assessment Methods for CPC (Carpentry, Wall/Floor Tiling, Building and Construction) Qualifications: A range of assessment methods will be used to accommodate the diversity in student's learning styles and preferences. These assessment methods may include Case studies, Projects, Reports, Presentations, Role plays, Knowledge Test, Practical Demonstration. Student must refer to TEDI's Student Handbook OR course information available on TEDI's website for additional details.

Please Note: For all the Qualifications in TEDI, pathway information is in line with the qualification description on National Training Register (www.training.gov.au) and/or https://www.myskills.gov.au/, it doesn't imply any job guarantee or job role at the end of the course. TEDI doesn't claim any employment/Job outcome or job guarantee associated with its courses as it will be misleading.

Technical Education Development Institute (TEDI)
Technical Electronics Centre
RTO Code: 22300 CRICOS NUMBER: 03221G
Level 5, 123 Lonsdale Street, Melbourne, Victoria, Australia 3000
Ph: 03 8725 2061, Website: www.tedi.vic.edu.au
Email: admissions@tedi.vic.edu.au

Please note: This course Information may not be sufficient to make an Enrolment decision. Please read this information in conjunction with Student Handbook or individual course details available on the TEDI's website or call TEDI at 03 8725 2061.

TRAINING AND ASSESSMENT

TEDI has training and assessment strategies and practices in place that ensures that all current and prospective learners will be trained and assessed in accordance with the requirements of the Standards that applies to Registered Training Organisations.

Competency based training and assessment.

In vocational education and training, people are competent when they can apply their knowledge and skills to successfully complete work activities in a range of situations and environments, to the standard of performance expected in the workplace. Classroom assessment, case studies, practical demonstration, project, reports, presentations, roles play, and knowledge test are adopted by TEDI, and assessment practices aims to make sure that the individuals participating in the training and assessment has the competence to undertake their work role to the standard expected in the relevant workplace.

Those being assessed are often referred to as learners or students. The method and timing of assessment will vary depending upon the assessor, the student and the competency being assessed. In specific cases, where student support and special needs are identified, the method and timing of assessment can be adjusted. However, the requirements of the unit of competency including requirements of knowledge evidence and performance evidence will remain unchanged. The adjustment will be applied to evidence gathering techniques and due dates of assessment without changing training package requirements and unit outcome requirements.

TEDI ensures that all the assessments are valid, fair, reliable, authentic, and flexible. Refer to TEDI's Assessment policy for more information on Assessments available on TEDI's website and can also be made available from reception. To view the Assessment Policy and Procedure, please visit www.tedi.vic.edu.au or email us your request at admissions@tedi.vic.edu.au.

MODE OF STUDY AND DELIVERY APPROACH

- *For Electronics and Communication (UEE) courses, i.e.,* UEE30920, UEE41520 and UEE50520: Classroom based face to face theory learning on campus Level 5, 123 Lonsdale Street, Melbourne, Victoria, Australia 3000, and practical training in Institute's industrial environment "Technical Electronics Centre" (Electronics and Communication LAB) located at TEDI's workshop at 17 David St, BRUNSWICK, VIC, 3056.

- *For CPC Qualifications, i.e.,* CPC30220, CPC31320 and CPC50320: Classroom based Face to Face theory on campus Level 5, 123 Lonsdale Street, Melbourne, Victoria, Australia 3000, and Practical sessions at TEDI's workshop at 17 David St, BRUNSWICK, VIC, 3056

- *For BSB Qualifications:* Classroom based face to face theory learning with access to a simulated environment on campus Level 5, 123 Lonsdale Street, Melbourne, Victoria, Australia 3000.

Re-assessment

Student will be given 3 attempts (1 Original submission + 2 more attempts) to demonstrate competency at each assessment. 1st and 2nd attempt will be free of cost, however, if a student is unable to clear 2 attempts, a charge of AU$300 will be applied. If a student is unable to demonstrate competency after three attempts at each task, they will be deemed Not Yet Competent (NYC) and must re-enrol and undertake the unit again. For any additional queries, contact TEDI on 03 8725 2061.

Assessment Outcome

Each unit of competency includes multiple assessment tasks and after each assessment, the student's submission will be marked Satisfactory (S) or not satisfactory (NS). After each assessment, verbal and written feedback is provided. Final unit results are recorded as Competent (C) and Not Yet Competent (NYC).

Assessment Appeals

If students are dissatisfied with an assessment outcome, they can appeal the assessment decision. In the first instance, students are encouraged to appeal informally by contacting the trainer/assessor and discussing the matter with them. If students are dissatisfied with the outcome of such discussion, students can appeal further to Administration Officer. If students are still dissatisfied, students can appeal formally in writing to have the result reviewed. Students can refer to

Technical Education Development Institute (TEDI)
Technical Electronics Centre
RTO Code: 22300 CRICOS NUMBER: 03221G
Level 5, 123 Lonsdale Street, Melbourne, Victoria, Australia 3000
Ph: 03 8725 2061, Website: www.tedi.vic.edu.au
Email: admissions@tedi.vic.edu.au

Complaints and Appeals policy for more details. It is available on TEDI's website or student's handbook or can seek assistance at the reception.

Qualifications to be issued.

Qualifications gained at TEDI are based on the principles, guidelines and standards set by the Australian Qualifications Framework (AQF) and VET Quality Framework and are recognised nationally. Students who successfully complete all assessment requirements for a qualification will be awarded a certificate corresponding to the completed course. Those completing assessment requirements for part of a qualification will receive a Statement of Attainment for completed competencies.

Qualification, Statement of Results, or transcript of results will only be issued once all the outstanding fees have been paid in full. TEDI will issue certification in a timely manner. Providing all fees that have been paid, all AQF certification documentation will be issued within 30 calendar days of the student exiting their course or the student's final assessment being completed.

Please contact TEDI's Administration department for more details**.** TEDI Ph. 03 8725 2061.

Academic Misconduct

Acts of plagiarism, collusion and cheating are not permitted in any work completed for assessment and will result in a written warning and repeating the VET unit of competency, as well as incurring any associated charges. If a student is caught engaging in these acts, their assessment will be deemed Not Yet Competent (NYC). If students are engaged in such act for a second time, they may be suspended or expelled from the course. All work submitted must be an accurate reflection of the student's level of competence.

More detailed information can be found on Plagiarism and Cheating Policy available on TEDI's website (**www.tedi.vic.edu.au**) and/or at the reception.

Plagiarism and Cheating

TEDI is committed to upholding standards of academic integrity and honesty. Plagiarism and Cheating in any form are unacceptable and will be treated seriously by TEDI. Students will be advised at the beginning of their course about the plagiarism policy and procedures and the provisions in the Institute about cheating.

Credit Transfer

Credit transfer is a process that provides students with agreed and consistent credit outcomes for components of a qualification based on the identified equivalence in the content and learning outcomes between the matched qualifications. An application for credit transfer must be lodged in writing. Application form and more information about credit transfer (Credit transfer and RPL policy) is available on our website (www.tedi.vic.edu.au) or can be obtained from TEDI's reception. Student can avail more information from student handbook. Credit transfer procedures will be applied as per the credit transfer and RPL policy.

Recognition of Prior Learning (RPL)

RPL involves the assessment of previously unrecognised skills and knowledge an individual has achieved outside the formal education and training system. Recognition of prior learning is an assessment process that involves assessment of an individual's relevant prior learning (including formal, informal, and non-formal learning) to determine the credit outcomes of an individual application for credit. To support this type of application evidence of where and how the skills were obtained is required.

An application for RPL must be lodged in writing. RPL application form can be obtained from the website or from TEDI's reception. More information on RPL is available on our website www.tedi.vic.edu.au under CT and RPL policy. Students can speak to TEDI staff for more enquiries. Student can avail more information from student handbook.

NOTE

TEDI does not:
- Guarantee any job or employment outcomes.
- Guarantee a successful education assessment outcome for the student or intending student.
- Claim to commit to secure for, or on the student or intending student's behalf, a migration outcome from undertaking any course offered by TEDI.

Technical Education Development Institute (TEDI)
Technical Electronics Centre
RTO Code: 22300 CRICOS NUMBER: 03221G
Level 5, 123 Lonsdale Street, Melbourne, Victoria, Australia 3000
Ph: 03 8725 2061, Website: www.tedi.vic.edu.au
Email: admissions@tedi.vic.edu.au

> *TEDI does not guarantee that:*
> - *A learner will successfully complete a training product.*
> - *A training product can be completed in a manner which does not meet the requirements of Clause 1.1 and 1.2 of the Standards for RTOs 2015*
> - *A learner will obtain a particular outcome where this is outside the control of TEDI.*

Campus Facilities and Resources

Training Location

TEDI has its training facility located at a convenient location in Melbourne city. TEDI's location is accessible from all kinds of public transportation.

Campus: **Level 5, 123 Lonsdale Street, Melbourne, Victoria – 3000 Australia**

TEDI'S WORKSHOP for CPC & UEE Courses: 17 David St, BRUNSWICK, Victoria 3056

Telephone: 03 8725 2061

Email: admissions@tedi.vic.edu.au

Website: www.tedi.vic.edu.au

How to reach TEDI's campus/Training Facility

By Public Transport

By Train
Nearest Train Stations:
Campus: Parliament Station, Melbourne Central Station
TEDI'S Workshop: Brunswick Station

By Tram:
Campus: Tram Number 86, 96, 59, 57, 19
TEDI'S Workshop: Tram Number 19

Students may seek assistance from our friendly Support staff if there is any difficulty in understanding routes.

By Uber

Uber services are available round the clock.

By Taxi

TAXI services are available round the clock.

By Car

If you are driving, you can use public parking or pay parking available in nearest place. For any assistance, please contact TEDI at 03 8725 2061.

Technical Education Development Institute (TEDI)
Technical Electronics Centre
RTO Code: 22300 CRICOS NUMBER: 03221G
Level 5, 123 Lonsdale Street, Melbourne, Victoria, Australia 3000
Ph: 03 8725 2061, Website: www.tedi.vic.edu.au
Email: admissions@tedi.vic.edu.au

Modern Campus Facilities and Equipment

- Fully equipped classrooms with table, chairs (flipped chairs), projectors.
- Computer lab with Desktops with LED monitors
- Chairs with Tables where students can keep their notebooks or laptops.
- Quiet Study area with computers for students to work on assignments and/or study.
- Library
- Climate control Air Conditioning
- High speed internet
- Access to many cafés and restaurants
- Photocopy and printer facilities for students

Classrooms

The theory component of the courses will be delivered in the classroom. All classrooms are equipped with modern, fitted whiteboards, projectors so that students can transfer trainer's notes directly to their notebook/laptop or mobile device, air-conditioned facilities. TEDI aims to provide inclusive learning environment for its learners.

Class times and reception hours

Classes will be scheduled between 9:00 a.m-5:30 p.m. all seven (7) days i.e., Monday to Sunday. However, these timings may vary as per the timetable. The reception will be open from 9:00 a.m.-5.00 p.m. Monday to Friday. Student support officer will be available at the institute during scheduled classes to provide support to students.

Students will not be scheduled for more than 8 hours class in a day. Classes will run in 4 hours session.

Note: Delivery schedule may change according to class availability and shifts. Students are requested to contact TEDI for latest information regarding your course timetable and intake kindly contact TEDI at 03 8725 2061 or email us at admissions@tedi.vic.edu.au.

Kitchen and Lunch Options
TEDI has a designated kitchen area where students can have lunch and drink tea/coffee.

Student Online Resource Facilities, handouts, and Learning Resources
Students will have access to computers in the computer lab which allows students to access online learning resources. Students will also be provided with a learner's guide, books and reading materials.

Photocopying and Printing Facilities
Printing and photocopy facilities are available from the reception. Students may request printing from reception.

Student Administration and Support Services
Student Administration and Student Support Services are available for all students. Reception is your first point of contact for any queries.

Our Obligation to You

TEDI is responsible for the quality of the training and assessment in compliance with the Standards for Registered Training Organisations 2015, and for the issuance of the AQF certification documentation. This means that the institute is obligated to deliver training and assess students in accordance with the course requirements and to issue appropriate credentials to students who have met the assessment requirements and have been assessed as competent in the units of competency. This means that the Institute is obligated to deliver and assess students in accordance with the course requirements and to issue appropriate credentials to students who have met the assessment requirements and have been assessed as competent

Technical Education Development Institute (TEDI)
Technical Electronics Centre
RTO Code: 22300 CRICOS NUMBER: 03221G
Level 5, 123 Lonsdale Street, Melbourne, Victoria, Australia 3000
Ph: 03 8725 2061, Website: www.tedi.vic.edu.au
Email: admissions@tedi.vic.edu.au

in the units of competency.

Transfer Between Registered Providers

The National Code 2018 restricts the capacity of students to transfer to other providers prior to completing six months of their principal course. TEDI will not actively recruit a student where this clearly conflicts with obligations under standard 7 of the National Code 2018 (Overseas student transfers).

TEDI will not allow students to transfer to another provider within six months of the commencement of their principal course of study in circumstances where the transfer would be detrimental to them.

If students wish to apply for a transfer, they will need to apply at the institute for a release. There is no cost attached to apply for a release; however, students will be required to contact the Department of Home Affairs to seek advice on whether a new visa is required.

All applications will be assessed based on TEDI's Transfer Between Provider Policy.

Documented evidence supporting circumstances/reasons for seeking release must be included with the application or email submitted. Please refer to the TEDI's transfer between provider's policy available on website www.tedi.vic.edu.au for more details on conditions where transfer may or may not be provided.

Deferral, Suspension and Cancellation

Students may initiate a request to defer commencement of studies or suspend their studies on the grounds of compassionate or compelling circumstances. Students wishing to defer the commencement of studies or suspend their studies must apply to do so in writing to the institute. Reasons for suspending your enrolment are limited to extenuating circumstances such as:
• Personal illness (e.g., you are going into hospital)
• Bereavement (death of an immediate member of family)
• Serious illness of an immediate member of family.
Please refer to TEDI's Deferral, Suspension and Cancellation Policy for more details available on TEDI's website.

Our expectation from you

TEDI expects you:

- To contribute to learning in a harmonious and positive manner irrespective of gender, race, sexual preference, political affiliation, marital status, disability, or religious belief.
- To comply with the rules and regulations of TEDI
- To be honest and respectful, which includes not falsifying work or information and not conducting yourself in any way that may cause injury or offence to others.
- To be responsible for your own learning and development by participating actively and positively and by ensuring that you maintain progress with learning modules.
- To monitor your own progress by ensuring that assessment deadlines are observed.
- To utilise facilities and TEDI publications with respect and honour our copyrights and prevent our publication from being distributed to unauthorised persons.
- To respect other students and TEDI staff members and their right to privacy and confidentiality.

Student Obligations

Overseas Student Health Cover

If you are a student from overseas on a temporary student visa, it is a condition of your visa to maintain adequate health insurance for the duration of your visa. This means you need to purchase Overseas Student Health Cover (OSHC) and keep your policy up to date if you hold your visa. For visa length information- https://immi.homeaffairs.gov.au/visas/getting-a-visa/visa-listing/student-500/length-of-stay

OSHC assists international students to meet the costs of medical and hospital care they may need while in

Australia. OSHC also includes ambulance cover and limited pharmaceuticals. The OSHC premium cover must be paid before a student visa is issued.
TEDI can assist you in organising an OSHC cover for you if you wish. Contact our Student Services.

You can find out more about OSHC at https://www.privatehealth.gov.au/health_insurance/overseas/overseas_student_health_cover.htm

Full Time Study

Technical Education Development Institute (TEDI)
Technical Electronics Centre
RTO Code: 22300 CRICOS NUMBER: 03221G
Level 5, 123 Lonsdale Street, Melbourne, Victoria, Australia 3000
Ph: 03 8725 2061, Website: www.tedi.vic.edu.au
Email: admissions@tedi.vic.edu.au

Overseas students are required to be enrolled in a full-time registered course to undertake study. Australian law requires international students to study a full-time study load. A full-time study load is normally a minimum of 20 scheduled course contact hours per week.

Academic Course Progress

TEDI gives strong emphasis on course progress requirements. It is a mandatory requirement for all students to attend their classes regularly and achieve satisfactory course progress. Students must participate in the training as set out in the training and assessment strategy, including (where the strategy requires) participating in scheduled classes, course-related information sessions, and supervised study sessions. TEDI checks and ensures that all the required assessments are completed up to that point of time.

TEDI regularly monitors, records, and assesses the course progress of each student for each unit of the course for which the student is enrolled in. TEDI will assess each student's course progress at the endpoint of each study period. Students who do not meet course progress requirements may be at risk of being reported to the Department of Home Affairs for demonstrating unsatisfactory course progress in 2 consecutive study periods.

Unsatisfactory progress is defined as not successfully completing or demonstrating competency in at least 50% of the course requirements/units in a given study period.

Where requirements are not met, TEDI course progress monitoring procedures will be followed as per the Attendance and Course Monitoring Policy and Procedures. Students must read the student handbook or Attendance and Course Progress policy for detailed information available on TEDI's website.

Attendance Requirements

TEDI gives strong emphasis on attendance requirements. TEDI records and monitors attendance on regular basis, contact students who are not attending classes and identify appropriate support that can be provided to the students. TEDI will ensure that students are provided with full support by implementing intervention strategies so that students can complete their course on time.

Students must maintain satisfactory attendance (i.e., minimum 80% of attendance) throughout the course. Low attendance implies that students might not be able to complete their course on time and this will lead to students breaching their visa conditions. Hence, students are required to attend classes in accordance with course timetables to make satisfactory course progress. TEDI is required to report the students based on unsatisfactory course progress to the Department of Home Affairs (DHA).

Note: Students will not be reported based on attendance. However, Low attendance may lead to unsatisfactory course progress which can lead to you being reported to DHA.

Please refer to the Attendance and course progress policy available on TEDI's website and/or student administration for more details.

Intervention Strategy

TEDI ensures that it identifies, notifies, and assists students where there is evidence that the student is at risk of not meeting course progress and/or attendance requirements. TEDI will provide support to students through intervention strategy to ensure that students are attending classes and achieving satisfactory course progress.

For students at risk of not meeting course progress or attendance requirements, an individual intervention plan will be developed based on the appropriate intervention. strategy identified. It will be documented on Intervention Strategy form.

An intervention plan/intervention strategy will include an interview with the Administration Officer or Student Support Officer, and it may include one or more of the following strategies:

- attending counselling.
- English language support.
- reviewing learning materials with the student and providing information to students in a context that they can understand.
- providing extra time to complete tasks.
- Adjusting timetables
- providing access to supplementary or modified materials.
- providing supplementary exercises to assist understanding.
- receiving assistance with personal issues which are influencing progress.
- receiving mentoring.
- referral to external organisations where TEDI is unable to address the identified learning or academic issues:
- being placed in a suitable alternative subject within a course or a suitable alternative course; or
- a combination of the above and a reduction in course load.

Technical Education Development Institute (TEDI)
Technical Electronics Centre
RTO Code: 22300 CRICOS NUMBER: 03221G
Level 5, 123 Lonsdale Street, Melbourne, Victoria, Australia 3000
Ph: 03 8725 2061, Website: www.tedi.vic.edu.au
Email: admissions@tedi.vic.edu.au

Change of Address

Upon arriving in Australia, students are required to advise TEDI of their residential address and telephone number and of any subsequent changes to their residential address. It is extremely important that students notify the institute of a change of address as, under Section 20 of the ESOS Act 2000.

Students must notify TEDI of any change of their address and contact details within 7 days of change while enrolled at the institute including:
• the student's current residential address, mobile number (if any) and email address,
• Who to contact in emergency situations?
Additional information on student visa issues is available on the Department of Home Affairs web site at https://www.homeaffairs.gov.au/

Student Complaints and appeals procedure.

The Institute has a student's Complaints and Appeals Policy and Procedure to provide students with a fair and equitable process for resolving any disputes or complaints they may have. After completing TEDI's informal and formal complaints processes, a student dissatisfied with the outcome may launch an internal appeal. If dissatisfied with this outcome, the student may request mediation through the Commonwealth Ombudsman. Refer to TEDI's complaints and Appeal Policy for more details available on TEDI's website and in the student's handbook.

Commonwealth Ombudsman

Commonwealth Ombudsman investigates complaints about problems that international students have with private schools, colleges, and universities (education providers) in Australia.
Commonwealth Ombudsman is a free and independent service (phone 1300 362 072). Please refer to student's handbook or Complaints and Appeals Policy available on TEDI's website. Alternatively, it can be obtained from the Administration department.
Refer to https://www.ombudsman.gov.au/.

ESOS Framework

The Australian Government wants overseas students to have a safe, enjoyable, and rewarding place to study. Australian laws promote quality education and consumer protection for overseas students. These laws are known as the ESOS Framework and includes the Education Services for Overseas Students Act (the ESOS Act), and the National Code of Practice for Providers of Education and Training to Overseas Students 2018 (the National Code 2018).

ESOS Act: The Education Services for Overseas Students Act 2000 (ESOS Act) sets out the legal framework governing delivery of education to international students in Australia on a student visa. It sets out the registration requirements and the ongoing standards for education providers that offer courses to overseas students.

The National Code 2018 is a legislative instrument made under the Education Services for Overseas Students Act 2000 (Cth) and sets nationally consistent standards to support providers to deliver quality education and training to overseas students.

For additional information on the ESOS Legislative Instruments please visit ESOS Legislative Instruments: https://internationaleducation.gov.au/regulatory-information/pages/regulatoryinformation.aspx.

Access and Equity

TEDI's Code of Practice includes an Access and Equity policy. It is the responsibility of all TEDI staff to ensure the requirements of the Access and Equity policy are always met. We are committed to ensuring that we offer training opportunities to all people on an equal and fair basis. This includes people with disabilities, people from non-English speaking backgrounds, Indigenous Australians, and rural and remote students. All students have equal access to our courses irrespective of their gender, culture, linguistic background, race, socio-economic background, disability, age, marital status, pregnancy, sexual orientation, or carer's responsibilities. More information can be made available through Access and Equity Operating Principles available on TEDI's website https://tedi.vic.edu.au/policies.

Important Information

Working in Australia

Technical Education Development Institute (TEDI)
Technical Electronics Centre
RTO Code: 22300 CRICOS NUMBER: 03221G
Level 5, 123 Lonsdale Street, Melbourne, Victoria, Australia 3000
Ph: 03 8725 2061, Website: www.tedi.vic.edu.au
Email: admissions@tedi.vic.edu.au

Australian Immigration laws allow students to work for a limited number of hours whilst studying on a student visa in Australia.

From 1 July 2023, the number of work hours allowed during your study periods and terms will be capped at the increased amount of 48 hours per fortnight, during your course of study.

A fortnight means the period of 14 days commencing on a Monday.

School-aged dependents

Students must maintain adequate arrangements for the education of their school-age dependants who are in Australia for more than 3 months as a dependant on student's visa.

There are requirements for compulsory school attendance for dependents of international students. In Australia, it is compulsory for children to attend school until the age of 16. The choice of schools includes public schools, private schools, and religious schools. People over the age of 16 can continue to attend school until they have completed year 12. Dependents of persons holding a student visa may be required to pay full fees in any school or university that they enrol in whilst in Australia. Refer to https://immi.homeaffairs.gov.au/visas/already-have-a-visa/check-visa-details-and-conditions/see-your-visa-conditions?product=500# for more information.

Legislation

A range of legislation is applicable to all the staff members and students at Technical Education Development Institute. Information on relevant legislation can be found at the following websites.

- Occupational Health & Safety
  http://www.worksafe.vic.gov.au/
- Victorian Equal Opportunity and Human Rights Commission
  http://www.humanrightscommission.vic.gov.au/
- VET Quality Framework www.asqa.gov.au/
- Department of Home Affairs
  https://immi.homeaffairs.gov.au/
- Disability Standards for Education 2005
  https://www.education.gov.au/disability-standards-education-2005
- Disability Discrimination Act 1992
  https://www.legislation.gov.au/Details/C2022C00366
- Racial Hatred Act 1995
  https://www.legislation.gov.au/Details/C2004A04951
- Racial Discrimination Act 1975

  https://www.legislation.gov.au/Details/C2016C00089
- Sex Discrimination Act 1984
  https://www.legislation.gov.au/Details/C2023C00003
- Privacy Act 1988
  https://www.legislation.gov.au/Details/C2022C00361
- National Code of Practice for Providers of Education and Training to Overseas Students 2018
  https://www.legislation.gov.au/Details/F2017L01182/Html/Text#_Toc487026955
- Education Services to Overseas Students (ESOS) Act 2000
  https://www.legislation.gov.au/Details/C2022C00066
- Education Services to Overseas Students (ESOS) Regulations 2019
  https://www.legislation.gov.au/Details/F2021C01320

It is the responsibility of all TEDI's staff to ensure the requirements of relevant legislation are always met. Please refer to the websites indicated or contact the institute if you require further information. There may be additional, course-specific, legislation that is relevant. Information about this legislation will be provided during the course.

Agent's Legislation

TEDI engages with on shore and offshore Agents to recruit students. Full list of Agents can be found on TEDI's website www.tedi.vic.edu.au. TEDI is responsible to ensure that its agents accurately represent TEDI's services on their behalf. If you have any feedback or concerns regarding services provided by Agents or its representatives, please contact TEDI students support at admissions@tedi.vic.edu.au or give us a call at 03 8725 2061.

TEDI has undertaken steps to be compliant with the ESOS Act 2000 and standard 4 (Education Agents) of the National Code 2018 which includes entering into written agreements with each education agent that TEDI engages with, implement Education agent's policy and procedures, Education Agent Performance Review Assessment conducted by marketing staff to ensure that agents always comply with the standards.

Use of personal information

Information is collected during enrolment to meet the institute's obligations under the ESOS Act 2000 and the National Code 2018 and to ensure student compliance with the conditions of their visas and their obligations under Australian immigration laws

Technical Education Development Institute (TEDI)
Technical Electronics Centre
RTO Code: 22300 CRICOS NUMBER: 03221G
Level 5, 123 Lonsdale Street, Melbourne, Victoria, Australia 3000
Ph: 03 8725 2061, Website: www.tedi.vic.edu.au
Email: admissions@tedi.vic.edu.au

generally.

Information collected about students may be provided, in certain circumstances, to the Australian Government and designated authorities and, if relevant, the Tuition Protection Scheme. In other instances, information collected during enrolment cannot be disclosed without the student's consent where authorised or required by law. It is a requirement of the VET Quality Framework that students can access personal information held by the institute and students may request corrections to information that is incorrect or out of date. Students may apply in writing to Administration Officer or representative if they wish to view their own records.

Student Support Services

All staff at TEDI are available to provide general advice, assistance, and support with matters such as studying, assessment, accommodation assistance, English language problems and counselling. Students requiring special or intensive assistance may contact student support officer who may refer them to external support services if required. TEDI will offer reasonable support to overseas students to enable them to achieve expected learning outcomes regardless of the overseas student's place of study or the mode of study of the course, at no additional cost to the overseas student. However, students might have to pay the fee charged by the external services. TEDI has sufficient student support personnel to meet the needs of the overseas students enrolled with TEDI. TEDI will maintain one student support officer for every 80 students (1:80 ratios) to ensure sufficient support is available for students. Every member of TEDI Staff will execute the procedural aspects of this policy with specific matters dealt by specialised personnel.

Students can fill up a "Student Support Request Form" to mention the support they require in detail. This form is available on website www.tedi.vic.edu.au and is also available on campus.

Please refer to student handbook or TEDI's Support and Welfare Policy for more details available on TEDI's website www.tedi.vic.edu.au.

Arrival Assistance

An airport pick-up service is available to arriving students on pre-arranged basis. This is undertaken as part of a meet-and-greet service and usually requires at least one week's (5 working days) prior notice. Students are required to fill the Airport Pick up form available on TEDIs website or students can email their request for Airport pick up at admissions@tedi.vic.edu.au. Students are requested to contact TEDI at 03 8725 2061 for any other information.

Airport pick up fees: AU$100.

There is a help desk available at the airport for international students to assist students in finding suitable airport pick up services e.g., UBER, Sky Bus, and taxi services.

Accommodation Assistance

TEDI does not have its own accommodation facilities. However, accommodation assistance will be provided to students upon request. Providing accommodation advice is free of cost. However, students will have to pay fees for the accommodation booked on behalf of them. Four weeks of notice prior to arrival is required.

English Language Support and LLN Support

If students do not meet the recommended English and LLN requirements, students will be referred for additional support to be provided by the institute or students will be asked to take further Language, literacy, and numeracy training, such as ELICOS programs. TEDI will provide support and guidance to students who are facing difficulty in English or LLN. Students are requested to meet Student Support Officer to seek guidance and/or support. Appropriate strategies will be implemented to assist the students with their learning. Additional support will be provided by the institute with ACSF Support plan. Refer to LLN policy or Student Support and Welfare Policy for more details.

Student Counselling

Stress, financial difficulties, health, family, relationship issues and social issues can all affect a student's ability to settle into study. Our student support officer offers a confidential support service and external referral where necessary. Students can obtain more information on the support services available at TEDI through Student handbook or by speaking to our friendly staff member. All students needing counselling, study skills assistance or practical help should make an appointment with the Students Support Officer on campus. An appointment can be made at reception or by emailing us at admissions@tedi.vic.edu.au. Students requiring assistance with course progress should contact the students support services as soon as possible.

Student Melbourne Study Centre (SMSC)

SMSC offers free support, information, and contacts to help students to enjoy living and studying in Victoria. It provides information, referral, and practical support for all international students in Victoria. For more details, please refer to https://www.studymelbourne.vic.gov.au/help-

Technical Education Development Institute (TEDI)
Technical Electronics Centre
RTO Code: 22300 CRICOS NUMBER: 03221G
Level 5, 123 Lonsdale Street, Melbourne, Victoria, Australia 3000
Ph: 03 8725 2061, Website: www.tedi.vic.edu.au
Email: admissions@tedi.vic.edu.au

and-support/study-melbourne-student-centre

Disability Support

Australia has a law that protects individuals from discrimination in many areas of public life, including education. A person with disability has just as much right to study as any other student.

TEDI will apply reasonable adjustment for students with disability. However reasonable adjustment applied must not be detrimental for the students to achieve course outcomes. TEDI will apply reasonable adjustments to the level it can.

This means that the institute cannot and will not:

- Refuse admission based on disability.
- Accept a student with a disability on less favourable terms than other students (for example, asking for higher fees).
- Deny or limit access to a student with disability (for example, not allowing access to excursions, or having inaccessible student common- rooms or lecture facilities).

Student Welfare Services

TEDI has a designated Student Support Officer to provide basic counselling services to all students. This service assists the students' experiencing difficulties in any aspect of their lives, including issues of academic or personal nature. The student support officer is available to students to help them to access study support and welfare- related services such as.

- Legal Services – TEDI can refer the student who requires legal advice to Legal Aid Victoria (free of cost usually) or a legal practitioner, the referral is at no cost to the student. Student will be responsible for any cost related to the legal advice charged by legal practitioner.

- Accommodation – Accommodation advice is available to all the international students from the point of application to the completion of their course. TEDI will provide up to date information on accommodation, options and/or accommodation providers available for students, this advice will be provided free of charge. The fees for external agencies will be at the cost of the student.

- Emergency and Health Services – During orientation, students will be advised regarding campus safety and how to access emergency and health services in Australia. For non-urgent services, students are encouraged to speak with the student services. For medical or other emergencies, students are instructed to contact the appropriate services, e.g., 000 and inform TEDI as soon as appropriate.

- Facilities and Resources – At orientation, students will be given a guided tour of the campus and all TEDI facilities. At this time, they will be explained about all available resources.

Students will be advised of their course progress and attendance requirements during the orientation so that students can continue to attend classes and meet satisfactory course progress.

At TEDI, Intervention strategies are applied for students who are facing difficulties in achieving satisfactory course progress or are unable to attend classes due to problems or issues they may have.

TEDI can also refer students to external counselling services for various issues if necessary, however, each issue is dealt on a case-by-case basis. There is no fee attached to seek advice on welfare support and referral service.

Support Staff

- Enrolment officer: Enrolment Officer handles all the admissions and enrolment related processes and queries.
- Student Support Officers: provides academic and non-academic support to students which includes, providing counselling, coaching, mentoring, accommodation support, etc. and handles course related queries.
- Health, Safety and Security Support, First Aid and Counselling: provides medical assistance, student safety, assistance, and counselling support.
- Administration Officer, Complaints Officer: Handles all general courses, enrolment, administration queries and complaints process.
- Academic Coordinator, Trainers and Assessors handles all the specific course related queries and assessment issues.

Reception: Our reception is open to assist students from 9:00 am to 5:00 pm Monday to Sunday.

Technical Education Development Institute (TEDI)
Technical Electronics Centre
RTO Code: 22300 CRICOS NUMBER: 03221G
Level 5, 123 Lonsdale Street, Melbourne, Victoria, Australia 3000
Ph: 03 8725 2061, Website: www.tedi.vic.edu.au
Email: admissions@tedi.vic.edu.au

Fee Payment and Refunds

Payment of Tuition Fees

a. The initial tuition fee, application fee and material fee (if applicable) as stated in the offer letter must be paid in advance before the commencement of the course for confirmation of enrolment at the Institute.

b. Students are not required to pay more than the initial tuition fee amount as stated on the offer letter (or 50% of the tuition fee) before the start of the course. However, students can pay more than 50% if they wish to do so. Any amount of fees paid before the start of the course will be reflected on the Confirmation of Enrolment (COE).

c. Any remaining tuition fees can be paid through payment plan arrangements. All students are required to understand and sign the fees agreement which states the next instalments amount with the due dates. All due dates on the tuition fees are kept at standard 15th of every month.

d. Student must pay full tuition fees for each term by the due date or as specified in the invoices unless any other payment plan/arrangement is agreed with the institute.

e. Tuition fees will be payable to the institute by a bank draft or telegraphic transfer (or other approved payment options) in Australian dollars made payable to the institute.

f. Student must pay their fee directly to Technical Education Development Institute. Students should not pay the fees to an agent and/or third party in relation to the application for enrolment.

g. Reminder Letter and SMS

In case the student instalment falls on a particular month, a friendly SMS reminder along with the Notification Letter (Reminder to Pay) is sent to the students in the first week of following month to give time to students to arrange their funds. Second reminder notice is given to students on 15th of every month.

h. If a student fails to make the payment of the outstanding fees even after a final notice and/or email, "Intention to cancel Enrolment" letter will be sent to the student. Student's enrolment will be cancelled after 20 working days of final notice. The suspension of enrolment will cause following restrictions to apply:

 i. Loss of access to the institute library service, classroom, computer system including internet and others.

 ii. Loss of access to enrolment records, results, and academic certificates.

 iii. Inability to attend any classes where this may result in students having to repeat missed work and/units.

The student has the right to appeal against the decision from the date of letter. Refer to complaints and appeal policy for information available on TEDI's website.

If the student decides to appeal against the decision, his/her enrolment will be kept active until both internal and external appeal process is completed.

i. If students choose not to appeal against the institute's decision and makes no further payment or do not contact the institute concerning their debt, their enrolment may be cancelled, and the student will be reported to the Department of Home Affairs for non-payment of fees.

j. If student decides to not appeal against the decision and accepts to pay the fees, then students will be required to pay the full dues along with late fee of $50 per week.

k. An additional fee for re-assessments will be applicable when:
● Students have to undergo reassessment after two additional attempts.
   (Re-assessment fee after 2 attempts - $300), or
● Students have to repeat a subject (Repeat unit fee- $300).

l. Students who enrol in additional courses will be required to pay a separate tuition fee as specified for the course.

m. The tuition fee charged to the student will remain the same provided the student remains enrolled in the same course. If the student transfers the course, tuition fee for the transferred course will be applied.

Please Note: Fees are subject to change over the duration of the course without prior notice. However, fees will remain the same once the student is enrolled in a course. Students are advised to contact student administration for updated fees and charges.

n. If the student's visa status changes (e.g., becomes a temporary or permanent resident), the student will continue to pay full overseas student fees for the duration of the enrolled program.

o. TEDI reserves the right to engage in any third party to recover any outstanding fees payable to the institute. The cost incurred to the institute for engaging a third party to recover such outstanding fees will be charged to the student.

Technical Education Development Institute (TEDI)
Technical Electronics Centre
RTO Code: 22300 CRICOS NUMBER: 03221G
Level 5, 123 Lonsdale Street, Melbourne, Victoria, Australia 3000
Ph: 03 8725 2061, Website: www.tedi.vic.edu.au
Email: admissions@tedi.vic.edu.au

p. TEDI applies the following procedures to ensure all the students are treated fairly and with integrity when applying for refunds.

q. All refunds applications will be submitted to the student administration department and the following procedures will be followed in assessing the application.

r. All 'refunds' will be approved by the Admin/Accounts Officer and the applications will be processed within 10 working days of the application being placed.

Process for claiming refund.

A student who wishes to apply for a refund of tuition fees in accordance with this refund policy should do so by filling up a

Refund Application form available at the TEDIs reception or on the TEDI website at https://tedi.vic.edu.au/ and submit with

other supporting documents at the reception:

Admin/Accounts Officer
True Education Pty Ltd t/a Technical Education Development Institute t/a Technical Electronics Centre
Level 5, 123 Lonsdale Street, Melbourne, Victoria – 3000 Australia or Email at admissions@tedi.vic.edu.au
Ph: 03 8725 2061

Refunds

Please refer to the course refund table below for details:

TEDI COURSE FEE REFUND TABLE			
Refund Circumstances	**Refund of Tuition Fees Paid**	**Refund of Material Fees**	**Application Fee**
Withdrawal at least **12** full weeks or more prior to agreed start date.	100%	100%	No refund
Withdrawal between **6** to **11** full weeks prior to the agreed Start date.	50%	100%	No refund
Withdrawal in **5** full weeks or less	No refund	No refund	No refund
Withdrawal after the course start date	No refund	No refund	No refund
Course withdrawn by the Institute	100%		
Application rejected by the Institute	100%	100%	No Refund
The course is not provided fully to the student because the Institute has a sanction imposed by a government regulator.	Refund of unused portion of tuition fees for future terms	No refund	No refund
Visa refused prior to the course commencement	Total amount of the pre-paid fees received by TEDI for the course in respect of the student course less the following amount. (a) 5% of the total amount of pre-paid fees that the provider received in respect of the student for the course before the default day; or (b) a maximum sum of $500 whichever is lesser		
Visa is refused after the commencement of the studies due to not meeting visa requirements.	The refund amount = weekly tuition fee x the number of weeks in the default period a. The weekly tuition fee = total tuition fee for the course / number of calendar days in the course x 7. This amount is rounded up to the nearest whole dollar. b. The number of weeks in the default period = number of calendar days from the default day to the end of the period to which the payment relates/7	No Refund	No refund
RPL fee	No refund if the 'Statement of Attainment' is provided	No refund	No refund

True Education Pty Ltd Trading as
　1. Technical Education Development Institute
　2. Technical Electronics Centre
Student Prospectus
ABN:63 135 095 957|Version no: 24.01

Page 32 of 37

Technical Education Development Institute (TEDI)
Technical Electronics Centre
RTO Code: 22300 CRICOS NUMBER: 03221G
Level 5, 123 Lonsdale Street, Melbourne, Victoria, Australia 3000
Ph: 03 8725 2061, Website: www.tedi.vic.edu.au
Email: admissions@tedi.vic.edu.au

Visa refused due to submission of the fraudulent documents by or on behalf of the student	No refund	No refund	No refund
Withdrawal from the course without notification or breaching their visa conditions	No refund	No refund	No refund
Visa cancelled due to actions of the student	No refund	No refund	No refund
Student abandons the course	No refund	No refund	No refund
The Institute cancels an enrolment due to serious student misconduct	No refund	No refund	No refund

Note: If a student's enrolment falls within no refund timelines before the agreed start date of the course and the student decides to withdraw from the course, then there will be no refund.

For example: If a student enrols in week 5 before course start date, he/she will not be eligible for refund if student withdraws from the course as enrolment falls within no refund time of 5 weeks prior to the agreed start date of the course. Students are required to read the "Fee payment and Refund Policy" for detailed information available on TEDI's website or can refer to student's handbook.

COOLING OFF PERIOD

TEDI will provide applicants a 7-day cooling off period. This means that if a student accepts the offer letter to study at TEDI and pays TEDI relevant course fees as per the signed agreement, if student changes their mind (for any reason), a full refund of course fees paid till date will be provided. Students must notify TEDI in writing within 7 days of the signed agreement date.

Note: Timeline for refund

It is to be noted that refund will be made available to students differently based on the student's default and providers (TEDI) default.

i.   **In case of Student default:** Refund will be paid within the period of 20 working days after receiving written notification/claim from student and relevant forms duly signed by the student.

ii. **In case of Provider's (TEDI) default:** Refund will be paid within the period of 14 days after cessation of the course.

STUDENT'S RIGHTS TO APPEAL

a.   Any student who is refused for a refund by the institute may appeal within 20 working days in writing to the student Administration Officer and follow the complaints and appeal process of TEDI.

b.   The institute's appeal process does not restrict the student's right to pursue other legal avenues.

c.   The written agreement and the right to make complaints and seek appeals of decisions and action under various processes, does not affect the rights of the student to act under the Australian Consumer Law if the Australian Consumer Law applies.

Tuition Protection Services

Protection of tuition fees paid in advance by student visa holders is undertaken in accordance with ESOS requirements and the Tuition Protection Service Framework. The Tuition Protection Service (TPS) is an initiative of the Australian Government to assist international students whose education providers are unable to fully deliver their course of study. The TPS ensures that international students can either:

- Complete their studies in another course or with another education provider or
- Receive a refund of their unspent tuition fees.

For more information on Tuition Protection Service visit: https://tps.gov.au

Critical Incident

Technical Education Development Institute (TEDI)
Technical Electronics Centre
RTO Code: 22300 CRICOS NUMBER: 03221G
Level 5, 123 Lonsdale Street, Melbourne, Victoria, Australia 3000
Ph: 03 8725 2061, Website: www.tedi.vic.edu.au
Email: admissions@tedi.vic.edu.au

As per standard 6.8 of the National Code 2018, TEDI has its critical incident policy in place. The policy ensures that critical incidents or potential critical incidents that could affect student's ability to undertake or complete the course in which they are enrolled are mitigated if possible or monitored so that support can be arranged if appropriate. The policy ensures that critical incidents and the actions taken are recorded in writing and are kept for a period of not less than two years after the student's enrolment has expired.

A Critical incident is defined as a traumatic event, or the threat of such (within or outside Australia), which causes extreme stress, fear, or injury. Critical incidents that may cause physical or psychological harm could include events such as:
● Missing students
● Severe verbal or psychological aggression
● Death, serious injury or any threat of these
● Natural disaster
● Issues such as domestic violence, sexual assault, drug, or alcohol abuse

It is TEDI's intention to provide students with a safe environment on campus and advice students and staff of how they can enhance their personal safety and security.

Critical incident officer: Manpreet Oberoi
Phone no: 0411 952 222 (available 24 hours) or
03 8725 2061 (available 9:00-5:00-Monday to Sunday)
By email: admissions@tedi.vic.edu.au
For detailed information, students can refer to Critical Incident Policy available on the website and can also be made available from TEDI's reception.

Emergency Contact List

EMERGENCY SERVICE	CONTACT NUMBER
Emergency Fire Police Ambulance	000 (zero, zero, zero)
State Emergency Services (SES)	132 500
Non-Emergency Police	131 444, 9247 6666
Poisons Information Centre: [24 hours]	131 126
Care Ring: 24-hour counselling service	136 169
Lifeline: 24-hour service	131 114
Public transport & timetables	131 638
Accident Towing	131 176
Dentists: Dental Hospital Service [Emergency Only]	9341 1040
Search and rescue-Australian Maritime Safety Authority	Within Australia - 1800 627 484 Outside Australia - +61 2 6279 5000
Nurse On Call: AMA Victoria's Doctor Search	1300 606024

External Services

True Education Pty Ltd Trading as
1. Technical Education Development Institute
2. Technical Electronics Centre

Technical Education Development Institute (TEDI)
Technical Electronics Centre
RTO Code: 22300 CRICOS NUMBER: 03221G
Level 5, 123 Lonsdale Street, Melbourne, Victoria, Australia 3000
Ph: 03 8725 2061, Website: www.tedi.vic.edu.au
Email: admissions@tedi.vic.edu.au

Fire, ambulance, police (life-threatening emergencies): Ring 000

Hospitals and Medical Issues (Melbourne, Victoria):

The Alfred: (03) 9076 2000
Austin Hospital: (03) 9496 5000
Royal Children's Hospital: (03) 9345 5522
Royal Women's Hospital: (03) 8345 2000
Royal Melbourne Hospital: (03) 9342 7000
St Vincent's Hospital: (03) 9411 7111

Refer to www.yellowpages.com.au for services near you.

- The National Translating and Interpreting Service: 131 450
- Lifeline 24-hour Counselling Services: 131 114

Solicitors/ Lawyer:

The Institute of Arbitrators Mediators Australia: Free call 1800 651 650
Victoria Legal Aid: www.legalaid.vic.gov.au
Study in Australia: www.studyinaustralia.gov.au

Youth Central: www.youthcentral.vic.gov.au

Places of Worship

Churches: www.australianchurches.net
Mosques:
http://www.islamiccouncilwa.com.au/mosque/
Temples Australia: www.hinducouncil.com.au
Sikh Temple: http://www.sikhyouthaustralia.com/

Other Support Services

The following support services are free. They can provide you with referrals to help you deal with the issue you are facing.

- Lifeline: 13 11 14 (24-hour counselling service)
- Men's line Australia: 1300 78 99 78
- Grief line (Telephone Counselling Service): 1300 845 745 (12 noon - 3 am, 7 days a week, all year)
- Direct Line (Drug and alcohol service): 1800 888 236
- Crisis Help: 1800 627 727
- Domestic Violence Resource Centre Victoria: 1800 737 732
- Direct Line (Drug and alcohol service): 1800 888 236
- Crisis Accommodation Information (Homelessness Help Services): 1800 627 727
- The Gambling Help Line: 1800 858 858

TEDI POLICIES AND PROCEDURES

Students have access to all relevant administrative and academic policy and procedures. They are published on our website www.tedi.vic.edu.au and can be made available from the Student Administration or reception.

Student Rights as a Consumer

As a consumer, a student has the right to receive current, factual, and accurate information about the courses offered by TEDI before making an enrolment decision. To ensure this, TEDI has stringent policies and procedures in place.

It is very important that you read the Handbook carefully

before enrolling with TEDI to ensure that the course meets your requirements and that you fully understand the fees and your obligations as a student.

The written agreement and the right to make complaints and seek appeals of decisions and action under various processes, does not affect the rights of the students to act under the Australian Consumer Law if the Australian Law applies.

True Education Pty Ltd Trading as
1. Technical Education Development Institute
2. Technical Electronics Centre

Students will be notified if TEDI closes or ceases to deliver any part of the training product that the learner is enrolled in.

Media Consent

The Application form gives you the opportunity to decline permission for TEDI to use any representation of your time here for promotional purposes.

From time to time, TEDI staff may request to take photographs/videos or verbal/written interviews/testimonials of students at TEDI or at places where the student is involved in an activity. These creations may be used in a classroom, or work activities or could be published by TEDI in print, digital or broadcast media such as documents, the student magazine, website, television, YouTube, social media platforms, newsletters, displays, journals, professional development materials for trainers and marketing collateral. Staff may also at times request that students provide any of the above of the students' own creation for the same purposes. You have a right to refuse use of your image or work for such creations. Students may also reverse their decision to decline Media Consent by signing a Media Consent Form at the time of any such request and withdraw any time by sending a mail or contacting TEDI's student administration.

Access, correction, and complaints

You have the right to seek access to or correct your own personal information. You may also complain if you believe your privacy has been breached.

Please refer to TEDI privacy policy for more information and/or visit office of the Australian Information Commissioner (OAIC) at https://www.oaic.gov.au/ for more information.

PRIVACY STATEMENT

Your privacy is important to us, and all the personal & private information collected about you will be treated as confidential. Information collected during your enrolment is done to meet our obligations under the ESOS Act 2000, and the National Code 2018, to ensure student's compliance with the conditions of their visa and their obligations under Australian immigration laws generally. The authority to collect this information is contained in the ESOS Act 2000, the ESOS Regulations 2019 and the National Code 2018. Information collected about you during your enrolment will be provided, in certain circumstances, to the Australian Government and designated authorities and the Tuition Protection Service (TPS) director. In other instances, information collected during your enrolment can be disclosed without your consent where the institute is authorised or required to do so by the law.

You can access information collected from you on the application form and during your enrolment by contacting Student Administration at the institute.

Under the National Vocational and Training Regulator (Data Provision Requirements) Instrument 2020, TEDI is required to collect personal information about you and to disclose that personal information to the National Centre for Vocational Education Research Ltd (NCVER).

Your personal information (including the personal information contained on this letter of offer, your training activity data) may be used or disclosed by TEDI for statistical, regulatory and research purposes. TEDI may disclose your personal information for these purposes to third parties, including:

- Employer – if you are enrolled in training for industry placement Commonwealth and State or Territory government departments and authorised agencies.
- NCVER.
- Organisations conducting student surveys; and
- Researchers.

Personal information disclosed to NCVER may be used or disclosed for the following purposes:

- Issuing statements of attainment or qualification and populating authenticated VET transcripts.
- Facilitating statistics and research relating to education, including surveys.
- Understanding how the VET market operates, for policy, workforce planning and consumer information; and
- Administering VET, including programme administration, regulation, monitoring, and evaluation.

You may receive an NCVER student survey which may be administered by an NCVER employee, agent, or third-party contractor. You may opt out of the survey at the time of being contacted.

NCVER will collect, hold, use and disclose your personal information in accordance with the Privacy Act 1988 (Cth), the VET Data Policy and all NCVER policies and protocols (including those published on NCVER's website at **www.ncver.edu.au**).

If there are any queries about our institute and courses, please feel free to contact us via phone, email or visit our Institute. The contact details are listed below:

Address: *Level 5, 123 Lonsdale Street, Melbourne, Victoria – 3000 Australia*
Phone- 03 8725 2061

Email- Admissions@tedi.vic.edu.au

True Education Pty Ltd Trading as
1. Technical Education Development Institute
2. Technical Electronics Centre

Technical Education Development Institute (TEDI)
Technical Electronics Centre
RTO Code: 22300 CRICOS NUMBER: 03221G
Level 5, 123 Lonsdale Street, Melbourne, Victoria, Australia 3000
Ph: 03 8725 2061, Website: www.tedi.vic.edu.au
Email: admissions@tedi.vic.edu.au
Website- https://tedi.vic.edu.au/

Disclaimer: Information contained in this Students Prospectus is current at the time of printing and is subject to change. Please refer to information published on website https://tedi.vic.edu.au/ for the most current information or speak to TEDI's student's administration. Students are encouraged to get more information from the National Training Register at www.training.gov.au or speak to TEDI staff member for further details.

TEDI handles all superseded qualifications as per our Course Transition Policy and Procedures available from https://tedi.vic.edu.au/. Information contained in this prospectus might not be suitable for enrolment purposes however this information should be read in conjunction with student's handbooks or website. For more information, please speak to student's Administration officer at the reception of Technical Education Development Institute.

"An investment in knowledge pays the best interest". – Benjamin Franklin

THE BEAUTIFUL THING ABOUT LEARNING IS THAT NO ONE CAN TAKE IT AWAY FROM YOU.

Don't forget to contact us for any kind of support or help that you may need.

We are always there to provide support wherever required.

Find us on https://m.facebook.com/tedi.vic.edu.au