

## TERMS & CONDITIONS OF ENROLMENT

### 1. Enrolment & Selection

- a) Learners are encouraged to disclose any medical conditions, disabilities, or learning needs at enrolment to allow Business Wise First Aid Training to provide appropriate support and reasonable adjustments in line with equity and access principles.  
**Standard 2.4 (Equity and support needs), Outcome Standard 2**
- b) It is the learner's responsibility to note the advertised course schedule, including start date, location, and delivery format.  
**Standard 4.3 (Accurate pre-enrolment information)**
- c) If a course is cancelled due to insufficient enrolments, Business Wise First Aid Training will contact affected learners using their most recent contact details. Learners are responsible for ensuring their contact information is current.  
**Outcome Standard 1.1 (Managing changes to services)**
- d) Learner requests to defer, transfer, or credit their enrolment due to personal circumstances will be considered. Where possible, alternative arrangements will be offered.  
**Standard 2.1(iv) (Flexible delivery and support for progression)**
- e) If a learner withdraws due to personal circumstances, Business Wise First Aid Training will make every effort to facilitate enrolment in a future equivalent course.  
**Standard 2.3 (Learner support and continuity of training)**
- f) Late enrolments may be accepted provided all entry requirements are met. Full course fees still apply.  
**Standard 2.1(iv), Outcome Standard 2**
- g) Business Wise First Aid Training reserves the right to refuse enrolment, withdraw a learner from training, or reallocate training staff where required. Learners will be notified as soon as practicable.  
**Outcome Standard 1.1, Standard 1.8 (Trainer/assessor suitability)**
- h) Some training activities involve physical risk (e.g. practical demonstrations, fieldwork). Participation is at the learner's own risk. Business Wise First Aid Training maintains public liability insurance for activities conducted on premises.  
**Legislative and regulatory obligations (WHS), Standard 2.4**

### 2. Course Fees, Payments and Refunds

- a) Details of all fees—such as tuition, enrolment deposits, administration, materials, and other applicable charges—are outlined on the training providers website Course Information or relevant pre-enrolment materials.  
**Standard 4.3 (Pre-enrolment information must be accurate and accessible), Compliance Requirements Policy – Transparent fee disclosure**
- b) In accordance with fee protection requirements, Business Wise First Aid Training will not collect more than \$1,500 from an individual learner prior to course commencement.  
**Compliance Requirements Policy – Learner Fee Protection**
- c) Electronic AQF certification documentation (Certificates or Statements of Attainment) will be issued to learners who are assessed as competent. These costs are included in the overall course fee.  
**Credential Policy – Issuance of certification, Standard 1.8 (Assessment leads to valid outcomes)**
- d) Refunds may be granted under the following circumstances:  
Overpayment of fees
  - Training cancelled by Business Wise First Aid Training
  - Withdrawal prior to commencement
  - Withdrawal prior to commencement due to illness or hardship
  - Failure of Business Wise First Aid Training to deliver agreed training services**Compliance Requirements Policy – Refund policy, Outcome Standard 1**
- e) A deposit of no more than \$1,500 is required to secure enrolment. Refer to the website Course Information for the specific deposit amount.  
**Compliance Requirements Policy – Fee collection threshold**
- f) No refunds are available once a learner has commenced training.  
**Compliance Requirements Policy – Reasonable refund terms must be stated prior to enrolment**
- g) Learners are responsible for securely storing their certification. A reissue of certification will incur a reissue fee of \$15 will be charged or waived at the CEO's discretion.  
**Credential Policy – Reissue of certification**

- h) If a learner is assessed as not yet competent, they will be offered one reassessment opportunity. A second reassessment may also be offered.  
**Standard 1.8 (Reasonable adjustments and reassessment opportunities)**
- i) Guidance and feedback will be provided by the trainer before any reassessment.  
**Outcome Standard 2 (Trainer support for progression)**
- j) Generally, reassessment is provided at no additional cost. If applicable, any reassessment fees will be disclosed in the website Course Information.  
**Compliance Requirements Policy – Full disclosure of costs prior to enrolment**
- k) If a learner is competent in some, but not all, units of a qualification, a Statement of Attainment will be issued for the competent units. Learners will have up to two (2) months to complete outstanding assessments.  
**Credential Policy – Partial completion certification, Outcome Standard 1**
- l) Business Wise First Aid Training is responsible for the issuance of all AQF certification documentation in a timely manner.  
**Credential Policy, Standard 1.1**
- m) Learners are required to provide specific resources for course participation. These are listed in Section 11.  
**Standard 2.4 (Learner access to necessary resources)**

### 3. Cooling Off Period

Learners are entitled to a statutory cooling-off period following enrolment, in accordance with relevant consumer protection laws. During this period, learners may cancel their enrolment (via letter or email) to the training provider within **10 business days**, provided training has not yet commenced. For details regarding eligibility for a refund during this period, please refer to Business Wise First Aid Training's **Refund Policy** available in the Student Handbook and on our website.  
**Outcome Standard 1 – Learners are protected and informed before and after enrolment, Compliance Requirements Policy – Consumer rights, refund clarity, Standards 4.1 & 4.3 – Clear, accessible, and accurate information prior to enrolment, Australian Consumer Law – Cooling-off period obligations for training providers.**

### 4. Changes to Agreed Services

In the event of any change to agreed training or assessment services, Business Wise First Aid Training will notify learners as soon as practicable. This includes, but is not limited to:

- Course rescheduling or cancellation
- Changes in ownership or RTO registration status
- The introduction, cessation, or amendment of third-party arrangements
- Significant changes to course delivery mode, trainers, or training venues

Where Business Wise First Aid Training is unable to continue delivering training or assessment (e.g. due to closure), arrangements will be made to transfer learners to an equivalent training provider, or a refund will be issued in accordance with the Refund Policy.

**Outcome Standard 1 – Learners are protected and informed, Standard 4.3 – Learners receive prompt and accurate notification of any changes to services, Compliance Requirements Policy – Teach-out, transition, and continuity planning, Standard 1.1 – Obligations to ensure learners receive agreed services, National VET Regulator Act – Change of ownership and teach-out provision.**

### 5. Fee Protection

Not applicable due to course fees not exceeding \$1500.

### 6. Consumer Guarantee

Business Wise First Aid Training guarantees that all training and assessment services will be delivered:

- With due care and skill
- In accordance with the agreed course structure and content
- In a manner fit for purpose and responsive to learner needs
- Within a reasonable timeframe (where specific timelines are not provided)

These guarantees align with Australian Consumer Law and the Compliance Requirements Policy, ensuring that learners receive the quality and continuity of training they were promised.

Learners who believe these guarantees have not been met may be entitled to remedies such as rescheduling, replacement training, or a refund as outlined in our Refund and Complaints Policies.

**Outcome Standard 1 – Learners receive quality services as agree, Compliance Requirements Policy – Delivery obligations and consumer protection, Standard 4.3 – Clarity of services and terms prior to enrolment, Australian Consumer Law – Statutory guarantees for services**

## 7. Complaints and Appeals

Business Wise First Aid Training is committed to ensuring that all complaints and appeals are handled fairly, promptly, and without prejudice. Learners are encouraged to raise any concerns or issues with a staff member or the RTO's management team in the first instance.

Where informal resolution is not possible, learners may submit a formal complaint or appeal using the **Complaints and Appeals Form**, available in the Student Handbook and from the RTO office. All submissions are acknowledged in writing and processed in line with our documented Complaints and Appeals Procedure.

Learners will:

- Be kept informed throughout the process
- Have access to independent review, if required
- Not be disadvantaged for lodging a complaint or appeal

Records of complaints and appeals are retained securely, and outcomes are used to support continuous improvement.

**Outcome Standard 1 – Learners are treated fairly and have access to a clear complaints process, Standard 2.4 – Learners are supported and their individual needs considered, Compliance Requirements Policy – Documented complaints and appeals process, Standard 6.1–6.3 (RTOs 2025) – Fair, accessible and timely resolution of complaints and appeals Standard 7.2 – Systematic monitoring and improvement**

## 8. Credit Transfer

Business Wise First Aid Training recognises Australian Qualifications Framework (AQF) qualifications and Statements of Attainment issued by any other Registered Training Organisation (RTO) under the principles of National Recognition.

Learners may apply for Credit Transfer for any equivalent units of competency they have previously completed. To support an application, learners must provide authentic evidence such as an original certificate or an official academic transcript.

Credit Transfer applications:

- Must be submitted during or prior to enrolment
- Will be assessed in line with training package rules
- Will result in an adjustment to the training plan, where applicable

Details of the Credit Transfer process are outlined in the Student Handbook and can also be discussed with our administrative team.

**Outcome Standard 1 – Learners are recognised for previous achievements, Credential Policy – Recognition of formal learning via Credit Transfer, Standard 1.1 – Training delivery aligned with the training package requirements**

## 9. Language, Literacy and Numeracy & Digital Support (LLND)

Business Wise First Aid Training is committed to identifying and supporting the LLND (Language, Literacy, Numeracy, and Digital) needs of learners to enable full participation in training and assessment.

At enrolment, learners undertaking Certificate III qualifications or below are required to complete an LLND assessment. The results help identify any support needs and inform adjustments to learning strategies or resources.

Support may include:

- Additional learning assistance
- Referrals to specialist support services
- Adjustments to learning and assessment methods
- Guidance from trainers throughout the course

LLND skills are embedded in training package requirements and are essential for the successful completion of vocational competencies. Learners must demonstrate core skills such as:

- Reading and interpreting written materials
- Writing to communicate
- Calculating and measuring accurately
- Using digital technologies to access and submit tasks

Learners are encouraged to discuss any concerns about LLND skills with their trainer or support staff at any stage of their training.

**Standard 2.2 – LLND needs are identified early and acted upon, Standard 2.3 Support is provided to help learners progress, Standard 2.4 – Equity and accessibility are considered in delivery and assessment, Outcome Standard 2 – Learners are supported to succeed through appropriate strategies**

## 10. Support Services

Business Wise First Aid Training is committed to providing accessible and appropriate support services to enable learners to successfully complete their training and assessment.

Learners are encouraged to discuss their support needs at enrolment, during induction, or at any stage of their learning journey. Trainers and support staff are available to assist with:

- Academic or learning challenges
- LLND support
- Personal or wellbeing concerns relating to the course

Where required, learners may be referred to external support services to ensure they are supported holistically. Support services are tailored to the needs of individual learners and are designed to promote progression and course completion.

Learners can request an appointment with their trainer, or escalate support needs to RTO management where additional assistance is needed.

Further details are available in the Student Handbook.

**Standard 2.3 – Learners are supported to meet the requirements of the training product, Standard 2.4 – RTOs provide equitable access and reasonable adjustments, Outcome Standard 2 – Learners are supported through appropriate, accessible service**

## 11. Resources to be provided by the VET Student

To support effective participation in training and assessment, learners are required to supply the following resources, as relevant to the course they are undertaking:

- A laptop or suitable device for digital learning
- Reliable internet access for online components or self-paced study
- Access to any specified digital apps, software, or learning platforms
- Transport to and from practical placements or off-site activities

Business Wise First Aid Training outlines these requirements clearly on the website Course Information and at enrolment. Learners are responsible for ensuring they have access to these resources. If learners are unable to obtain the required materials, they are encouraged to speak with their trainer or support staff to explore available alternatives or support options.

**Standard 2.4 – Learners are provided with or informed about the required resources and support, Outcome Standard 2 – Learners are supported to prepare for and participate in their training, Standard 4.3 – Accurate and transparent information is provided prior to enrolment**

## 12. Legislative and Regulatory Requirements

During induction, learners will be made aware of their rights and responsibilities under relevant Commonwealth, State, and Territory legislation, as it applies to participation in vocational education and training.

This includes, but is not limited to:

- Work Health and Safety (WHS)
- Anti-discrimination and equal opportunity laws
- Privacy and data protection laws
- Australian Consumer Law
- The National Vocational Education and Training Regulator Act 2011
- Child safety and protection policies (if applicable)

Learners must comply with Business Wise First Aid Training's policies and procedures at all times. These obligations are detailed in the Student Handbook and apply throughout the duration of enrolment.

By enrolling, learners acknowledge their responsibility to uphold the principles of safe, inclusive, and respectful participation in the learning environment.

**Standard 1.1 – The RTO ensures learners receive accurate information on their rights and responsibilities, Compliance Requirements Policy – Obligation to comply with relevant legislation, Outcome Standard 1 – Learners are informed and protected under applicable laws**

## 13. Privacy Protection

Business Wise First Aid Training is committed to protecting the privacy and confidentiality of personal information in accordance with the Privacy Act 1988 (Cth) and the National VET Data Policy.

Personal information collected from learners is used only for purposes directly related to their enrolment, training, assessment, and the issuance of nationally recognised credentials. Information may also be shared with government agencies, regulators, or funding bodies as required under law for:

- AVETMISS reporting
- National VET data collection
- Regulatory audits or compliance activities

All learner records are securely stored, either electronically in password-protected systems or physically in secure storage. No records will be removed from the RTO's premises without appropriate authorisation or prior learner notification.

Learners may request access to their personal information at any time and can request corrections if information is inaccurate or incomplete.

**Standard 1.1 – Learners are provided with clear and accurate information about their rights and responsibilities, Compliance Requirements Policy – Secure handling and reporting of learner data, Privacy Act 1988 (Cth) – National standards for managing personal information, National VET Data Policy – Obligations for collecting, using and storing AVETMISS data, Outcome Standard 1 – Learners are protected under regulatory and legislative frameworks**

## 14. Privacy Notice

Under the Data Provision Requirements 2012, all Registered Training Organisations (RTOs) are required to collect and submit data compliant with AVETMISS for the National VET Provider Collection. This information is managed by the National Centre for Vocational Education Research Ltd (NCVER) and may be used for:

- Issuing authenticated VET transcripts
- Administering and regulating the VET system
- Conducting policy research, planning and statistical reporting
- Evaluating training delivery and market performance
- Informing government decisions and public policy

Personal information provided by learners may be disclosed to:

- The VET regulator (ASQA, VRQA, or TAC WA)
- The Australian Government Department of Employment and Workplace Relations
- State or Territory training authorities
- Other Commonwealth authorities as permitted by law
- Approved researchers engaged by NCVER

NCVER may also use the data to conduct surveys or studies related to training outcomes and the national VET system. Participation in these surveys is voluntary and supports continuous improvement of the VET sector. For more information, learners can review the NCVER Privacy Policy at [www.ncver.edu.au](http://www.ncver.edu.au).

**Standard 1.1 – Learners are informed of data collection and use, Privacy Act 1988 (Cth) – Legal obligations to protect personal information, National VET Data Policy – Transparency and accountability in data handling, Outcome Standard 1 – Learners are protected and informed under applicable laws**

**Data Provision Requirements 2012 – Mandatory data reporting for RTO**

## 15. Reasonable Adjustment

An adjustment may not be considered appropriate if it involves unreasonable costs, unreasonable timescales, affects the integrity or security of the assessment or impacts upon the safety and wellbeing of the learner or others.

Appropriate reasonable adjustments may be allowing the learner to leave the room during parts of the course that they may find triggering, catching the learner up on a one-to-one basis in a friendly, safe and nonjudgemental manner, allowing the learner to practice and be assessed on practical skills, with only the trainer present or having a person to support them.

If the learner has difficulty kneeling on the floor, they may practise with the manikin on a table or chair if it is safe to do so. If the learner has trouble getting down to the ground or rising back up a table or chair can be placed next to them for support / assistance. Padding such as a folded coat may be provided to kneel on during the assessment.

A learner must perform CPR effectively and continuously for at least 2 minutes on the floor to be considered competent. This must include combining rescue breaths with chest compressions at the currently recommended ratio.

## 16. Training Provider and RTO Arrangement

Bookings made via the Business Wise First Aid Training website [www.bwfat.com.au](http://www.bwfat.com.au) or direct contact with Business Wise First Aid Training are made with the training provider / RTO Business Wise First Aid Training.

All bookings made via other websites or booking methods are made with a third party where training is delivered on behalf of Business Wise First Aid Training, in this case Business Wise First Aid Training is the issuing RTO ID 45193. All third parties are obligated to honour the terms and conditions outlined within. Please note in these instances course fees are set by the third party and outlined in their course information. All refunds of enrolment fees for bookings made with the third party will be processed by that third party, not Business Wise First Aid Training.

Please contact them directly if you require further clarification or assistance.