



BSB51319 - Diploma of Work Health and Safety

Face-to-face Delivery Course Guide

Class Location: 28-34 Old Cleveland Road, Stones Corner, QLD 4120



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Introduction

Congratulations on considering the enriching journey into vocational education, where practical skills meet real-world applications. This course guide has been meticulously designed to serve as your compass, guiding you through the distinctive features of the **BSB51319 - Diploma of Work Health and Safety** program within the Australian VET sector. Our primary goal is to equip you with the practical knowledge and skills necessary for a successful career, whether you're entering the workforce for the first time or seeking to enhance your current professional standing.

Navigating your path to practical excellence

In the heart of the VET sector lies a commitment to hands-on, practical learning that directly aligns with industry needs. The BSB51319 - Diploma of Work Health and Safety program is crafted with a focus on real-world applications, ensuring that every concept learned is immediately transferable to your current role or future employment. We understand that your ultimate objective is to not only gain knowledge but to excel in your chosen field and carve out a fulfilling career.

Unveiling the structure and timelines

Within these pages, discover the framework of your educational journey. The course structure is tailored to meet the demands of modern industries, integrating theoretical knowledge with practical experiences. Timelines are carefully outlined, providing you with a clear roadmap for skill acquisition and application in real-world scenarios.

Gateway to your professional ascent

Entrance into the BSB51319 - Diploma of Work Health and Safety program is designed to be accessible yet stringent, ensuring that you are not only enthusiastic about your chosen field but also possess the foundational skills required for success. As you progress through the course, you'll find that assessments are geared towards real-world scenarios, preparing you for the challenges and responsibilities of your chosen profession.





Financial clarity for your educational investment

We understand the importance of financial transparency. This handbook elucidates the fees associated with the BSB51319 - Diploma of Work Health and Safety program and explores potential financial assistance options via payment plan. Your investment in education is an investment in your future, and we strive to make the path forward as clear and manageable as possible.

Frequently asked questions for informed decisions

Addressing your queries and concerns is integral to your decision-making process. We've compiled a comprehensive list of frequently asked questions (FAQs) to provide clarity on the practical aspects of the course, from industry relevance to support services and beyond.

Welcome to the BSB51319 - Diploma of Work Health and Safety program in the Australian VET sector, where practicality meets proficiency, and your journey towards a fulfilling and successful career begins. Embrace the opportunities ahead and let this handbook be your guide to professional excellence.

What you will learn

In the BSB51319 - Diploma of Work Health and Safety, experienced professionals will advance their knowledge and skills to a strategic level, preparing for leadership roles in the field. This diploma program delves deeper into work health and safety principles, with a specific emphasis on leadership, responsibility, and the strategic management of health and safety systems. Participants will engage in sophisticated learning experiences, including in-depth analyses of workplace scenarios, practical applications of strategic risk management, and the development of comprehensive safety leadership skills. The course integrates real-world case studies, simulations, and interactive discussions to provide a dynamic and immersive learning experience. With a focus on leadership, participants will explore strategies for influencing organizational culture, driving continuous improvement, and effectively managing the complexities of health and safety at a senior level. This diploma is tailored for professionals aspiring to or currently holding leadership positions where they are responsible for shaping and overseeing a culture of workplace health and safety excellence, ensuring legal compliance, and providing strategic direction in diverse occupational settings.

Importance

The BSB51319 - Diploma of Work Health and Safety is of paramount importance due to its profound impact on both individuals and society at large. This advanced course equips professionals with the specialized knowledge and leadership skills needed to navigate the complexities of work health and safety (WHS) at a strategic level.



On a societal level, this course is instrumental in shaping a safer and healthier work environment for employees across diverse industries. Graduates of the diploma program contribute significantly to reducing workplace incidents, injuries, and illnesses. By implementing sophisticated risk management strategies and fostering a culture of health and safety, they actively contribute to creating workplaces that prioritize the well-being of employees. This, in turn, has a positive ripple effect on communities, as healthier and safer workplaces lead to increased productivity, reduced societal healthcare costs, and enhanced overall well-being.

From a personal and professional standpoint, the diploma program is fulfilling as it empowers individuals to assume leadership roles in shaping and maintaining safe work environments. Graduates gain a deep sense of accomplishment and responsibility in playing a pivotal role in safeguarding the health and well-being of colleagues. The advanced leadership skills acquired in the program position professionals for greater career opportunities, with the potential to influence organizational culture and policies positively.

For individuals already in the work health and safety career, this course serves as a pathway to elevate their expertise and effectiveness. It provides a platform for honing advanced leadership and strategic management skills, enabling them to contribute at a higher level within their organizations. The diploma program equips experienced professionals with the tools to lead comprehensive health and safety initiatives, influence organizational policies, and drive continuous improvement. This not only enhances their professional standing but also allows them to make substantial contributions to the advancement of health and safety practices within their industries.

Beneficial

The BSB51319 - Diploma of Work Health and Safety goes beyond specialized knowledge, offering additional benefits by fostering essential interpersonal skills crucial for professional success. Participants develop advanced leadership communication, negotiation, and influencing skills, enabling effective engagement with diverse stakeholders. The course emphasizes conflict resolution, team-building, and crisis management abilities, essential for navigating complex organizational dynamics. Professionals also enhance emotional intelligence, promoting empathetic handling of health and safety issues. The program instils collaborative decision-making and adaptability, preparing individuals to lead teams in creating a supportive workplace culture. These interpersonal skills not only contribute to personal and professional growth but also position graduates as influential leaders capable of driving positive change in work health and safety practices within their organisations.





Guidelines for International Students

Approved Agents of the RTO

The following agent is authorised to transact with you on behalf of Risen Star College:

AFRI. Educational Consulting Services LTD

(Qualified Education Agent Counsellor -12745)

Email: aladeseundawn@gmail.com

Web Page: <https://www.facebook.com/profile.php?id=61554427054373>

WhatsApp: +2348143936495

Agents are middlemen facilitating international student recruitment, they assist with applications, visa processes, and provide support for cultural transition. They help ensure a smooth enrolment experience for prospective students.

Their capacity to transact on behalf of the RTO are limited to the following actions:

1. Marketing – agents can provide you information about courses, college facilities, and benefits of studying at Risen Star College.
2. Student Recruitment Assistance – agents can assist you in the application process in terms of completing the application forms, collecting necessary documents, and submitting it to the RTO.
3. Guidance on Visa Requirements – agents can provide information and guidance on visa requirements, helping students understand the necessary documentation and processes involved in obtaining a student visa.
4. Cultural Transition Support – agents can help you better understand local customs, housing options, and other support services available to you.
5. Language Assistance – agents can help you get into language improvement programs, and simply have better communication with the RTO.

Please note of the following actions agents CANNOT DO on behalf of the RTO:

- 1. Make admission decisions.**
- 2. Change entry requirements of the RTO.**
- 3. Guarantee visa approval.**
- 4. Override RTO policies.**
- 5. Provide legal advice.**
- 6. Charge unauthorised or unpublished fees.**



Note: If you received this course guide from a person or organisation not listed above, please email admin@risenstarcollege.edu.au to report the person or organisation and help secure others.

Student Handbook for International Students

Before commencing your studies, it is very important that you take the time to carefully read the Student Handbook for International Students. This handbook is available on the Risen Star College of Technology & Business (RSC) website - <https://risenstarcollege.edu.au/forms-and-policies/>, or you may receive a copy directly from your education agent. The Student Handbook has been specifically designed to support international students by providing comprehensive information that will guide you throughout your learning journey at RSC.

Inside the handbook, you will find essential details about the college, the support services available to you, and the academic expectations you will need to meet while enrolled in your chosen course. It outlines key policies and procedures, including attendance requirements, assessment processes, complaints and appeals, and student responsibilities. These sections are particularly important for international students, as they help you understand your rights and obligations while studying in Australia.

The handbook also offers guidance on living and studying in Australia, including information on accommodation, health and wellbeing, cultural adjustment, and where to seek help if you need assistance. By reading the handbook thoroughly, you will be better equipped to make an informed decision about the course you are enrolling in and what you can expect from Risen Star College.

We strongly encourage every student to familiarise themselves with the Student Handbook prior to enrolment. Doing so will ensure that you start your studies with confidence, clarity, and a full understanding of the support and resources available to you at Risen Star College



Course structure and timetable

Student will have a **maximum period of 52 weeks** to complete this course.

Units are clustered into module or study areas allowing student to complete all units and assessments in the topic within the time indicated in the course schedule.

Student will attend at **least 20 hours of face-to-face** classroom training and assessment per week. It is recommended that student devote **at least 10 hours of personal** study per week to keep at the pace of the course schedule.

Student will study using a variety of learning methods including general teaching, video training, research projects, role play, simulation activity and presentations.

The 2026/2027 Intake Dates

Code	Title	Class	Course dates	Breaks (holidays)
BSB41419	Certificate IV in Work Health and Safety	BS41419 - A	26 January 2026 - 31 August 2026	Wk. 10-11, 21-22
CHC33021	Certificate III in Individual Support	CH33021 - B	28 January 2026 - Tuesday, 26 January 2027	Wk., 10,20,30,40
BSB41419	Certificate IV in Work Health and Safety	BS41419 - C	06 March 2026 -16 October 2026	Wk. 10-11, 21-22
BSB51319	Diploma of Work Health and Safety	BS51319 - D	28 September 2026 - 30 September 2027	Wk., 9-10,19-20,29-30,39-40,49-50
CHC52025	Diploma of Community Services	CHC52025- E	15 February 2027 -15 February 2028	Wk., 10,20,30,40,
BSB51319	Diploma of Work Health and Safety	BS51319 - F	6 November 2026 - 5 November 2027	Wk., 9-10,19-20,29-30,39-40,49-50

Table 1 Course schedule

Unit	Week(s)	Self-paced (hours)	Face-to-face (hours)	Total (hours)
BSBCMM511 Communicate with influence	1 - 4	40	80	120
BSBTWK502 Manage team effectiveness	5 - 8	40	80	120
Holiday	9 - 10			
BSBWHS522 Manage WHS consultation and participation processes	11 - 13	30	60	90
BSBWHS516 Contribute to developing, implementing and maintaining an organisation's WHS management system	14 - 16	30	60	90
BSBWHS520 Manage implementation of emergency procedures	17 - 18	20	40	60
Holiday	19 - 20			
BSBWHS517 Contribute to managing a WHS information system	21 - 24	40	80	120
BSBWHS513 Lead WHS risk management	25 - 28	40	80	120
Holiday	29 - 30			
BSBWHS515 Lead initial response to and investigate WHS incidents	31 - 34	40	80	120
BSBWHS512 Contribute to managing work-related psychological health and safety	35 - 38	40	80	120
Holiday	39 - 40			
BSBWHS519 Lead the development and use of WHS risk management tools	41 - 45	50	100	150
Project Workshop	46 - 48	30	60	90
Holiday	49 - 50			
Final Project Workshop	51 - 52	20	40	60
Total hours		420	840	1260



Module 1

BSBCMM511 Communicate with influence

In the unit of competency BSBCMM511 - Communicate with influence, the primary objective is to develop advanced communication skills that enable individuals to influence and persuade others effectively within professional contexts. Competence in this unit involves mastering the art of strategic communication, including understanding the needs and perspectives of different stakeholders, crafting persuasive messages, and employing various communication techniques to achieve desired outcomes. Those with competence in BSBCMM511 are expected to demonstrate the ability to communicate with impact, adapt their communication style to diverse audiences, and navigate complex communication scenarios. This unit emphasizes leadership communication, enabling individuals to inspire and motivate others, foster collaboration, and drive positive change within their organizations. Successful completion of BSBCMM511 signifies the capability to communicate with influence, making a meaningful impact on decision-making, and achieving strategic objectives through effective communication strategies.

BSBTWK502 Manage team effectiveness

In the unit of competency BSBTWK502 - Manage team effectiveness, the key objective is to equip individuals with the skills to effectively lead and manage teams within organizational settings. Competence in this unit involves understanding team dynamics, fostering collaboration, and implementing strategies to enhance overall team effectiveness. Those with competence in BSBTWK502 are expected to demonstrate proficiency in team leadership, including the ability to establish clear goals, allocate resources, and facilitate effective communication within the team. The unit emphasizes the development of strong interpersonal and leadership skills, enabling individuals to navigate challenges, motivate team members, and drive performance. Successful completion of this unit signifies the ability to contribute to the achievement of organizational goals by managing teams efficiently and creating a positive and productive team culture.

Module 2

BSBWHS522 Manage WHS consultation and participation processes

In the unit of competency BSBWHS522 - Manage WHS consultation and participation processes, the primary objective is to develop skills in overseeing and facilitating effective workplace health and safety (WHS) consultation and participation. Competence in this unit involves understanding WHS legislative requirements, engaging with stakeholders, and implementing processes that encourage active involvement in WHS initiatives. Those with competence in BSBWHS522 are expected to manage consultation forums, promote a positive safety culture, and ensure compliance with relevant regulations. Successful completion of this unit demonstrates the ability to lead and facilitate WHS consultation



and participation processes, contributing to a safer and more inclusive work environment.

BSBWHS516 Contribute to developing, implementing and maintaining an organisation's WHS management system

In the unit of competency BSBWHS516 - Contribute to developing, implementing, and maintaining an organization's WHS management system, the main goal is to develop skills in actively contributing to the establishment and upkeep of comprehensive WHS management systems. Competence in this unit involves understanding WHS principles, participating in the development of policies and procedures, and contributing to the ongoing improvement of the management system. Those with competence in BSBWHS516 are expected to actively contribute to risk management, compliance, and the overall effectiveness of the organization's WHS framework. Successful completion of this unit signifies the ability to play a crucial role in fostering a safe and compliant workplace.

BSBWHS520 Manage implementation of emergency procedures

In the unit of competency BSBWHS520 - Manage implementation of emergency procedures, the primary objective is to develop skills in managing and overseeing the implementation of effective emergency procedures within an organization. Competence in this unit involves understanding emergency response planning, coordinating drills and training, and ensuring the readiness of personnel to respond to emergencies. Those with competence in BSBWHS520 are expected to manage the implementation of emergency procedures, monitor effectiveness, and continually improve response capabilities. Successful completion of this unit demonstrates the ability to lead and manage emergency preparedness, contributing to the safety and well-being of individuals within the organization

Module 3

BSBWHS517 Contribute to managing a WHS information system

In the unit of competency BSBWHS517 - Contribute to managing a WHS information system, the primary objective is to develop skills in actively contributing to the design, implementation, and management of workplace health and safety (WHS) information systems. Competence in this unit involves understanding information system principles, contributing to the development of relevant documentation, and ensuring the effective communication of WHS information. Those with competence in BSBWHS517 are expected to play a key role in maintaining accurate and up-to-date WHS records, contributing to compliance, and supporting decision-making processes. Successful completion of this unit signifies the ability to contribute to the management of a comprehensive WHS information system, enhancing organizational effectiveness in WHS.



BSBWHS513 Lead WHS risk management

In the unit of competency BSBWHS513 - Lead WHS risk management, the main goal is to develop skills in leading and overseeing workplace health and safety (WHS) risk management processes at a strategic level. Competence in this unit involves understanding risk management principles, leading risk assessments, and implementing strategies to control and monitor risks effectively. Those with competence in BSBWHS513 are expected to lead the development of risk management plans, ensure compliance with relevant regulations, and foster a proactive risk management culture within the organization. Successful completion of this unit demonstrates the ability to lead and influence WHS risk management at an organizational level, contributing to a safer and more resilient workplace.

Module 4

BSBWHS515 Lead initial response to and investigate WHS incidents

In the unit of competency BSBWHS515 - Lead initial response to and investigate WHS incidents, the primary objective is to develop skills in leading and coordinating the initial response to workplace health and safety (WHS) incidents and conducting subsequent investigations. Competence in this unit involves understanding incident response protocols, leading response teams, and conducting thorough investigations to identify root causes. Those with competence in BSBWHS515 are expected to manage the aftermath of incidents, implement corrective actions, and contribute to the prevention of future occurrences. Successful completion of this unit demonstrates the ability to lead an effective and timely response to WHS incidents, ensuring the well-being of individuals and enhancing safety measures within the organization.

BSBWHS512 Contribute to managing work-related psychological health and safety

In the unit of competency BSBWHS512 - Contribute to managing work-related psychological health and safety, the main goal is to develop skills in actively contributing to the management of psychological health and safety in the workplace. Competence in this unit involves understanding psychological health risk factors, contributing to the development of strategies to address them, and promoting a psychologically safe work environment. Those with competence in BSBWHS512 are expected to contribute to policies, procedures, and communication initiatives that support psychological well-being. Successful completion of this unit signifies the ability to contribute to the proactive management of work-related psychological health and safety, fostering a positive and supportive workplace culture.

Module 5

BSBWHS519 Lead the development and use of WHS risk management tools

In the unit of competency BSBWHS519 - Lead the development and use of WHS risk management tools, the primary objective is to equip individuals with the skills to take a leadership role in designing, implementing, and utilizing workplace health and safety (WHS) risk management tools. Competence in this unit involves understanding risk management principles, leading the development of risk management tools, and ensuring their effective application within the organization. Those with competence in BSBWHS519 are expected to lead the creation of risk assessment frameworks, guide the implementation of risk management tools, and contribute to a comprehensive risk management strategy. Successful completion of this unit signifies the ability to lead the development and application of WHS risk management tools, enhancing the organization's capacity to identify, assess, and control risks effectively.



Course participants and entry requirements

This course is specifically designed for international students who are interested in building foundational knowledge and practical skills in Work Health and Safety (WHS) within the Australian context. It is suitable for beginners, as no previous workplace experience in WHS is required.

The program offers a balanced combination of face-to-face classroom instruction and structured workplace simulation activities, ensuring that students gain both theoretical understanding and practical, industry-aligned experience. These simulated environments are designed to reflect real-world WHS scenarios, helping students apply their learning confidently and effectively.

Training is delivered by highly qualified and experienced trainers who each bring over 15 years of professional expertise in the WHS field. Their extensive background ensures that students receive high-quality education, relevant insights, and hands-on learning that aligns with current industry standards and expectations.

In addition to formal training, Risen Star College provides ongoing support through monthly educational workshops. These workshops are free and exclusively available to all enrolled students, offering further opportunities for skill development, clarification of course content, and engagement with industry topics.

Overall, this course equips international students with the essential knowledge, practical competencies, and learning support needed to pursue a successful pathway in Work Health and Safety in Australia.

Qualification pre-requisites:

- All BSB41419 Certificate IV in Work Health and Safety core units or equivalent competencies. Equivalent competencies are predecessors to the following units which have been mapped as equivalent.
 - BSBWHS412 Assist with workplace compliance with WHS laws.
 - BSBWHS413 Contribute to implementation and maintenance of WHS consultation and participation processes.
 - BSBWHS414 Contribute to WHS risk management.
 - BSBWHS415 Contribute to implementing WHS management systems.
 - BSBWHS416 Contribute to workplace incident response.

Course participants are expected to possess:

- **Analytical Skills:** The ability to analyse and assess workplace situations, identifying potential hazards and evaluating risks systematically.
- **Communication Skills:** Effective verbal and written communication skills to convey safety information clearly to diverse audiences, fostering a culture of open communication.

- **Teamwork and Collaboration:** Capacity to work collaboratively with colleagues, management, and stakeholders to implement and monitor safety protocols, promoting a collective commitment to well-being.
- **Leadership Qualities:** Leadership skills to inspire a safety-focused culture, guide teams, and champion workplace well-being, contributing to a positive and proactive safety environment.
- **Problem-Solving Abilities:** Strong problem-solving skills to address safety challenges, recommend effective solutions, and adapt to evolving workplace conditions.
- **Ethical and Legal Awareness:** Understanding of ethical principles and legal requirements related to workplace health and safety, ensuring compliance and ethical conduct in safety practices.

Entry requirements

To undertake this course, you will need to provide evidence of the following:

- Be at least 18 years old at the time of commencing this course.
- Have successfully completed the Australian year 12 or equivalent schooling overseas.
- Have successfully completed all BSB41419 Certificate IV in Work Health and Safety core units or equivalent competencies. Equivalent competencies are predecessors to the units which have been mapped as equivalent. Refer to page 14 above.
- Have provided evidence of English Language test of IELTS score (or equivalent) with minimum overall 6.0.
- Pass Language, Literacy, Numeracy (LLN) and Digital Literacy Skills, LLND assessment at Level 4

You must provide evidence that you have either obtained a minimum test score in an English language test that has been approved by immigration home affair or fall into an exemption category

For more information on English language tests and English language evidence exemptions, see the details on 'Eligibility' Meet English Language requirement.

<https://immi.homeaffairs.gov.au/visas/getting-a-visa/visa-listing/student-500#HowTo>

Pre-Training Review

The Pre-training Review assists Risen Star College, RSC staff and yourself to determine whether this course is the most suitable for you and to also identify any support needs you may have once you commence your studies and to help you succeed in your chosen course.



The review also helps to identify skills recognition and credit transfers when applying for a vocational education course. This assists to determine your competencies, including your literacy and numeracy skills prior to you commencing the training.

The LLN and digital literacy assessments are conducted via Learners Management System, LMS following the pre-training review. The Language, Literacy, Numeracy (LLN) and Digital Literacy Skills, LLND assessment level for this course is 4

Language, Literacy and Numeracy Level 4

This quiz targets Level 2 to Level 4 competencies in the ACSF. It is suited to learners who are entering mid- to higher-level vocational training where they will need to read and interpret more detailed texts, write structured responses, and apply numeracy in realistic workplace tasks.

It helps RSC determine whether a learner is ready for more complex training or may benefit from targeted support.

Digital Literacy Level 4

This quiz targets Level 2 to Level 4 competencies in the Australian Digital Capability Framework (ADCF). It is suited to learners entering mid- to higher-level vocational training where they need to work more independently with digital tools and manage content across platforms.

It helps RSC assess whether learners can meet the digital demands of more complex training environments.

A summary of the enrolment process is at follows:

Enrolment Process

Stage 1: Pre-Training Review

- a) Complete Pre-Training Review form.
- b) Read Course Information via Course Guide
- c) Confirm the marketing information provided.
- d) Discussion regarding tuition and other fees

Stage2: Language, Literacy, Numeracy and digital literacy (LLND) Evaluation

- a) Complete Language, Literacy, Numeracy and digital literacy (LLND) test via Learners Management System (Computer Based Test, CBT)

- b) Determine if LLND outcome is satisfactory to commence the desired course
- c) Determine other support needs

Stage 3: Enrolment

- a) Complete the Enrolment process.

Stage 4: Commencement of training

- a) Timetable to the student
- b) Commence training and assessment.

Access Learning Management System (LMS)

Access to our learning management system, LMS requires you to have access to following

A Laptop with the minimum of the following Software & Hardware

- Disk space: 200MB plus as much as you need to store content. 5GB is probably a realistic minimum.
- Processor: 1 GHz (min), 2 GHz dual core or more recommended.
- Memory: 512MB (min), 1GB or more is recommended. 8GB plus is likely on a large production server

Browser support

- Moodle is compatible with any standard's compliant web browser.



Assessment requirements

Assessments in this course are knowledge base, role play, theoretical questions, short answer questions, extensive written assignments, project and simulation activities. No workplace assessment is required for international student. However, international students are expected to use simulated assessment workbook available in the learner management system, LMS. Student will be given login information to access all resources in the LMS. The assessment workbook uses the following assessment method(s):

1. Knowledge Assessment

A set of generic and workplace questions testing the candidate's general knowledge and understanding of the general theory behind the unit.

2. Project Assessment

A set of tasks or activities completed according to set instructions and guidelines to meet the requirements of the relevant unit(s). These tasks and activities require you to have access to a contextualised simulation resource

The assessor will contextualise the assessment workbook to suite the following

- The specific candidate's needs and
- The work and industry context in which the candidate operates

Given the vocational nature of this course, assessments adhere to a competency-based framework. Students are required to meet all task requirements with 100% accuracy. If an assignment falls short of the 100% benchmark, students will be given the opportunity to reattempt only those sections that did not meet the standards.

Individual assignments are assessed as either 'Satisfactory' or 'Not satisfactory,' culminating in a final unit mark of 'Competent' or 'Not yet competent.' It is crucial for students to strive for precision in meeting the specified benchmarks to successfully navigate this competency-based assessment approach.

Course fees and payment options (International)

Course Fee
<p>The fee for BSB51319 - Diploma of Work Health and Safety – Face-to-face delivery</p> <p>Course Fee Tuition fee = \$10,500, Resource fee = \$1,000, Enrolment fee = \$250</p> <p>Note: * Enrolment Fee: A non-refundable fee required for processing the application. * Resource Fee: Covers access to the learning management system and online course materials.</p>
Fee Schedule
<p>Instalment plan option:</p> <p>Due on enrolment: \$ 4,000 Tuition Fee \$ 1,000 Resources Fee \$ 250 Enrolment Fee</p> <p>Due on Week 10: \$ 2, 500 Due on Week 20: \$ 2, 500 Due on Week 30: \$ 1, 500</p>
Payment Options
<p>Students can pay via:</p> <ul style="list-style-type: none"> ⇒ Bank Deposit ⇒ Online Transfer ⇒ Credit Card (Visa or Master Card, 2% surcharge applies) <p>Our bank details are as follows: For Your INITIAL Fee Payment Bank Name: Australia New Zealand bank, ANZ Account Name: RISEN STAR COLLEGE OF TECHNOLOGY AND BUSINESS BSB:014269 ACCOUNT NUMBER: 649925833 Swift Code: ANZBAU3M</p>



For ALL Your Remaining Tuition Fee Payments

Bank Name: Australia New Zealand bank, ANZ

Account Name: RISEN STAR COLLEGE OF TECHNOLOGY AND BUSINESS

BSB:014269

ACCOUNT NUMBER: 176721389

Swift Code: ANZBAU3M

Please contact RSCTB for more detailed payment information.

Course cancellation and refunds

Risen Star College understands that sometimes a student may decide that the course they have enrolled in is not the best fit for their goals, circumstances, or future career plans. For this reason, the College has established a clear and transparent Fee Management and Refund Policy to ensure that students are fully informed about their options and entitlements should they choose to withdraw.

If at any point you decide to discontinue your studies, you will need to formally request a withdrawal. This process begins by completing the Refund Request Form, which is available for download from the Risen Star College website. The form must be filled out accurately, providing the reasons for your withdrawal and any supporting documents that may be relevant to your request. Once completed, the form should be submitted to the College administration for review and processing.

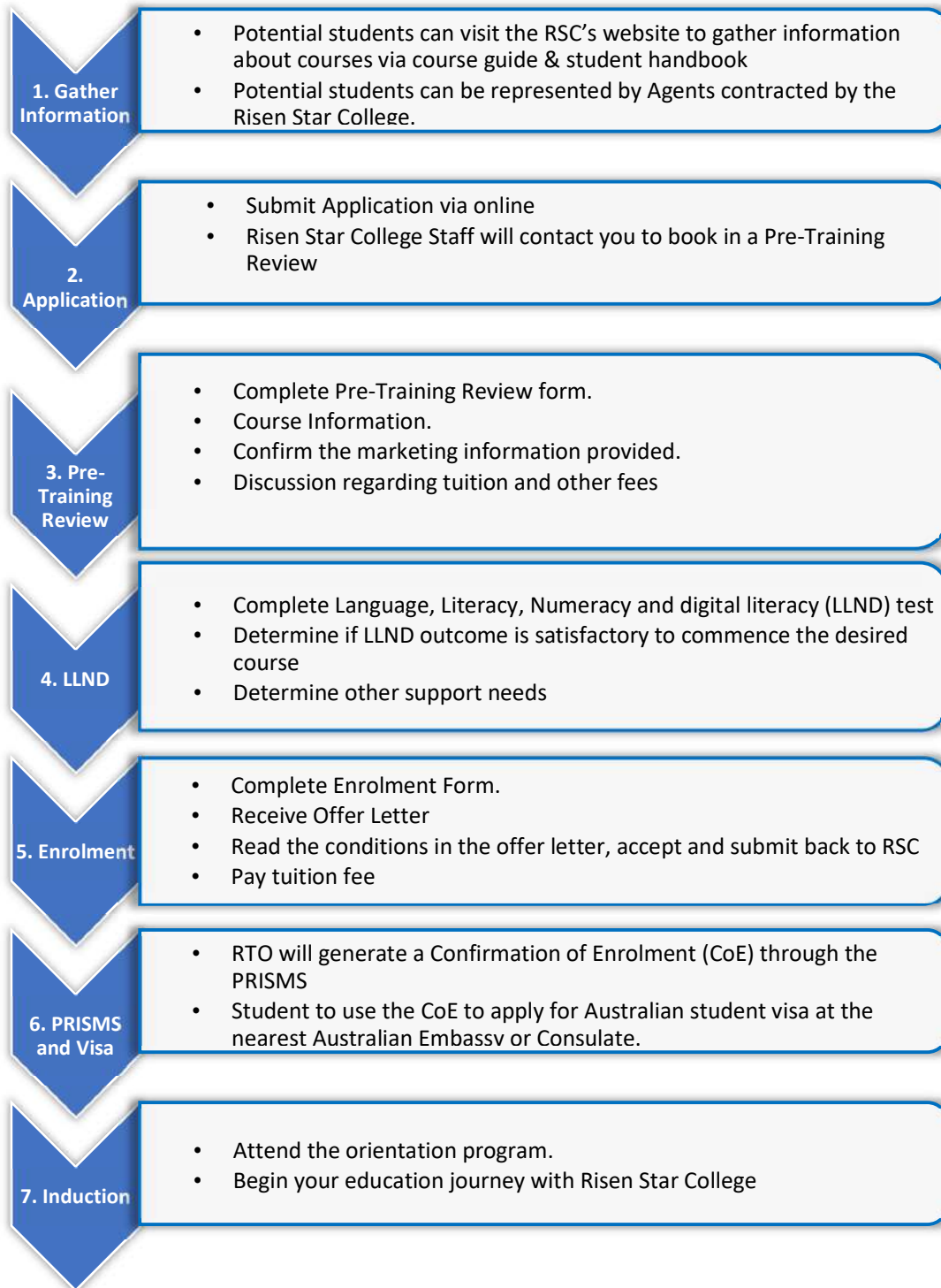
Eligibility for a refund depends on several factors, including the timing of your withdrawal, the amount of tuition fees paid, and the specific conditions outlined in Risen Star College's Refund Policy. The policy provides detailed guidance on refundable and non-refundable fees, withdrawal deadlines, and circumstances under which partial or full refunds may be granted. These guidelines are designed to ensure fairness, transparency, and compliance with regulatory standards.

Before submitting your withdrawal, you are encouraged to read the Fee Management and Refund Policy thoroughly and, if needed, speak with a student support officer. This will help you fully understand your rights, responsibilities, and the possible financial implications of discontinuing your course.

Q	Can I get any recognition for my existing skills and knowledge?
A	Yes. Every RTO in Australia is required to have an assessment system called Recognition of Prior Learning (RPL). RPL is designed to assess your current skills and knowledge against a unit of competency. You might have acquired these competencies through formal learning, non-formal learning, or informal learning. All of which are valid through RPL.
Q	What are my rights and responsibilities as a student of the RTO?
A	To find out more about your rights and responsibilities as a Risen Star College learner, please refer to the Student Handbook.
Q	What kind of certification do I get after the course?
A	In the Australian Qualifications Framework (AQF), a Diploma is a level 5 qualification, representing a higher tier of skill and knowledge acquisition compared to a Certificate IV. Targeted at individuals with a deeper level of prior education or work experience, the Diploma provides an advanced understanding of specific vocational areas. This credential is designed to impart a more extensive and sophisticated skill set, preparing individuals for roles that demand a higher level of expertise. Successfully completing a Diploma not only signifies a greater depth of knowledge and competence in a particular field but also positions individuals at an elevated level within the AQF hierarchy, facilitating career advancement and providing pathways for further education at an advanced level.
Q	What is included in my course fees?
A	The course fee covers: <ul style="list-style-type: none"> • Training and assessment support • Access to online content modules • Ongoing student support, i.e. coaching and tutorial sessions • Assessment support • Administrative costs
Q	Do you have other payment options?
A	Students can pay via Direct debit, Credit card or EFT Transfer
Q	What happens if I can't submit my assessments on time?
A	Reasonable adjustments are part of the VET principles of assessment. You may reach out to your Student Support Officer or Trainer/Assessor if you will not be able to submit your assessment on time.



Steps for Application and Enrolment



Risen Star College of Technology and Business

RTO Code : 46397

CRICOS Code : 04362H

Contact: 0499824064

Email: admin@risenstarcollege.edu.au

<http://www.risenstarcollege.edu.au>

Address: 34 Old Cleveland Rd, Greenslopes QLD 4120

