



# Pre-enrolment Information

## Welcome

Bedford College is a well-established (since 1944) training organisation, registered by the Australian Skills Quality Authority (ASQA) to deliver training throughout Australia. The College has a long-standing reputation for excellence in training in a small, caring, Christian environment.

## Nationally Recognised Training

All qualifications issued at Bedford are under the AQF (Australian Qualifications Framework) umbrella and are Nationally Recognised by industry and other tertiary institutions throughout Australia.

A full list of courses offered at the College can be found on our website along with the vocational outcomes of each course.

## Access and Equity

Bedford is committed to ensuring that the student selection process is fair and equitable to all students. (See the Access and Equity Policy on our website).

Whilst Bedford College has a Christian ethos, students come from a wide range of races, religions, cultures and beliefs. We have a holistic approach to learning and an inclusive environment that is free from any form of bias.

## Admission & Enrolment

Bedford is committed to ensuring that the student selection process is fair and equitable to all students.

To ensure that students are well-informed about the courses offered, a series of pre-enrolment activities are conducted to ensure that enrolled students have the maximum opportunity to successfully complete the course. These activities include:

- An Enrolment Form (available to download from our website)
- A Confidential Details Form – provided to all students prior to enrolment – is used for students to self-identify issues that may affect their learning process or outcome or indicate their need for additional learning support
- A Language, Literacy and Numeracy assessment – is carried out to identify students who may need additional help.

*Note: If you are applying for a VET Student Loan, please see the VET Student Loan information on this sheet and on the College website.*

## Student Orientation

All students attend a formal Orientation session where issues related to the College, course, qualification/s, assessment, policies, etc. are explained in detail. Students sign an attendance form and checklist on completion of Orientation to ensure that they have attended and have received all necessary College and course information.

## Small Class Sizes

The College has maintained small class sizes since its inception (usually 20 students). We feel that this is imperative in order to ensure that every individual student's needs are met. Small classes allow us to provide our students with personalised attention which assists every individual to achieve his/her own personal best results.

## Learning Culture

The focus of the training at Bedford is to provide a successful career outcome and/or a university pathway to every student. We believe that in order for our students to have 'the edge' in employment success, we must provide them with the best possible learning environment. High-quality, professional training and a happy and caring atmosphere are conducive to successful learning outcomes for students. The College has a strong ethical values and each student is encouraged to achieve their own personal best result. An inclusive, friendly and non-discriminatory environment exists where each student is valued and a feeling of self-worth is fostered.

## What you will receive on completion of your course

- An AQF Qualification
- A Transcript of your results (Graded)

Students who are unable to demonstrate competency in every unit in the course you will receive a Statement of Attainment outlining those units in which competency was achieved.

## Support & Welfare Services

A range of support services are available to all students. This includes:

- Allocation of Student Support Officer
- Additional Learning needs
- Language Literacy Numeracy
- Chaplaincy service
- Reflection Classes
- Supervised Study Periods

More information can be found at [Support Services](#)

## Our Trainers

All Bedford trainers are industry qualified professionals who endeavour to ensure that each student fulfils their potential. Individual attention is available to all students.

Trainers undertake mandatory professional development and industry currency annually to ensure that they remain up to date with the very latest industry practices and students' learning needs.

## Facilities

All classrooms are equipped with:

- Interactive audio visual equipment
- Wi-Fi throughout the campuses
- Computer labs have internet, Multipoint User, the latest computer software programs, printers and interactive data projectors
- Student Common Rooms have full kitchen including: stove/ovens, microwave, toasters, vending machines and student lockers
- Outdoor areas include atrium, balconies and grassed student recreation area (Norwest only)
- Student Break-Out areas have networked computers with internet access
- On-site student parking is available (Norwest Campus Only)

## Resources

You will be supplied with your learning resources during Enrolment Week including: textbooks/e-text, ID card, locker key, consumables and travel concession pass. Uniforms are also issued during Enrolment Week (Early Childhood and Community Services students only).

## Conduct

We aim to provide students with an effective and dynamic learning environment where all students have the opportunity to maximise their learning experience and potential.

A student behaviour policy is in place which outlines the expectations of the College.

## Attendance

In order to achieve the very best results, you should maintain a high-level of attendance. An attendance level of 90% is recommended.

### Assessment Information

In order to achieve an AQF qualification, you must demonstrate competence in every unit of the qualification.

Assessments can be carried out in several ways including, essays, projects, short-answer questions, team tasks, role-plays, etc.

You will be advised on the first day of each new learning unit what assessment method/s will be undertaken on completion of the unit.

Students are provided with maximum opportunity to demonstrate competency in the course and flexible learning and assessment pathways are provided.

### Assessment Grading

Competency based training dictates that students are deemed to be 'competent' or 'not competent' on completion of the assessment process for each unit. However, in response to university and employer requests, Bedford students receive a graded result on completion of each unit.

Available grades are competent, credit and distinction. We recommend that students strive for a credit average in order to achieve their best possible results and increase their university opportunities.

### Assessment Resit

If you fail an assessment there is no need to panic. You are offered an opportunity to re-sit the assessment after a period of revision. Should you fail the resit assessment, you will be required to re-enrol in the unit. (Re-enrolment charges apply).

### Assessment Malpractice Policy

The above policy has been created to maintain the integrity of assessments. It describes the penalties for cheating, collusion and plagiarism and covers the penalties for breach of these guidelines.

### Assessment Appeal

If you are unhappy with the result of an assessment, you may lodge an appeal through the Assessment Appeal process. Required Forms can be downloaded from the College' intranet.

### Privacy

Bedford College collects personal information in order to efficiently carry out its functions. The College collects only information for the purposes of educational services and as directed by the Australian Government for reporting purposes.

### Tuition Assurance

Bedford College complies with the VET Tuition Assurance requirements which are covered under the Higher Education Support Act 2003. These requirements are to protect students in the event that the College' ceases to provide a VET course of study in which a student is enrolled. See the following link for more information: [Statement of Tuition Assurance](#)

### VET Student Loans

Application Forms for a VET Student Loan are available at the College. For full details of VET Student Loans – go to the Study Assist website or Payment Options

It is imperative that potential applicants read the 'VET Student Loan Information for Students Booklet' prior to applying for a VET Student Loan.

[VET Student Loan Information booklet](#)

### Commonwealth Benefits

Government benefits are available for study at Bedford College subject to applicant eligibility. Click here for more information: [Dept. Human Services](#)

### Withdrawal, Deferral, Amendment

A copy of the Withdrawal, Deferral, and Amendment Policy can be downloaded from the website. [Withdrawal, Deferral, Amendment](#)

### Unique Student Identifier (USI)

All students enrolling in a nationally recognised training course must have a Unique Student Identifier (USI).

The USI creates a secure online record of your nationally recognised training that you can access anytime and anywhere, and it's yours for life. Creating a USI is free [Click here to go to the USI website](#)

### Marketing Integrity

Bedford College is committed to ensuring that current and prospective clients are provided with accurate training and assessment information regarding the RTO, training and assessment products and its services, so that they may make informed decision about undertaking training and assessment. See [Client Information Policy](#) on the College' website.

### Policies and Procedures

The College has a list of policies and procedures to which all students have access via the intranet and which are also

available from the Downloads section on the website. [Downloads](#)

### Fees, Charges and Payment Options

All course costs are clearly stated on the College' website at:

[Course Costs - Australian Student](#)

[Course Costs - international-students](#)

[Additional/Incidental Costs](#)

Bedford has several payment options available including,

- Direct Debit arrangements and Payment Plans (no interest charges apply)
- Study Loans - specifically designed for vocational education students – with flexible payments and low interest rates
- VET Student Loans (Australian citizens and residents only).

A list of [Payment Options](#) can be found on our website

### Refunds Policy

If you are having trouble with your course and are considering withdrawing, you should speak to your Head Teacher who may be able to devise a plan to help you get back on track. (See the Refunds Policy on the website for more details).

### Complaints

The Complaints Policy is available from our website. [Complaints Policy](#)

### Recognition of Prior Learning

A Recognition of Prior Learning (RPL) Policy is in place which allows students to apply for credit for subjects already undertaken or skills already attained. The Deputy Principal and/or the Course Coordinator assess all PL Applications and students must be able to satisfy the performance criteria for the unit for which exemption is being sought. The College recognises all AQF qualifications and Statements of Attainment awarded by other Registered Training Organisations.

### University Pathways

#### (Fast track your university degree)

Should you wish to undertake further study after completing the Bedford Diploma - we have formal agreements with universities which provide the means to do this. It is true to say that there are currently Bedford Graduates studying in almost every university in NSW.

All Bedford Diploma courses provide graduates with **AUTOMATIC ENTRY (with credit)** into a number of Australian universities.

The Pre-enrolment Information above is provided in a condensed format and endeavours to address information that potential students need to know prior to making an enrolment decision. However, it should not be considered to be a complete or exhaustive list.

Potential students should read relevant sections of the College website [www.bedford.edu.au](http://www.bedford.edu.au) to ensure that all relevant information has been considered prior to enrolling. Additional information that should be read is included on the website pages as outlined below:

## COURSE INFORMATION

<https://www.bedford.edu.au/courses>

*Includes the following information:*

- Course description, duration and in-class hours
- Courses/Qualifications offered
- Course costs
- Course structure (including units covered).
- University pathways

## ENROLMENT

[Enrolment Information](#)

- Enrolment pre-requisites
- Enrolment process – step by step
- Language, literacy and numeracy
- Orientation
- Fees Policy
- Recognition of prior learning (RPL)

## COURSE COSTS AND CALENDAR DATES

[Course costs and calendar dates](#)

- Course costs and additional costs
- Course Withdrawal, deferral, Amendment
- Refund Policy

## STUDENT SUPPORT

[Student Support Services](#)

- List of Support Services Offered

## PAYMENT OPTIONS

[Payment Options and Loans](#)

- List of Payment Options
  - VET Student Loan information, links and eligibility details
  - Study Loans, links and eligibility details
- College Bank Details
- Student Payment Portal
- Commonwealth Benefits available
- Statement of Tuition Assurance

## INTERNATIONAL STUDENTS (Only)

[International Students](#)

- All information – Entry requirements, course details, costs and payment details, Emergency Contact Details - for International students

## ABOUT BEDFORD COLLEGE

[About Bedford College](#)

- College Mission Statement
- Career and University Pathways
- Frequently Asked Questions (FAQs) \*\*\* **Important**
  - Attendance, dress-code, assessment information
- Downloads – includes all Policies and Procedures

## MORE INFORMATION

[Additional Information](#)

- Assessment Information – explanations
- Commonwealth Benefits available
- Accommodation information

## CAMPUS DETAILS AND LOCATIONS

[College/Campus details](#)

BAPTIST BUSINESS COLLEGE LTD  
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CRICOS Provider Number: 01589B