

Terms & Conditions

Professional Development Courses (non-accredited)

Effective Date: 22.08.2026

1. Course Overview

WYSE professional development courses (non-accredited) are designed to provide practical knowledge and workplace skills. Successful completion of this course results in the issue of a **Certificate of Completion** only.

The courses:

- Are **not nationally recognised training**.
- Do **not** lead to an Australian Qualifications Framework (AQF) qualification or Statement of Attainment.
- Are **not accredited** by the Australian Skills Quality Authority (ASQA).
- Are intended solely for professional development and employability skills.

2. Acceptance of Terms

By enrolling in these courses (non-Accredited), you acknowledge that you have read, understood and agree to these Terms and Conditions.

3. Eligibility

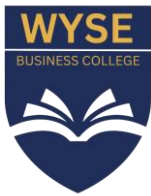
Students must:

- Be at least 16 years of age (or have parent/guardian consent where required).
- Have access to a computer, tablet or smartphone with reliable internet access.
- Have sufficient English language skills to complete the course.

4. Enrolment

Your enrolment is confirmed once:

- the online enrolment form has been completed;
- payment has been received (or an approved payment arrangement has been established); and
- you receive confirmation from WYSE Business College.



5. Course Access

- Course access is provided through the WYSE online learning platform.
- Students will receive access details via email.
- Access is personal and must **not** be shared with another person.
- WYSE Business College reserves the right to suspend access where accounts are shared or misused.

6. Access Period

Students will have access to the courses for a specified period from the time of enrolment. Extensions may be granted at the discretion of WYSE Business College and may incur an administration fee.

7. Course Fees

- All fees are shown in Australian Dollars (AUD) unless otherwise specified.
- Payment must be made before access is granted unless a payment plan has been approved.
- Students remain responsible for any outstanding fees under an agreed payment plan.

8. Refund Policy (For non-Accredited professional development courses)

If you change your mind before accessing the course or attending the workshops, you may request a refund within **5 calendar days** of purchase. An administration fee (20% of the full course price) will **not** be refundable.

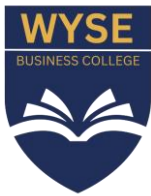
Refunds will generally not be provided where course access has been activated, or attendance is recorded for the workshops.

Nothing in these Terms limits your rights under the Australian Consumer Law.

9. Course Completion

To receive a Certificate of Completion, students must:

- complete all required learning modules;
- complete all required assessments or quizzes (where applicable); and
- achieve the minimum completion requirements specified within the course.
- Attend all the required workshop sessions where applicable.



10. Certificate

Upon successful completion, students will receive a **Certificate of Completion**.

The certificate:

- recognises participation and successful completion of the professional development course;
- is not a nationally recognised qualification;
- does not provide academic credit unless accepted by another organisation at its own discretion.

11. Intellectual Property

All course materials, including videos, presentations, documents, quizzes and assessments, remain the intellectual property of WYSE Business College.

Students must not:

- record workshop meetings /sessions
- copy or reproduce course materials
- distribute course content
- upload materials to public websites
- sell or commercially use any course resources without written permission

12. Student Conduct

Students are expected to:

- behave respectfully in all online activities
- not engage in harassment or inappropriate behaviour
- maintain the confidentiality of their login details
- use the learning platform lawfully

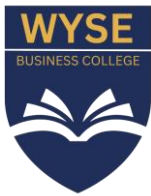
WYSE Business College may suspend or terminate access where misconduct occurs.

13. Technology Requirements

Students are responsible for:

- maintaining suitable internet access;
- ensuring their devices meet minimum technical requirements;
- keeping their own copies of downloaded resources where permitted.

WYSE Business College is not responsible for interruptions caused by the student's internet connection or equipment.



14. Course Updates

WYSE Business College may update, improve or revise course materials at any time to ensure content remains relevant.

15. Limitation of Liability

While reasonable efforts are made to ensure the quality and accuracy of the course, WYSE Business College does not guarantee:

- employment outcomes
- promotion opportunities
- salary increases
- acceptance of the certificate by employers or other organisations

16. Privacy

Personal information collected during enrolment will be managed in accordance with the WYSE Business College Privacy Policy and applicable Australian privacy legislation.

17. Complaints

Students who are dissatisfied with any aspect of the course should submit their complaint in writing.

WYSE Business College will:

- acknowledge complaints promptly;
- investigate the matter fairly;
- provide a written outcome within a reasonable timeframe.

18. Changes to these Terms

WYSE Business College may amend these Terms and Conditions from time to time. Updated Terms will apply to future enrolments and, where appropriate, to continuing students.

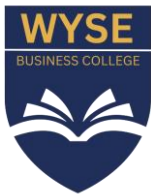
19. Governing Law

These Terms and Conditions are governed by the laws of Queensland, Australia.

Student Declaration

By enrolling in the WYSE Professional Development Courses, you acknowledge that:

- You understand this is a **non-accredited professional development course**.
- You understand that completion does **not** result in a nationally recognised qualification or Statement of Attainment.
- You have read and agreed to these Terms and Conditions.
- You agree to comply with the requirements of the course and the acceptable use of the online learning platform.



Version Control Table

Date	Summary of Modifications	Modified by	Version	Date of Implementation	Next Review Date
22/08/2026	Document creation	WYSE BUSINESS COLLEGE	v. 1.0	22/07/2025	22/08/2027

RTO INFORMATION

RTO/Company Name	WYSE BUSINESS COLLEGE
ABN	57 673 152 595
RTO Code	46463
Phone	0466222050
Email	admin@wysebusinesscollege.edu.au
Manager	CEO
Website	www.wysebusinesscollege.edu.au
Address	16 Lake Street, Varsity Lakes, 4227 QLD, Australia