



ABI Student Course Readiness Checklist and Declaration

RTO: 46282

I, **[Full Name of Student]**, declare that I have access to the required resources and support to undertake and complete the BSB50120 – Diploma of Business as delivered by the Advanced Business Institute.

I confirm the following:

1. Technical Requirements

- ☐ I have access to a desktop or laptop computer (Mac or PC) with reliable internet access.
- ☐ I have Microsoft Office (Word, Excel, PowerPoint) and Adobe Acrobat Reader installed.
- ☐ I have a device capable of video recording (e.g., webcam, smartphone).
- ☐ I can use a modern web browser (e.g., Chrome, Firefox, Safari).

2. Course Software Access

- ☐ I have access to at least one accounting software platform (e.g., MYOB, Xero, QuickBooks) for course activities related to financial units.
- ☐ I can use cloud-based file storage (e.g., OneDrive, Google Drive, Dropbox) for saving and sharing documents.

3. Workplace Access (Recommended)

- ☐ I have access to a workplace or suitable simulated business environment where I can:
 - Interact with at least 2 team members or colleagues
 - Access workplace documents (e.g., policies, plans, budgets)
 - Participate in workplace-based projects and consultations☐ If I do not have current workplace access, I will use ABI's Simulated Business Environment – Bounce Fitness – to meet these requirements.

4. Support Environment

- ☐ I can access a supervisor, manager, or mentor who is willing to verify workplace-based project tasks and participate in required consultations.

5. Time Commitment

- ☐ I understand the Engagement Policy and will commit to completing at least 50% of the course within the first eight (8) months.
- ☐ I have allocated adequate time in my weekly schedule to meet course requirements.

6. Other Declarations

- ☐ I have provided a valid Unique Student Identifier (USI).
- ☐ I am an offshore student, therefore exempt from the USI requirement
- ☐ I meet the English and Maths entry-level requirements (Year 10 or equivalent), and understand that I must undergo an Language, literacy, and numeracy test as part of the enrol process.
- ☐ I have read and understand ABI's policies on plagiarism, privacy, complaints, appeals and refunds, which can be found on the ABI website.
- ☐ Advanced Business Institute (RTO 46282) collects the personal information you provide on this form to assess your readiness for study, meet our obligations under the National Vocational Education and Training Regulator Act 2011, and, if you proceed, to create your student record.

Data may be disclosed to government agencies (e.g. NCVER, USI Registrar) and funding bodies for reporting and audit purposes, or to third-party service providers engaged by ABI under strict confidentiality.

Your information is stored securely in Australia and kept for at least seven years. Providing the requested details is voluntary, but incomplete information may delay or prevent enrolment. You may access or correct your data, or lodge a privacy complaint, by emailing studentservices@advancedbusinessinstitute.au.

Student/Parent signature	
Print Name	
Date	

If under 18, this form must also be signed by a parent or legal guardian.