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Dear Potential Student,

Thank you for your interest in studying Children’s Services at the Brisbane College of Australia.

This document contains our Children’s Services Course information. There are three different Children’s Services courses available at our college:

- Certificate III in Children’s Services
- Diploma of Children’s Services (Early Childhood Education and Care)
- Advanced Diploma of Children’s Services

Brisbane College of Australia is located in the prime position of Brisbane’s Central Business District surrounded by many shops, cafes, entertainment and public transport.

We have an experienced, dedicated teaching team and excellent materials. As an insight into our well-equipped facilities, we offer Counselling Services and Social Activities. Our college has a kitchen, lunchroom, computer room, printing and photocopying facilities and library available to all students. The library has a range of books, CDs and journals to assist our students in their learning experience.

Information regarding the course details, duration and entry requirements can be found in the pages to follow.

We hope this information is useful and look forward receiving your application.

Yours Sincerely

Administration Team
2012 Course Information

All fees are Australian Dollars

<table>
<thead>
<tr>
<th>COURSE</th>
<th>FULL TIME TUITION FEE</th>
<th>DURATION</th>
<th>TEXT BOOKS</th>
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<tbody>
<tr>
<td>Certificate III in Children’s Services</td>
<td>$7 250</td>
<td>8 Months</td>
<td>$400</td>
</tr>
<tr>
<td>Diploma of Children’s Services (Early childhood education and care) (Accelerated)</td>
<td>$16 500</td>
<td>1 ½ years</td>
<td>$400</td>
</tr>
<tr>
<td>Diploma of Children’s Services (Early childhood education and care)</td>
<td>$18 500</td>
<td>2 years</td>
<td>$400</td>
</tr>
<tr>
<td>Advanced Diploma of Children’s Services (Accelerated)</td>
<td>$25 000</td>
<td>2 ½ years</td>
<td>$400</td>
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<tr>
<td>Advanced Diploma of Children’s Services</td>
<td>$26 500</td>
<td>3 years</td>
<td>$400</td>
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2012 COURSE STARTING DATES

<table>
<thead>
<tr>
<th>DATE</th>
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<tbody>
<tr>
<td>16 Jan</td>
<td>6 Feb</td>
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2012 PUBLIC HOLIDAYS

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<tr>
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<tbody>
<tr>
<td>2 Jan</td>
<td>26 Jan</td>
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ACADEMIC CALENDAR

<table>
<thead>
<tr>
<th>TERM</th>
<th>TERM DATES</th>
<th>HOLIDAY PERIOD</th>
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OVERSEAS STUDENT HEALTH COVER

<table>
<thead>
<tr>
<th>Length of policy</th>
<th>Single</th>
<th>Family</th>
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<tbody>
<tr>
<td>Up to 3 months</td>
<td>$99.99</td>
<td>$250.14</td>
</tr>
<tr>
<td>Up to 6 months</td>
<td>$199.98</td>
<td>$500.28</td>
</tr>
<tr>
<td>Up to 9 months</td>
<td>$299.97</td>
<td>$750.42</td>
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<tr>
<td>Up to 12 months</td>
<td>$399.96</td>
<td>$1,000.56</td>
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Health Cover is provided by Bupa OSHC. All premiums include GST, are in Australian dollars and may be subject to change.

ACCOMODATION

<table>
<thead>
<tr>
<th>TYPE</th>
<th>PRICE ($AU)</th>
<th>PROVIDED</th>
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<tbody>
<tr>
<td>Homestay</td>
<td>$230 p/wk</td>
<td>3 Meals/day &amp; Utilities</td>
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<tr>
<td>Share Accommodation</td>
<td>$150-250 p/wk</td>
<td>Price includes an estimation of food and utilities costs.</td>
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</tbody>
</table>

Accommodation requires a $100 placement fee and additional nights for home-stay accommodation is $30 per night.

SAMPLE TIMETABLE*

<table>
<thead>
<tr>
<th>DAY/TIME</th>
<th>MONDAY</th>
<th>TUESDAY</th>
<th>WEDNESDAY</th>
<th>THURSDAY</th>
<th>FRIDAY</th>
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<tr>
<td>9:00am - 10:30am</td>
<td>Children’s Services</td>
<td>Children’s Services</td>
<td>Children’s Services</td>
<td>Children’s Services</td>
<td></td>
</tr>
<tr>
<td>10:30am - 10:45am</td>
<td>Morning Tea</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10:45am - 12:15pm</td>
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<td>Children’s Services</td>
<td>Children’s Services</td>
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</tr>
<tr>
<td>12:15pm - 1:15pm</td>
<td>Lunch</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1:15pm - 3:15 pm</td>
<td>Children’s Services</td>
<td>Children’s Services</td>
<td>Children’s Services</td>
<td>Children’s Services</td>
<td></td>
</tr>
</tbody>
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*The sample timetable is subject to change
Certificate III in Children’s Services
CHC30708

This qualification is aimed at both new entrants to the Children’s Services sector and those seeking to build on their industry knowledge and experience or those wishing to gain the prerequisite units for the Diploma in Children’s Services. This qualification is ideally suited to people who wish to gain knowledge and theory on how to use organisational policies, procedures and individual children’s profiles to plan activities, provide care for children, and provide activities that encourage developmental growth. The course consists of 15 units of competency ranging from first aid to working within a legal and ethical framework, child development, behaviour management as well as interacting with and caring for children.

Entry Requirement
For International Students, the pre-requisite for entering this course is an IELTS score of 5.5 with no band less than 5.0 (or equivalent). A high school certificate is also required for entry to this course.

Career and study pathway
Successful completion of this qualification may lead to further study such as the Diploma of Children’s Services, or employment in the child care sector as a Child Care Assistant, Family Day Carer, Nanny, Out of School Hours Care Assistant, Recreation Assistant Teacher Aide, Kindergarten Assistant or Preschool Assistant.

Units of Competency
Students must complete the 11 core units plus a further 4 electives chosen from the list below. Students who have previously completed any units of competency from the lists below, or any other eligible units may have them credited towards this qualification.

Core units
- CHCCHILD401A Identify and respond to children and young people at risk
- CHCCN301A Ensure the health and safety of children
- CHCCN302A Provide care for children
- CHCCN303A Contribute to the health and safety of children
- CHCCS400A Work within a relevant legal and ethical framework
- CHCFCC301A Support the development of children
- CHCIC301D Interact effectively with children
- CHCPF301D Provide experiences to support children’s play and learning
- CHCPF303D Develop understanding of children’s interests and developmental needs
- HLTFA301B Apply first aid
- HLTOHS300A Contribute to OHS processes

Electives
- CHCCCHILD301A Support behaviour of children and young people
- CHCCN305A Provide care for babies
- CHCCS312A Use electronic learning materials
- CHCORG303A Participate effectively in the work environment
- CHCRF301D Work effectively with families to care for the child
- CHCIC302A Support Aboriginal and/or Torres Strait Islander families to participate in children’s services
- HLTHIR403B Work effectively with culturally diverse clients and co-workers
- CHCCS310A Support inclusive practice in the workplace

Program Structure
All units of competency are to be taught separately due to the wide range of possible
combinations available. This allows for students to choose units which do not overlap with other units they have chosen, or have already completed.

The duration of this course will only be offered as 8 months.
Diploma of Children’s Services (Early childhood education and care)

CHC50908

Description
This qualification is aimed at both new entrants to the profession and those seeking to build on their Certificate III qualifications and experience and gain employment as a qualified child care worker, group or program leader. It is ideally suited to people who wish to gain knowledge and theory in substantial depth, in such areas as program planning, planning and research, and the leadership role of a team leader in the children’s services industry.

Entry Requirement
For International Students, the pre-requisite for entering this course is an IELTS score of 5.5 with no band less than 5.0 (or equivalent). A high school certificate and the successful completion of Certificate III in Children’s Services is also required.

Career and study pathway
After completing the Diploma of Children’s Services students may gain employment as a Group leader, Team Leader, Qualified Child Care Worker, Program Leader, Kindergarten or Preschool Assistant, Primary School Teacher Aide, Service Manager or Centre Director in a child care facility, or may choose to go onto further study such as the Advanced diploma of Children’s Services or gain credit towards a university degree such as Bachelor of Education (Early Childhood).

Units of Competency
Students must complete the 13 core units plus a further 5 electives from the list below. Students who have completed any eligible units of competency may credit those units towards this qualification.

Core units
CHCCN511A Establish and maintain a safe and healthy environment for children
CHCFC502A Foster physical development in early childhood
CHCFC503A Foster social development in early childhood
CHCFC504A Support emotional and psychological development in early childhood
CHCFC505A Foster cognitive development in early childhood
CHCFC506A Foster children’s language and communication development
CHCIC501A Manage children’s services workplace practice to address regulations and quality assurance
CHCIC510A Establish and implement plans for developing cooperative behaviour
CHCIC512A Plan and implement inclusion of children with additional needs
CHCPR502D Organise experiences to facilitate and enhance children’s development
CHCPR509A Gather, interpret and use information about children
CHCPR510A Design, implement and evaluate programs and care routines for children
CHCRF511A Work in partnership with families to provide appropriate care for Children

Electives
CHCCN520C Advocate for the rights and needs of children and young people
CHCFC507A Use music to enhance children’s experience and development
CHCFC508A Foster children’s aesthetic and creative development
CHCIC511A Implement and promote inclusive policies and practices in children’s services
CHCINF407C Meet information needs of the community
CHCPR614C Observe children and interpret observations
HLTHIR403B Work effectively with culturally diverse clients and co-workers
**Program Structure**
All units of competency are to be taught separately due to the wide range of possible combinations available. This allows for students to choose units which do not overlap with other units they have chosen, or have already completed.

The duration of this course will only be offered as 2 years.
**Advanced Diploma of Children’s Services**

**CHC60208**

**Description**
This qualification is aimed at people wishing to expand on their Diploma of Children’s Services qualifications, or those wishing further their employment opportunities within the childcare industry to gain employment working as a director of a child care centre. Individuals would likely have supervisory responsibility for staff including volunteers, work intensively with clients, act as a resource to other workers and liaise with the community. This course is ideally suited to people who wish to gain a somewhat in depth awareness and understanding of the child care industry and its range of operations.

**Entry Requirement**
For International Students, the pre-requisite for entering this course is an IELTS score of 5.5 with no band less than 5.0 (or equivalent). A high school certificate and the successful completion of the Diploma of Children’s Services is also required.

**Career and study pathway**
After completing the Advanced Diploma of Children’s Services students may gain employment as a Service Director in long day care centre, occasional child care, outside school hours care centre or family day care coordinator, or may choose to go onto further study such as the Advanced Diploma of Children’s Services or gain credit towards a university degree such as Bachelor of Education (Early Childhood).

**Units of Competency**
Students must complete the 7 core units plus a further 6 electives from the list below. Students who have completed any eligible units of competency may credit those units towards this qualification.

**Core Units**
- BSBMGT608B Manage innovation and continuous improvement
- CHCCS502A Maintain legal and ethical work practices
- CHCCS604A Manage the delivery of quality services to clients
- CHCOR611A Lead and develop others in a community sector workplace
- CHCOR620C Promote and represent the service
- CHCOR624C Provide leadership in community services delivery
- CHCOR627B Provide mentoring support to colleagues

**Electives**
- CHCINF604C Manage the organisation’s information systems
- CHCOR428A Reflect on and improve own professional practice
- CHCIC511A Implement and promote inclusive policies and practices in children’s services
- HLTHIR403B Work effectively with culturally diverse clients and co-workers
- CHCOR607C Manage workplace issues
- CHCCS607D Coordinate in-service assessment and response to address client needs
- PSPMNGT605B Manage diversity
- CHCCD420A Work to empower Aboriginal and/or Torres Strait Islander communities
- CHCCM605C Develop practice standards
- CHCCN520C Advocate for the rights and needs of children and young people
- CHCCS414A Provide education and support on parenting, health and well being
- CHCCS607D Coordinate in-service assessment and response to address client needs
- CHCCW503A Work intensively with clients
- CHCF520C Promote ethical understanding of children
- CHCIC620C Manage complex behavioural situations
CHCINF604C Manage the organisation’s information systems
CHCNET404A Facilitate links with other services
CHCORG502A Work autonomously
CHCPR613C Facilitate the development of programs for children with additional needs
CHCPR614C Observe children and interpret observations
CHCRF621C Promote equity in access to the service
CHCRF622C Plan child care provision with families
CHCRF623C Respond to problems and complaints about the service
CHCRF624C Support parents in their parenting role
CHCSD611C Facilitate the inclusion of children with additional needs
HLTFS309B Oversee the day-to-day implementation of food safety in the workplace
HLTFS310B Apply and monitor food safety requirements

**Program Structure**

All units of competency are to be taught separately due to the wide range of possible combinations available. This allows for students to choose units which do not overlap with other units they have chosen, or have already completed.

The duration of this course will only be offered as 3 years.
All Students must read this document carefully before signing the student agreement

REFUND POLICY

1. All requests for cancellations, transfers and refunds must be made in writing and require the presentation of relevant supporting documentation.
2. Upon approval the application will be refunded in accordance with the ESOS regulations.
3. No refunds will be given to students who are expelled for unacceptable behaviour or non-compliance with visa conditions.
4. If, after the full payment of fees a student withdraws an application the following will apply:
   4.1 If written notice is received by BC for more than 28 days before the commencing of the course a cancellation fee of 15% will be deducted from the fees received.
   4.2 If written notice is received by BC up to 28 days, but more than 14 days prior to the course commencing a cancellation fee of 20% will be deducted from fees received.
   4.3 If a student withdraws within 14 days of the commencement of the course, no refund will be made.
   4.4 No refund will be made for that portion of the tuition fee that is payable as counselling fees to the students appointed agent.
5. If the visa is refused by the Australian Authority an administration fee will be deducted and a refund of the tuition fee will be given.
6. If the course has not commenced and BC cannot deliver the course, BC will refund your full tuition fee (including your enrolment fee).
7. If the course has commenced and BC can no longer deliver the course, BC will refund the tuition fees for the portion of the course that has not yet been delivered.
8. The registered provider’s dispute resolution processes do not circumscribe the student’s right to pursue other legal remedies.
9. This agreement does not remove the right to take action under Australia’s consumer protection laws.
10. BC may provide student information, including enrolment details, visa-related information, academic performance and attendance records, to Australian Commonwealth and State agencies and to the managers of the ESOS Assurance Fund.
11. In the case of a student returning home any refund will only be made after the student ID card is returned and immigration notified.

GUARANTEE OF TRAINING/ASSESSMENT

Once a student has successfully enrolled and paid for an entire course, BC is under obligation to deliver the training and assessment for that entire course. In the event that BC is unable to deliver the training and assessment for that course, a refund will be given in accordance with BC’s Refund Policy.

ATTENDANCE OBLIGATIONS

Students studying courses in Australia on a student visa are required by law to attend 80% of all classes. It is mandatory to attend 20 hours of lessons per week. BC is under obligation to report to the Department of Immigration and Citizenship if this requirement is not met.

TRANSFER TO ANOTHER EDUCATIONAL INSTITUTION

1. Under Student Visa Regulations it is not possible to transfer to another education institution for the duration of any preliminary course and/or the first six months of the principal course, except where:
   1.1 The college has ceased to be registered or the course in which the student is enrolled has ceased to be registered.
   1.2 A written letter of release has been provided by the College.
   1.3 A sanction has been imposed on the College’s registration by the Queensland or Australian Government that prevents the student from continuing the principal course.
   1.4 Any government sponsor of the student considers the change to be in the student’s best interest and has provided written support for that change.
2. Requests for transfer must be made to the Administration Office in writing and be accompanied by a letter of offer from the receiving institution. Evidence of exceptional and/or extenuating circumstances is also required.
3. If approved, any money transferred will be in accordance with BC’s Refund Policy.

TRANSFER TO ANOTHER COURSE AT BC

1. All applications to transfer to another course at BC should be made on the ‘Request for Internal Transfer’ form available at the Administration Office in consultation with the relevant teaching departments.
2. Where a transfer is granted students must pay an administration fee of AUS$100 plus any additional tuition fees applicable to the new course before starting the new course.

ACCOMMODATION AND AIRPORT TRANSFER FEE

REFUND POLICY

1. If the student’s application for enrolment or visa is denied, a full refund is given.
2. Except for in the above instance, the Accommodation Placement and Airport transfer fees are non-refundable.
3. If at least 28 days notice is given for cancellation of accommodation, a full refund will be given. If less than 28 days notice is given, a cancellation equal to 2 weeks rent is incurred. After accommodation has commenced, 2 weeks notice must be given, otherwise the above cancellation charge is incurred.
4. If the College is not notified of any change in flight details at least 48 hours before arrival, another Airport transfer fee may be incurred.

ACCOMMODATION FEES

Placement Fees: $100
Home-stay (at least 4 wks): $230 p/wk
Additional Nights: $30 per night
( includes all meals throughout your stay)
Brisbane College of Australia
Application Form

PERSONAL INFORMATION

Family Name ____________________________________________
Given Name/s ____________________________________________
Date of Birth (d/m/y) ______/____/____ Sex: F ☐ M ☐
Nationality ____________________________________________
Language ____________________________________________
Passport Number ________________________________________
Home Address __________________________________________
Current Address _________________________________________

Note: You must notify BC of a change in address while enrolled in a course.

Telephone ____________________________________________
E-mail Address __________________________________________
Do you have any special needs that may affect or prevent you from completing any of the course requirements? __________________________________________

VISA STATUS IN AUSTRALIA

Student ☐ Holiday ☐ Visitor ☐ Other ☐

STUDENT’S ENGLISH LEVEL

Elementary ☐ Pre–Intermediate ☐
Intermediate ☐ Upper Intermediate ☐
Pre–Advanced ☐ Advanced ☐
(Your level will be officially assessed when you enter the school)

Program Selection

English Programs

Business English ☐ General English ☐ IELTS ☐
Term 1: 16 Jan – 14 Mar ☐ Term 2: 2 Apr – 15 Jun ☐
Term 3: 2 Jul – 14 Sep ☐ Term 4: 1 Oct – 14 Dec ☐
Less than 9 weeks start date: ___/___/____

CAE ☐ FCE ☐
Term 1: 12 Mar – 8 Jun ☐ Term 2: 3 Sep – 30 Nov ☐

Vocational Education and Training Course

Please write the name of the course you are applying for:

Note: Please attach a passport copy for enrolment into any course. If enrolling in a certificate or diploma course please attach English test results and certified copies of your highest level of education.

Recognition of Prior Learning

☐ I wish to apply for recognition of prior learning (domestic student only)

ACCOMMODATION

BC accommodation placement fee AU$ 100
☐ I prefer BCE home–stay for ______ weeks
☐ I will make my own living arrangements.
Course Start Date:__/__/____ Weeks:____

AIRPORT TRANSFER FEES

Transfer form airport to accommodation AU$100
Do you require Airport Transfer service? Yes ☐ No ☐

HEALTH INSURANCE

Do you require OSHC? Single ☐ Family ☐ No ☐
Student Visa Students must have Overseas Student Health Cover (OSHC).

<table>
<thead>
<tr>
<th>Month</th>
<th>3</th>
<th>6</th>
<th>12</th>
<th>18</th>
<th>24</th>
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<tr>
<td>Single</td>
<td>$99.99</td>
<td>$199.98</td>
<td>$399.96</td>
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<td>$799.92</td>
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<tr>
<td>Family</td>
<td>$250.14</td>
<td>$500.28</td>
<td>$1000.56</td>
<td>$1650.33</td>
<td>$2200.44</td>
</tr>
</tbody>
</table>

AGREEMENT

I certify that the information provided on this form, including attachments is true and correct. I have read, understand and agree to the terms and conditions of enrolment as set out overleaf (pages one and two).

Signature ______/____/____
Date __________

UNDER 18 APPLICANTS

Will you be accompanied by a guardian? Yes ☐ No ☐
If no, College Guardian fee is $750.00
If the student is under the age of 18, a parent or guardian’s signature is required:

Signature ______/____/____
Date __________

AGENT DETAILS

Please write the name of the course you are applying for:

Note: Please attach a passport copy for enrolment into any course. If enrolling in a certificate or diploma course please attach English test results and certified copies of your highest level of education.

Recognition of Prior Learning

☐ I wish to apply for recognition of prior learning (domestic student only)

Where to send your application:

Brisbane College of Australia
PO Box 10704 Adelaide Street
Brisbane Qld Australia 4000
Email: study@bc.edu.au

How did you hear about us?

Our Website ☐ Friend/Family ☐ Agency ☐
Advertisement ☐ School ☐
Other ______

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