BRISBANE COLLEGE

Brisbane College of Australia

Accounting Courses
Business Courses
Children’s Services Work
Community Services Work
TESOL Courses

Brisbane College of English

Business English
Intensive General English
Preparation for IELTS
# Table of contents

Welcome to BC | 4  
About BC | 5  
Where are we? | 6  
Student benefits | 7  
Online community | 7  
Key dates and information | 8  
  |  
  |  
Course Starting Dates | 8  
Public Holidays | 8  
Academic Calendar | 8  
OSH (Overseas Student Health Cover) | 8  
Student Accommodation | 8  
Sample Timetable | 8  
Enrolment Procedure | 9  
  |  
  |  
International Students | 9  
Domestic Students | 10  
Children’s Services Courses | 11  
  |  
  |  
Accelerated Courses | 11  
Certificate III in Children’s Services | 12  
Diploma of Children’s Services | 15  
Advanced Diploma of Children’s Services | 19  
Application Checklist | 22  
Visa Requirements | 22  
Terms and Conditions of Enrolment | 23  
Student Application Form | 24  
Contact Details | 25
Welcome to BC

Brisbane College of Australia and Brisbane College of English are integrated into the one campus at Brisbane College. Brisbane College offers a wide range of VET and English Courses.

Our aim is for you to excel in BC’s professional yet comfortable and encouraging environment, so you can optimise learning, acquire the confidence to communicate effectively in everyday situations and be able to go on and complete further education.

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.
About BC

BC is a well-equipped college with a friendly, relaxed atmosphere conducive to optimal learning and personal growth. We provide courses tailored to meet the needs of our students and incorporate interactive learning through the use of technology and other platforms.

Our classrooms are modern, well-lit and spacious. Students have access to wireless internet as well as the computer lab.

We provide exceptional student services and provide counseling and student welfare services to our students to help you to deal with any difficulties you might face concerning your studies or personal life.

Our counsellor is highly trained with appropriate experience and academic credentials. All matters will be dealt with in strict confidence. The counsellor is available for consultation Monday – Friday.

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.
Where are we?

Brisbane College is located in the heart of Brisbane city, surrounded by cafes, shops and entertainment venues. It is at the centre of the main shopping and business district and connected to Brisbane’s impressive network of public transport, consisting of buses, trains and ferries. These different modes of transport connect the city centre to the neighbouring areas such as Southbank, Spring Hill, Fortitude Valley and Kangaroo Point and outer suburbs.
Student benefits

Transport

Students receive discounted fares on public transport systems including the train, bus and ferry.

You can purchase Go Cards from Queensland Rail stations, some busway stations, selected newsagents and 7-Eleven stores where you see the 'buy' symbol. You can top up/recharge your Go Card at more than 1000 locations including many Queensland Rail stations, some busway stations, selected newsagents and 7-Eleven stores where you see the 'top up' symbol.

Student Prices

You can also get student prices at the cinema, tickets for events and festivals.

There are also student discounts and things to do around Brisbane and surrounding areas which are updated on our Facebook pages.

Online community

You can also join our online community by liking our pages on Facebook to keep up to date with the latest College information and events. This is also a platform for students to connect and engage in conversation.

@Brisbane College

Employment Assistance

We have a range of resources to assist our students gain employment. Email the Administration Team with your queries regarding employment and they will be able to assist you.

study@bc.edu.au
# Key dates and information

## 2013 COURSE STARTING DATES

<table>
<thead>
<tr>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>29 Jan</td>
</tr>
<tr>
<td>4 Mar</td>
</tr>
<tr>
<td>22 Apr</td>
</tr>
<tr>
<td>20 May</td>
</tr>
<tr>
<td>15 Jul</td>
</tr>
<tr>
<td>19 Aug</td>
</tr>
<tr>
<td>8 Oct</td>
</tr>
<tr>
<td>11 Nov</td>
</tr>
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</table>

## 2013 PUBLIC HOLIDAYS

<table>
<thead>
<tr>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Jan</td>
</tr>
<tr>
<td>28 Jan</td>
</tr>
<tr>
<td>29 Mar</td>
</tr>
<tr>
<td>31 Mar</td>
</tr>
<tr>
<td>1 Apr</td>
</tr>
<tr>
<td>25 Apr</td>
</tr>
<tr>
<td>6 May</td>
</tr>
<tr>
<td>14 Aug</td>
</tr>
<tr>
<td>7 Oct</td>
</tr>
<tr>
<td>25 Dec</td>
</tr>
<tr>
<td>26 Dec</td>
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</tbody>
</table>

## ACADEMIC CALENDAR

<table>
<thead>
<tr>
<th>TERM</th>
<th>DATES</th>
<th>HOLIDAY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Term 1 2013</td>
<td>29 January 2013 – 05 April 2013</td>
<td>05 April 2013 – 21 April 2013</td>
</tr>
</tbody>
</table>

## OVERSEAS STUDENT HEALTH COVER

<table>
<thead>
<tr>
<th>LENGTH OF POLICY</th>
<th>SINGLE</th>
<th>FAMILY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Up to 3 months</td>
<td>$110</td>
<td>$358</td>
</tr>
<tr>
<td>Up to 6 months</td>
<td>$220</td>
<td>$715</td>
</tr>
<tr>
<td>Up to 9 months</td>
<td>$330</td>
<td>$1,073</td>
</tr>
<tr>
<td>Up to 12 months</td>
<td>$440</td>
<td>$1,430</td>
</tr>
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</table>

## ACCOMMODATION

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<thead>
<tr>
<th>TYPE</th>
<th>PRICE ($AU)</th>
<th>PROVIDED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Placement Fees</td>
<td>$100</td>
<td>N/A</td>
</tr>
<tr>
<td>Homestay (4 weeks min)</td>
<td>$230 p/wk</td>
<td>3 Meals/day &amp; Utilities</td>
</tr>
<tr>
<td>Additional Nights</td>
<td>$33 per night</td>
<td>3 Meals/day &amp; Utilities</td>
</tr>
</tbody>
</table>

## SAMPLE TIMETABLE*

<table>
<thead>
<tr>
<th>DAY/TIME</th>
<th>MONDAY</th>
<th>TUESDAY</th>
<th>WEDNESDAY</th>
<th>THURSDAY</th>
<th>FRIDAY</th>
</tr>
</thead>
<tbody>
<tr>
<td>9:00am – 10:20am</td>
<td>Accounting</td>
<td>Accounting</td>
<td>Accounting</td>
<td>Accounting</td>
<td>Accounting</td>
</tr>
<tr>
<td>10:30am – 10:45am</td>
<td>Morning Break</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10:45am – 12:15pm</td>
<td>Accounting</td>
<td>Accounting</td>
<td>Accounting</td>
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<tr>
<td>12:15pm – 1:15pm</td>
<td>Lunch</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>1:15pm – 3:15pm</td>
<td>Accounting</td>
<td>Accounting</td>
<td>Accounting</td>
<td>Accounting</td>
<td>Accounting</td>
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</tbody>
</table>

*The sample timetable is subject to change*
Enrolment procedure

1. Student emails or posts application to Brisbane College
2. Application is assessed within 1 working day
3. Letter of offer is sent to the student
4. Pay course fee
5. Student Visa
6. BC will send confirmation of enrolment (COE)
7. Working holiday & travel visa
8. Apply for student visa to Australian Embassy
9. Student arrives in Brisbane
10. Student begins course
Enrolment procedure

1. Student emails or posts application to Brisbane College
2. Application is assessed within 1 working day
3. Letter of offer is sent to the student
4. Pay course fee
5. Student begins course
About our accelerated courses
Our accelerated courses are shorter intensive courses that cover the same course content as our full length courses. They have been designed for students wishing to obtain their qualification in shorter time frame. All courses are nationally accredited and recognised.

Course Information
Please refer to the course information on the following pages for the course outline, learning outcomes and units of competency.

Accelerated Course Cost

INTERNATIONAL STUDENTS

<table>
<thead>
<tr>
<th>COURSE</th>
<th>PRICE</th>
<th>DURATION</th>
<th>TEXTBOOK</th>
</tr>
</thead>
<tbody>
<tr>
<td>Certificate III in Children’s Services (Accelerated)</td>
<td>$4,250</td>
<td>18 weeks</td>
<td>$400</td>
</tr>
<tr>
<td>Diploma of Children’s Services (Accelerated)</td>
<td>$8,500</td>
<td>52 weeks</td>
<td>$600</td>
</tr>
<tr>
<td>(Including prerequisite Certificate III in Children’s Services)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Advanced Diploma of Children’s Services (Accelerated)</td>
<td>$13,500</td>
<td>1.5 years</td>
<td>$900</td>
</tr>
<tr>
<td>(Includes prerequisite Certificate III &amp; Diploma in Children’s Services)</td>
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<td></td>
</tr>
</tbody>
</table>

DOMESTIC STUDENTS

<table>
<thead>
<tr>
<th>COURSE</th>
<th>PRICE</th>
<th>DURATION</th>
<th>TEXTBOOK</th>
</tr>
</thead>
<tbody>
<tr>
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<td>52 weeks</td>
<td>$600</td>
</tr>
<tr>
<td>(Includes prerequisite Certificate III in Children’s Services)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
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<td></td>
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</tbody>
</table>
About this course
This qualification is aimed at both new entrants to the Children’s Services sector; 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 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.

Career and study pathway
Successful completion of this qualification may lead to further study such as the Diploma of Children’s Services, or employment positions as early childhood educator, playgroup supervisor, family day care worker, childhood educator, childhood educator assistant, nanny, mobile assistant.

Learning Outcomes
Upon completion of this course, a Certificate III in Children’s Services will be issued. Students will gain the following skill sets for employability: organisation policies, procedures and individual children’s profiles to plan activities and provide care to children, facilitating their leisure and play and enabling them to achieve their developmental outcomes. Depending on the setting, workers may work under direct supervision or autonomously.

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

Work placement of 80 hours is integrated into the Course structure. This ensures that those studying the Course are gaining industry experience and the opportunity to practice theory and learning outcomes.

ENTRY REQUIREMENTS
INTERNATIONAL STUDENTS
The pre-requisite for entering this course is:
- IELTS score of 5.5 with no band less than 5.0 (or equivalent).
- High school certificate and copy of highest level of qualification.

DOMESTIC STUDENTS
The pre-requisite for entering this course is:
- High school certificate
- Copy of highest level of qualification

COURSE DURATION
INTERNATIONAL STUDENTS
32 weeks

DOMESTIC STUDENTS
24 weeks

COURSE COST
INTERNATIONAL STUDENTS
Full time - $6,500
Textbooks - $400

DOMESTIC STUDENTS
Full time - $4,250
Textbooks - $400

COURSE DELIVERY
Internal - Brisbane City Campus

APPLY
Download our application form at our website:
http://www.bc.edu.au/forms.htm

Send your application with the required documents to:
study@bc.edu.au
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
- CHCCHILD401B Identify and respond to children and young people at risk
- CHCCN301C Ensure the health and safety of children
- CHCCN302A Provide care for children
- CHCCN303A Contribute to provision of nutritionally balanced food in a safe and hygienic manner
- CHCCS400C Work within a relevant legal and ethical framework
- CHCFCC301A Support the development of children
- CHCIC301E Interact effectively with children
- CHCPR301C Provide experiences to support children’s play and learning
- CHCPR303D Develop understanding of children’s interests and developmental needs
- HLTFA311A Apply first aid
- HLTHWHS300A Contribute to WHS processes

Elective Units
Group A – recommended for working with babies
- CHCCN305B Provide care for babies (This unit may be mandatory in some jurisdictions and is pre-requisite for the Diploma of Children’s Services)

Group B – recommended for culturally aware and respectful practice
- CHCIC302A Support Aboriginal and/or Torres Strait Islander families to participate in children’s services
- HLTHIR403C Work effectively with culturally diverse clients and co-workers
- HLTHIR404D Work effectively with Aboriginal and/or Torres Strait Islander people

Group C – recommended for centre-based care
- CHCCHILD301B Support behaviour of children and young people
- CHCCN305B Provide care for babies (if not already included)
- CHCCS312A Use electronic learning materials
- CHCORG303C Participate effectively in the work environment
- CHCRF301E Work effectively with families to care for the child
- CHCIC302A Support Aboriginal and/or Torres Strait Islander families to participate in children’s services
- HLTHIR403C Work effectively with culturally diverse clients and co-workers
- CHCCS310A Support inclusive practice in the workplace

Group D – recommended for playgroup supervision
- SRCCRO008B Interact positively with infants, toddlers and parents in a recreation environment (Appropriate unit for an assistant working with a mobile resources unit)
- SISXRSK301A Undertake risk analysis of activities
Group E – recommended for family day care work

CHCAL307A  Comply with family day care administration requirements
CHCCHILD301b  Support behaviour of children and young people
CHCCS310A  Support inclusive practice in the workplace
CHCIC302A  Support Aboriginal and/or Torres Strait Islander families to participate in children's services
CHCRF301E  Work effectively with families to care for the child

Group F – recommended for nanny work

CHCCHILD301B  Support behaviour of children and young people
CHCNAN301B  Attend to daily functions in home based child care
CHCRF301E  Work effectively with families to care for the child
CHCFC502A  Foster physical development in early childhood
CHCFC512A  Foster physical development in middle childhood

Additional electives

BSBFLM312C  Contribute to team effectiveness
BSBWOR204A  Use business technology
BSBWOR402A  Promote team effectiveness
CHCAD401D  Advocate for clients
CHCADMIN403D  Undertake administrative work
CHCCD420B  Work to empower Aboriginal and/or Torres Strait Islander communities
CHCCHILD301B  Support behaviour of children and young people
CHCCS310A  Support inclusive practice in the workplace
CHCCS312A  Use electronic learning materials
CHCCS421B  Undertake community sector work within own community
CHCDFV301A  Recognise and respond appropriately to domestic and family violence
CHCFAM503B  Work with a child focused approach
CHCIC303B  Work within a regulatory framework specific to children's services
CHCLD315A  Recognise stages of lifespan development
CHCMH301C  Work effectively in mental health
CHCMH411A  Work with people with mental health issues
CHCORG303C  Participate effectively in the work environment
CHCORG428A  Reflect on and improve own professional practice
CHCPR302A  Support sustainable practice
CHCPR502E  Organise experiences to facilitate and enhance children's development
HLTFA302C  Provide first aid in remote situation (Note pre-requisite: HLTFA301C)
HLTFA412A  Apply advanced first aid (Note pre-requisite: HLTFA301C)
HLTFS207C  Follow basic food safety practices
HLTHIR403C  Work effectively with culturally diverse clients and co-workers
HLTNA303D  Plan and modify meals and menus according to nutrition care plans
HLTNA304D  Plan meals and menus to meet cultural and religious needs
SISXRSK301A  Undertake risk analysis of activities

Oral Health

CHCOHC303B  Use basic oral health screening tools
CHCOHC404A  Recognise and respond to signs and symptoms that may indicate oral health issues
About this course

The Diploma of Children’s Services (Early childhood education and care) qualification is aimed at both new entrants to the profession and those seeking to build on their Certificate III qualifications.

This qualification covers workers in children’s services who are responsible for planning, implementing and managing programs in early childhood services, in accordance with licensing, accreditation and duty of care requirements. At this level:

- Workers have responsibility for supervision of other staff and volunteers
- In most states it is the highest qualification required at director or service manager level for children’s service centre-based care.

Career and study pathway

After completing the Diploma of Children’s Services students may gain employment as an authorised supervisor (children’s services), centre manager (children’s services), childhood educator, children’s adviser, children’s service director/manager, early childhood educator, children’s services coordinator, director (children’s services), group/ team/ coordinator/ leader (children’s services), program leader (children’s services) and child development worker.

You 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).

Learning Outcomes

Upon completion of this course, a Diploma of Children’s Services will be issued. Students will gain a wide variety of knowledge in Children’s Services. This qualification will equip students for work in such areas as program planning, planning and research, and the leadership role of a team leader in the children’s services industry.

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.

Work placement of 80 hours is integrated into the Course structure. This ensures that those studying the Course are gaining industry experience and the opportunity to practice theory and learning outcomes.
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
CHCCN511B Establish and maintain a safe and healthy environment for children
CHCFCS502A Foster physical development in early childhood
CHCFCS503A Foster social development in early childhood
CHCFCS504A Support emotional and psychological development in early childhood
CHCFCS505A Foster cognitive development in early childhood
CHCFCS506A Foster children’s language and communication development
CHCIC501B Manage children’s services workplace practice to address regulations and quality assurance
CHCIC510A Establish and implement plans for developing cooperative behaviour
CHCIC511A Implement and promote inclusive policies and practices in children’s services
CHCFCS507A Use music to enhance children’s experience and development
CHCIC508A Foster children’s aesthetic and creative development

Electives
Group A – recommended for working with babies
CHCIC302A Support Aboriginal and/or Torres Strait Islander families to participate in children’s services
HLTHIR404D Work effectively with Aboriginal and/or Torres Strait Islander people
CHCIC511A Implement and promote inclusive policies and practices in children’s services
HLTHIR403C Work effectively with culturally diverse clients and co-workers
PSPMNGT605B Manage diversity

Group B – compulsory in some jurisdictions
CHCORG506E Coordinate the work environment

Group C – recommended for centre-based care
CHCCN520C Advocate for the rights and needs of children and young people
CHCFCS507A Use music to enhance children’s experience and development
CHCIC508A Foster children’s aesthetic and creative development
CHCIC511A Implement and promote inclusive policies and practices in children’s services
CHCINF407D Meet information needs of the community
CHCPR614D Observe children and interpret observations (Note pre-requisite: CHCPR509A)
HLTHIR403C Work effectively with culturally diverse clients and co-workers

Children’s services electives
CHCFAM503B Work with a child focused approach
CHCFCS507A Use music to enhance children’s experience and development
CHCFS508A Foster children’s aesthetic and creative development
CHCFCS520C Promote ethical understanding of children
CHCPR515A Develop and implement a program to support sustainable practice
CHCPR614C Observe children and interpret observations (Note pre-requisite: CHCPR509A)
Client support and professional practice electives
CHCICS406B Support client self-management
CHCLD415A Confirm client developmental status
CHCLD515A Analyse client information for service planning and delivery (Note prerequisite CHCLD415A)
CHCOR428A Reflect on and improve own professional practice

Children’s contact services electives
CHCCONS401C Facilitate changeover
CHCCONS402C Facilitate and monitor contact
CHCCONS403C Support families to develop relationships

Advocacy and diversity electives
CHCCD420B Work to empower Aboriginal and/or Torres Strait Islander communities
CHCCN520C Advocate for the rights and needs of children and young people
CHCCS421B Undertake community sector work within own community

Business administration electives
BSBMGT608C Manage innovation and continuous improvement
BSBRSK501A Manage risk
BSBSMB406A Manage small business finances
BSBSUS501A Develop workplace policy and procedures for sustainability
CHADMIN508B Manage limited budgets and financial accountabilities
CHCAL523D Manage home based care administration requirements
CHCINF302D Maintain the organisation’s information systems
CHCINF407D Meet information needs of the community
CHCNET402B Establish and maintain effective networks
CHCOR423C Maintain quality service delivery
CHCOR614C Manage a community sector organisation
CHCPL042C Contribute to policy development

Leadership and supervision electives
BSLED401A Develop teams and individuals
BSBMGT401A Show leadership in the workplace
CHCSC502C Maintain legal and ethical work practices
CHCSC513C Maintain an effective community sector work environment
CHCOR406C Supervise work
CHCOR529B Provide coaching and motivation
CHCOR610B Manage change in a community sector organisation
CHCOR611C Lead and develop others in a community sector workplace
CHCOR620D Promote and represent the service
CHCOR624E Provide leadership in community services delivery
CHCOR627B Provide mentoring support to colleagues
HLTWHS401A Maintain workplace WHS processes
HLTWH501A Manage workplace WHS processes

Food safety electives
HLTFS309C Oversee the day-to-day implementation of food safety in the workplace
HLTFS310C Apply and monitor food safety requirements
<table>
<thead>
<tr>
<th>First aid electives</th>
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</thead>
<tbody>
<tr>
<td>HLTFA302C</td>
<td>Provide first aid in remote situation (Note pre-requisite: HLTFA311A)</td>
</tr>
<tr>
<td>HLTFA412A</td>
<td>Apply advanced first aid (Note pre-requisite: HLTFA311A)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Oral health</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>CHCOHC401A</td>
<td>Inform and encourage clients and groups to understand and achieve good oral health</td>
</tr>
<tr>
<td>CHCOHC402A</td>
<td>Support clients and groups to learn practical aspects of oral health care</td>
</tr>
<tr>
<td>CHCOHC404A</td>
<td>Recognise and respond to signs and symptoms that may indicate oral health issues</td>
</tr>
</tbody>
</table>
CHC60208  ADVANCED DIPLOMA OF CHILDREN’S SERVICES

About this course
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. This qualification also covers children’s services workers who may operate at an advanced level of early childhood education and care to:

- Provide specialist services
- Act as a resource for other workers
- Provide practice supervision of staff including volunteers
- Work intensively with clients
- Work with clients with complex needs

Career and study pathway
After completing the Advanced Diploma of Children’s Services students may gain employment as a Service Director, child and family support service coordinator, children’s service coordinator, inclusion support facilitator 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).

Learning Outcomes
Upon completion of this course, an Advanced Diploma of Children’s Services will be issued. Students will gain a wide variety of knowledge in Children’s Services. This qualification will equip students for work with skills to provide specialist services, act as a resource for others workers, provide practical supervision for staff including volunteers, work intensively with clients and work with clients with complex needs.

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.

Work placement of 80 hours is integrated into the Course structure. This ensures that those studying the Course are gaining industry experience and the opportunity to practice theory and learning outcomes.

ENTRY REQUIREMENTS
INTERNATIONAL STUDENTS
The pre-requisite for entering this course is:
- IELTS score of 5.5 with no band less than 5.0 (or equivalent)
- High school certificate

DOMESTIC STUDENTS
The pre-requisite for entering this course is:
- High school certificate
- Copy of highest level of qualification
- CHC50908 Diploma of Children’s Services

COURSE DURATION
INTERNATIONAL STUDENTS 3 years
DOMESTIC STUDENTS 1.5 years

COURSE COST
INTERNATIONAL STUDENTS
Full time - $23 500
Textbooks - $900

DOMESTIC STUDENTS
Full time - $13 500
Textbooks - $900

* Price includes prerequisite Certificate III & Diploma in Children’s Services

COURSE DELIVERY
Internal - Brisbane City Campus

APPLY
Download our application form at our website:
http://www.bc.edu.au/forms.htm
Send your application with the required documents to:
study@bc.edu.au
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
BSMGT608C Manage innovation and continuous improvement
CHCSS502C Maintain legal and ethical work practices
CHCSS604B Manage the delivery of quality services to clients
CHCOR611C Lead and develop others in a community sector workplace
CHCOR620D Promote and represent the service
CHCOR624E Provide leadership in community services delivery
CHCOR627B Provide mentoring support to colleagues

Electives
Group A – recommended for culturally aware and respectful practice
CHCIC302A Support Aboriginal and/or Torres Strait Islander families to participate in children's services
HLTHIR404D Work effectively with Aboriginal and/or Torres Strait Islander people
CHCIC511A Implement and promote inclusive policies and practices in children's services
HLTHIR403C Work effectively with culturally diverse clients and co-workers

Group B– general electives
CHCCD420B 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
CHCSS414A Provide education and support on parenting, health and well being
CHCSS607E Coordinate in-service assessment and response to address client needs
CHCCW503A Work intensively with clients
CHCFC520C Promote ethical understanding of children
CHCIC620C Manage complex behavioural situations
CHCINF604D Manage the organisation’s information systems
CHCNET404B Facilitate links with other services
CHCOR428A Reflect on and improve own professional practice
CHCOR502B Work autonomously
CHCPR613C Facilitate the development of programs for children with additional needs
CHCPR614C Observe children and interpret observations (Note pre-requisite: CHCPR509A)
CHCRF621C Promote equity in access to the service
CHCRF622C Plan child care provision with families (Note pre-requisite: CHCPR509A)
CHCRF623C Respond to problems and complaints about the service
CHCRF624C Support parents in their parenting role (Note pre-requisite: CHCPR509A)
CHCSD611C Facilitate the inclusion of children with additional needs
HLTFS309C Oversee the day-to-day implementation of food safety in the workplace
HLTFS310C Apply and monitor food safety requirements
PSPMNGT605B Manage diversity

Inclusion support facilitation electives
CHCCN520C Advocate for the rights and needs of children and young people
CHCSS414A Provide education and support on parenting, health and well being
CHCCW503A Work intensively with clients
CHCFC520C  Promote ethical understanding of children
CHCIC620C  Manage complex behavioural situations
CHCICS406B  Support client self-management
CHCPR613C  Facilitate the development of programs for children with additional needs
CHCRF621C  Promote equity in access to the service
CHCRF622C  Plan child care provision with families  (Note pre-requisite: CHCRF511A)
CHCSD611C  Facilitate the inclusion of children with additional needs
HLTHIR403C  Work effectively with culturally diverse clients and co-workers
PSPMNGT605B  Manage diversity

Education support electives
CHCEDS501A  Identify and respond to student development needs
CHCEDS502B  Foster and support an effective learning environment
CHCEDS503A  Support the development of literacy skills
CHCEDS514B  Support learning and implementation of responsible behaviour
CHCEDS505A  Work effectively with Aboriginal and/or Torres Strait Islander students
CHCEDS506A  Assist in implementing education plans for students with disabilities
CHCEDS507A  Research an educational issue

Business electives
BSBMGT515A  Manage operational plan
BSBMGT605B  Provide leadership across the organisation
BSBMGT616A  Develop and implement strategic plans
BSBMKG514A  Implement and monitor marketing activities
BSBSUS501A  Develop workplace policy and procedures for sustainability
CHCORR529B  Provide coaching and motivation
CHCORR607D  Manage workplace issues
CHCORR610B  Manage change in a community sector organisation
CHCRPR515A  Develop and implement a program to support sustainable practice

Training electives
CHCCS427B  Facilitate adult learning and development
TAEASS401B  Plan assessment activities and processes
TAEASS402B  Assess competence
TADEEL301A  Provide work skill instruction
TADEEL401A  Plan, organise and deliver group-based learning
TADEES401A  Design and develop learning programs
TADEES402A  Use training packages and accredited courses to meet client needs

Oral health
CHCOHC401A  Inform and encourage clients and groups to understand and achieve good oral health
CHCOHC402A  Support clients and groups to learn practical aspects of oral health care
Prior to submitting your application form, ensure that you have all the supporting documents by completing the application checklist below.

**APPLICATION CHECKLIST**

**International Students**
- Application Form
- Copy of Passport
- IELTS Test Results
- Copy of High School Certificate and highest level of qualification
- Check for course prerequisites

**Domestic Students**
- Application Form
- Copy of Passport
- Copy of High School Certificate and highest level of qualification
- Check for course prerequisites

**VISA REQUIREMENTS**

BC recommends all that applicants visit the Department of Immigration and Multicultural Affairs website at: [www.immi.gov.au](http://www.immi.gov.au) to find out more details on visa requirements applicable to each applicant.

However, before applying to the Australian Embassy for an Australian visa, students are advised to have:

- Applied to the College
- Paid Course fees
- Obtained Electronic Confirmation of Enrolment (COE) from the College
- Health check
- Paid medical insurance at Medibank Private
All Students must read this document carefully before signing the student agreement

REFUND POLICY

1. The enrolment fee is not refundable in any circumstance.
2. All requests for cancellations, transfers and refunds must be made in writing and require the presentation of relevant supporting documentation.
3. Upon approval the application will be refunded in accordance with the ESOS regulations.
4. No refunds will be given to students who are expelled for unacceptable behaviour or non-compliance with visa conditions.
5. 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.
6. 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.
   5.1 The administration fee will be no more than the lesser of $250 and 5% of the total amount of course money that BC received in respect of the student for the course before the default date.
7. If the course has not commenced and BC cannot deliver the course, BC will refund your full tuition fee (including your enrolment fee).
8. If the course has commenced and BC can no longer deliver the course, BC will give a full refund of the tuition fees for all course money paid.
9. The registered provider’s dispute resolution processes do not circumscribe the student’s right to pursue other legal remedies.
10. This agreement does not remove the right to take action under Australia’s consumer protection laws.
11. 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.
12. 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.

TRANSFERS

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.
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 FEES

Placement Fees:
Home-stay (at least 4 wks):
Additional Nights:

(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:
Home-stay (at least 4 wks):
Additional Nights:

(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
Language __________________________
Nationality __________________________
Passport Number __________________________
E-mail Address __________________________
Home Address __________________________
Current Address __________________________

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

Do you have any special needs that may affect or prevent you from competing any of the course requirements?


ACCOMMODATION

BC accommodation placement fee AU$100
☐ I prefer BCE home-stay for ______ weeks
☐ I will make my own living arrangements.

AIRPORT TRANSFER FEES
Transfer from airport to accommodation AU$100
Do you require Airport Transfer Service? Yes ☐ No ☐

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 complete this section if your application is being submitted by an approved education agent.

Name of Consultant __________________________
Agency Name __________________________

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 ☐ Facebook ☐
Other: __________________________________________

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 ☐ Facebook ☐
Other: __________________________________________

ENGISH COURSES

* Students holding students visas are required to study full-time
☐ Full-Time    ☐ Part-Time

Business English ☐ General English ☐ IELTS ☐

Term 1: 29 Jan – 5 Apr ☐ Term 2: 22 Apr – 28 Jun ☐
Less than 9 weeks start date: ___________/________/____

VOCATIONAL COURSES

Please write the name of the course you are applying for

Course Start Date: ___________/________/____   Weeks: ______

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.