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
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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 neighboring 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.

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>
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<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>
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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>
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<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>
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<tbody>
<tr>
<td>Term 1</td>
<td>29 January 2013 – 05 April 2013</td>
<td>05 April 2013 – 21 April 2013</td>
</tr>
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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>$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>
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<tr>
<td>Up to 12 months</td>
<td>$440</td>
<td>$1,430</td>
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ACCOMMODATION

<table>
<thead>
<tr>
<th>TYPE</th>
<th>PRICE ($AU)</th>
<th>PROVIDED</th>
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<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>
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</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>
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<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>
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<td>Accounting</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 – 3:15pm</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
   - BC will send confirmation of enrolment (COE)
   - Apply for student visa to Australian Embassy
6. Working holiday & travel visa
7. Student arrives in Brisbane
8. 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

<table>
<thead>
<tr>
<th>COURSE</th>
<th>PRICE</th>
<th>DURATION</th>
<th>TEXTBOOK</th>
</tr>
</thead>
<tbody>
<tr>
<td>Diploma of Community Services (Accelerated)</td>
<td>$8 500</td>
<td>52 weeks</td>
<td>$400</td>
</tr>
</tbody>
</table>
About this course
This qualification is aimed at both new entrants to the Community Services Work sector and those seeking to build on their industry knowledge and experience or those wishing to gain the prerequisite units for the Diploma of Community Services Work. This qualification is ideally suited to those wishing to provide a range of services and interventions to clients in a range of contexts such as community based organisations, residential rehabilitation services and outreach services.

The course consists of 14 units of competency ranging from case work, client services, community work, working with children and young people, working with people with alcohol and other drug issues, working with older people, working with people with disabilities and more.

Career and study pathway
Successful completion of this qualification may lead to further study such as the Diploma of Community Services Work, or employment in the community services sector such as a case worker, community services worker, community support worker, welfare worker, welfare support worker or family support worker.

Learning Outcomes
Upon completion of this course, a Certificate IV in Community Services Work will be issued. Students will gain knowledge of a variety of services and interventions in a range of contexts. Students may continue on to the Diploma of Community Services work or gain a position as a support, services or welfare worker.

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.

Forms of assessment may include: written tasks, multiple choice tests, projects/assignments/reports, feedback given and response, role plays and questioning/interview/discussion. This may vary per unit of competency.

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

COURSE DURATION
24 weeks

COURSE COST
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 9 compulsory 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 via the Recognition of Prior Learning Process (RPL).

Core Units

- CHCCD412B Work within a community development framework
- CHCCHILD401B Identify and respond to children and young people at risk
- CHCCOM403A Use targeted communication skills to build relationships
- CHCCS400C Work within a relevant legal and ethical framework
- CHCCS411C Work effectively in the community sector
- CHCCS412E Deliver and develop client services
- CHCCS422B Respond holistically to client issues and refer appropriately
- CHCORG405E Maintain an effective work environment
- HLTHIR403C Work effectively with culturally diverse clients and co-workers

Elective Units

Group A WHS electives – one unit must be selected
- HLTWHS300A Contribute to WHS processes
- HLTWHS401A Maintain workplace WHS processes

Group B elective recommended for culturally aware and respectful practice
- CHCCD420B Work to empower Aboriginal and/or Torres Strait Islander communities

Case work and case management electives
- CHCCM401D Undertake case management
- CHCCM402E Establish and monitor a case plan
- CHCCM404A Undertake case management for clients with complex needs
- CHCCM503C Develop, facilitate and monitor all aspects of case management

Administration electives
- BSBWOR204A Use business technology
- CHCADMIN305F Work within the administration protocols of the organization
- CHCADMIN403D Undertake administrative work
- CHCPOL402C Contribute to policy development
- CHCPOL403C Undertake research activities

Advocacy electives
- CHCAD401D Advocate for clients
- CHCAD402D Support the interests, rights and needs of clients within duty of care
- CHCNET301D Participate in networks
- CHCNET404B Facilitate links with other services
### Client service electives

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHCCS401C</td>
<td>Facilitate responsible behaviour</td>
</tr>
<tr>
<td>CHCCS403C</td>
<td>Provide brief intervention</td>
</tr>
<tr>
<td>CHCCS404B</td>
<td>Facilitate family intervention strategies</td>
</tr>
<tr>
<td>CHCCS407C</td>
<td>Operate referral procedures</td>
</tr>
<tr>
<td>CHCCS414A</td>
<td>Provide education and support on parenting, health and well being</td>
</tr>
<tr>
<td>CHCCS427B</td>
<td>Facilitate adult learning and development</td>
</tr>
<tr>
<td>CHCCS503B</td>
<td>Develop, implement and review services and programs to meet client needs</td>
</tr>
<tr>
<td>CHCCS506A</td>
<td>Promote and respond to workplace diversity</td>
</tr>
<tr>
<td>CHCCS521B</td>
<td>Assess and respond to individuals at risk of suicide</td>
</tr>
<tr>
<td>CHCCS604B</td>
<td>Manage the delivery of quality services to clients</td>
</tr>
<tr>
<td>CHCLLN403A</td>
<td>Identify clients with language, literacy and numeracy needs and respond effectively</td>
</tr>
<tr>
<td>CHCPROT409E</td>
<td>Provide primary residential care</td>
</tr>
<tr>
<td>CHCPROT411C</td>
<td>Provide for care and protection of clients in specific need</td>
</tr>
<tr>
<td>CHCRF402B</td>
<td>Provide intervention support to children and families</td>
</tr>
<tr>
<td>HLTCSD306D</td>
<td>Respond effectively to behaviours of concern</td>
</tr>
<tr>
<td>HLTHIR404D</td>
<td>Work effectively with Aboriginal and/or Torres Strait Islander people</td>
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</table>

### Community work electives

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHCCD307D</td>
<td>Support community resources</td>
</tr>
<tr>
<td>CHCCD401E</td>
<td>Support community participation</td>
</tr>
<tr>
<td>CHCCD404E</td>
<td>Develop and implement community programs</td>
</tr>
<tr>
<td>CHCCD413E</td>
<td>Work within specific communities</td>
</tr>
<tr>
<td>CHCCD420B</td>
<td>Work to empower Aboriginal and/or Torres Strait Islander communities</td>
</tr>
<tr>
<td>CHCCED311A</td>
<td>Provide sexual and reproductive health information to clients</td>
</tr>
<tr>
<td>CHCCED511A</td>
<td>Develop, implement and review sexual and reproductive health education programs</td>
</tr>
<tr>
<td>CHCCS421B</td>
<td>Undertake community sector work within own community</td>
</tr>
<tr>
<td>CHCGROUP403D</td>
<td>Plan and conduct group activities</td>
</tr>
<tr>
<td>CHCINF407D</td>
<td>Meet information needs of the community</td>
</tr>
<tr>
<td>CHCPR0M502B</td>
<td>Implement health promotion and community intervention</td>
</tr>
</tbody>
</table>

### Domestic and family violence

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHCDFV301A</td>
<td>Recognise and respond appropriately to domestic and family violence</td>
</tr>
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</table>

### Settlement work

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHCHC427B</td>
<td>Work effectively with people experiencing or at risk of homelessness</td>
</tr>
<tr>
<td>CHCCS421B</td>
<td>Undertake community sector work within own community</td>
</tr>
<tr>
<td>CHCSW401A</td>
<td>Work effectively with forced migrants</td>
</tr>
<tr>
<td>CHCSW402B</td>
<td>Undertake bicultural work with forced migrants in Australia</td>
</tr>
<tr>
<td>TAEDEL402A</td>
<td>Plan, organise and facilitate learning in the workplace</td>
</tr>
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</table>

### Working with children and young people

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHCCHILD404B</td>
<td>Support the rights and safety of children and young people</td>
</tr>
<tr>
<td>CHCYTH301E</td>
<td>Work effectively with young people</td>
</tr>
<tr>
<td>CHCYTH402C</td>
<td>Work effectively with young people in the youth work context</td>
</tr>
<tr>
<td>CHCYTH404E</td>
<td>Support young people in crisis (Note pre-requisite: CHCYTH301E)</td>
</tr>
<tr>
<td>CHCYTH511B</td>
<td>Work effectively with young people and their families</td>
</tr>
</tbody>
</table>
Working with people with alcohol and other drug issues
CHCAOD402B Work effectively in the alcohol and other drugs sector
CHCAOD407E Provide needle and syringe services
CHCAOD408B Assess needs of clients with alcohol and/or other drugs issues
CHCAOD409E Provide alcohol and/or other drug withdrawal services
HLTFA311A Apply first aid
HLTFA412A Apply advanced first aid (Note pre-requisite: HLTFA311A)

Working with older people
CHCAC416A Facilitate support responsive to the specific nature of dementia
CHCAC417A Implement interventions with older people at risk of falls
CHCPA402B Plan for and provide care services using a palliative approach

Working with people with disabilities
CHCCS413B Support individuals with autism spectrum disorder
CHCDIS301C Work effectively with people with a disability
CHCDIS410A Facilitate community participation and inclusion
CHCDIS411A Communicate using augmentative and alternative communication strategies

Working with people with mental health issues
CHCMH402B Apply understanding of mental health issues and recovery processes
CHCMH411A Work with people with mental health issues

Team coordination and supervision
CHCCS417B Provide support and care relating to suicide bereavement
CHCCS426B Provide support and care relating to loss and grief
CHCORG406C Supervise work
CHCORG423C Maintain quality service delivery

Social housing work
CHCCCH301C Work effectively in social housing
CHCCCH410B Manage and maintain tenancy agreements and services
CHCCS416B Assess and provide services for clients with complex needs

Homelessness support
CHCCCH301C Work effectively in social housing
CHCCCH427B Work effectively with people experiencing or at risk of homelessness
CHCCS416B Assess and provide services for clients with complex needs

Financial literacy education
CHCFLE301A Work with clients needing financial literacy education
CHCFLE302A Educate clients in fundamental financial literacy skills
CHCFLE303A Educate clients to understand debt and consumer credit

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
DIPLOMA OF COMMUNITY SERVICES WORK
CHC50612

About this course
This qualification is aimed at those seeking to build on their Certificate IV qualifications and experience and gain a community services role involving service delivery, direct client work, community education or development projects. It is ideally suited to people who wish to gain knowledge and theory in substantial depth. Workers at this level operate at an advanced skill level and may have responsibility for the supervision of other staff and volunteers.

The course consists of 18 units of competency in areas such as settlement work, domestic and family violence, working with people with disabilities, working with children and young people, community development, working with people with alcohol and other drug issues and working with people with mental health issues.

Career and study pathway
After completing the Diploma of Community Services work students may gain employment as an assessor, case coordinator, case worker or manager, client service assessor, community services worker, community worker, coordinator, coordinator family services, early intervention worker, family support worker, group facility/coordinator, pastoral care counselor, pastoral care manager, program coordinator or manager, senior youth officer/chaplain, social welfare worker, support facilitator, welfare worker or gain credit towards a university degree such as Bachelor of Human Services.

Learning Outcomes
Upon completion of this course, a Diploma of Community Services Work will be issued. Students will gain a substantial knowledge and depth in a variety of community services areas. Students may continue on to the Advanced Diploma of Community Sector Management or gain a position as a coordinator, manager or worker.

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 160 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
- CHCCS411A Work effectively in the community sector (Cert IV)
- HLTHIR403B Work effectively with culturally diverse clients and co-workers (Cert IV)
*If students have not completed the above two units or equivalent, they will be completed prior to the commencement of the Diploma Course.

DOMESTIC STUDENTS
The pre-requisite for entering this course is:
- High school certificate
- Copy of highest level of qualification
- CHC40708 Certificate IV Community Services Work

COURSE DURATION
INTERNATIONAL STUDENTS
1.5 years
DOMESTIC STUDENTS
52 weeks

COURSE COST
INTERNATIONAL STUDENTS
Full time - $12,500
Textbooks - $400

DOMESTIC STUDENTS
Full time - $8,500
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 7 electives from the list below. Students who have completed any eligible units of competency may credit those units towards this qualification.

Core Units
- CHCCD514B Implement community development strategies
- CHCCM503C Develop, facilitate and monitor all aspects of case management
- CHCCOM504B Develop, implement and promote effective workplace communication
- CHCCS500B Conduct complex assessment and referral
- CHCCSL501A Work within a structured counselling framework
- CHCCW503A Work intensively with clients
- CHCGROUP403D Plan and conduct group activities
- CHCLD415A Confirm client developmental status
- CHCLD514B Analyse impacts of sociological factors on clients in community work and Services
- CHCORRG428A Reflect on and improve own professional practice
- HLTWHS300B Contribute to OHS processes

Electives
Group A electives – one unit must be selected
- CHCAD504A Provide advocacy and representation services
- CHCAD603B Provide systems advocacy services

Group B electives – one unit must be selected
- CHCCS502C Maintain legal and ethical work practices
- CHCCS522B Address complex legal and ethical issues in professional practice (Note pre-requisite CHCCS400B)
- CHCCSL508B Apply legal and ethical responsibilities in counselling practice

Group C electives – elective recommended for culturally aware and respectful practice
- HLTHIR404D Work effectively with Aboriginal and/or Torres Strait Islander people

Domestic and family violence electives
- CHCDFV402C Manage own professional development in responding to domestic and family violence
- CHCDFV404C Promote community awareness of domestic and family violence
- CHCDFV505C Counsel clients affected by domestic and family violence
- CHCDFV509D Work with users of violence to effect change
- CHCDFV510D Facilitate workplace debriefing and support processes

Settlement work electives
- CHCAD401D Advocate for clients
- CHCCM402E Establish and monitor a case plan
- CHCCS421B Undertake community sector work within own community
- CHCCS607E Coordinate in-service assessment and response to address client needs
- CHCSW401A Work effectively with forced migrants
- CHCSW402B Undertake bicultural work with forced migrants in Australia
Counseling and pastoral care electives
CHCCSL502A  Apply specialist interpersonal and counselling interview skills
CHCCSL503B  Facilitate the counselling relationship
CHCCSL507B  Support clients in decision-making processes
CHCCSL509A  Reflect and improve upon counselling skills (Note pre-requisites CHCCSL501A, CHCCSL503B, CHCCSL507B)
PUADEFCH001B  Provide pastoral care
PUADEFCH002C  Provide ethical and pastoral advice

Working with people with disabilities
CHCDIS301C  Work effectively with people with a disability
CHCDIS302A  Maintain an environment to empower people with disabilities
CHCDIS322A  Support community participation and inclusion
CHCDIS400C  Provide care and support
CHCDIS404C  Design procedures for support
CHCDIS507C  Design and adapt surroundings to group requirements
CHCDIS509E  Maximise participation in work by people with disabilities
CHCDIS511A  Coordinate services for people with disabilities

Working with children and young people
CHCCHILD401B  Identify and respond to children and young people at risk
CHCCS521B  Assess and respond to individuals at risk of suicide
CHCYTH301E  Work effectively with young people
CHCYTH404E  Support young people in crisis (Note pre-requisite: CHCYTH301E)
CHCYTH506B  Provide services for young people appropriate to their needs and Circumstances
CHCYTH608D  Manage service response to young people in crisis

Working with people with mental health issues
CHCCS521B  Assess and respond to individuals at risk of suicide
CHCMH408C  Provide interventions to meet the needs of consumers with mental health and AOD issues
CHCMH409A  Facilitate consumer, family and carer participation in the recovery process
CHCMH411A  Work with people with mental health issues
CHCMH504E  Provide a range of services to people with mental health issues

Working with people with alcohol and other drug issues
CHCAOD408B  Assess needs of clients with alcohol and/or other drugs issues
CHCAOD409E  Provide alcohol and/or other drug withdrawal services
HLTFA311A  Apply first aid
HLTFA412A  Apply advanced first aid (Note pre-requisite: HLTFA301C)

Social housing electives
CHCCH427B  Work effectively with people experiencing or at risk of homelessness
CHCCH428B  Work effectively within the Australian housing system
CHCCH522B  Undertake outreach work
Administration and coordination electives
CHADMIN508B Manage limited budgets and financial accountabilities
CHADMIN604B Manage the finances, accounts and resources of an organisation
CHCCD516B Work within organisation and government structures to enable community development outcomes
CHCCS400C Work within a relevant legal and ethical framework
CHCINF505D Meet statutory and organisation information requirements
CHCORG506E Coordinate the work environment
CHCORG525D Recruit and coordinate volunteers
CHCPOL504B Develop and implement policy
PSPMNGT605B Manage diversity

Evidence and research based practice
CHCPOL403C Undertake research activities
CHCPOL501A Access evidence and apply in practice

Community development electives
CHCCD505E Develop community resources
CHCCD508D Support community action
CHCCD509C Support community leadership
CHCCD606C Establish and develop community organisations
CHCCD615A Develop and implement community development strategies
CHCPOL505B Manage research activities

Community education electives
CHCCD402B Develop and provide community education projects
CHCCED311A Provide sexual and reproductive health information to clients
CHCCED511A Develop, implement and review sexual and reproductive health education programs
CHCCS414A Provide education and support on parenting, health and well being
CHCPROM502B Implement health promotion and community intervention

Financial, language, literacy and numeracy electives
CHCFLE301A Work with clients needing financial literacy education
CHCFLE302A Educate clients in fundamental financial literacy skills
CHCFLE303A Educate clients to understand debt and consumer credit
CHCLLN403A Identify clients with language, literacy and numeracy needs and respond effectively

Oral health
CHCOHC401A Inform and encourage clients and groups to understand and achieve good oral health
CHCOHC402A Support and encourage 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.

**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

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
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:
   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.
   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.
   3. If a student withdraws within 14 days of the commencement of the course, no refund will be made.
   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 AU$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: $33 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 [ ]
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 completing any of the course requirements?

VISA STATUS IN AUSTRALIA

Student [ ] Holiday [ ] Visitor [ ] Other [ ]
Student Visa holders must have Overseas Student Health Cover (OSHC).

Do you require OSHC? Single [ ] Family [ ] No [ ]

Month 3 6 12 18 24
Single $110 $220 $440 $676 $901
Family $358 $715 $1,430 $2,532 $3,376

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 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 [ ]
Term 3: 15 Jul – 20 Sep [ ] Term 4: 8 Oct – 13 Dec [ ]
Less than 9 weeks start date: ____/____/____

VOCAATIONAL 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.

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 ____________________________
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