BRISBANE COLLEGE OF AUSTRALIA

TESOL COURSE INFORMATION
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.
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.

Brisbane College of Australia
Brisbane College of English
@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>
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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>
</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

<table>
<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>
<td>Accounting</td>
<td>Accounting</td>
</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>
<td>Accounting</td>
</tr>
</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. BC will send confirmation of enrolment (COE)
6. Apply for student visa to Australian Embassy
7. Student arrives in Brisbane
8. Student begins course

Student Visa
Working holiday & travel visa
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 IV in TESOL (<em>Accelerated</em>)</td>
<td>$1 750</td>
<td>8 weeks</td>
<td>$150</td>
</tr>
</tbody>
</table>
About this course
Certificate IV in Teaching English to Speakers of Other Languages (TESOL) is a course specifically designed for people wishing to teach English to speakers of other languages in Australia or Internationally. The course is highly practical with a major emphasis on practice teaching, which will be delivered through a combination of workshops, lesson observation and lesson delivery.

Career and study pathway
Certificate IV in TESOL is considered equivalent to the Cambridge / RSA Certificate in English Language Teaching to Adults (CELTA), which are recognized internationally as a qualification for teaching English as a foreign or second language (TEFL or TESL).

Learning Outcomes
The course involves an introduction to techniques of classroom management and assessment, and a more thorough introduction to presentation techniques, lesson preparation and analysing language for communicative purposes.

Program Structure
This course consists of an integration of theory and practical modules where students have the opportunity to apply theory by practicing teaching and class observation.

ENTRY REQUIREMENTS
INTERNATIONAL STUDENTS
The pre-requisite for entering this course is:
- Satisfactory completion of General English at Advanced (GE5) or IELTS score of 6.0 (or higher) or undergo the BCE placement test
- High school certificate

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

COURSE DURATION
INTERNATIONAL STUDENTS
13 weeks

DOMESTIC STUDENTS
8 weeks

COURSE COST
INTERNATIONAL STUDENTS
Full time - $1 750
Textbooks - $150

DOMESTIC STUDENTS
Full time - $1 750
Textbooks - $150

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 5 compulsory below to successfully complete the Certificate IV in TESOL.

Core Units
AABBH  Design and deliver an ESL teaching program
AABBK  Design and develop an ESL learning framework
AABBM  Plan an integrated lesson using communicative language teaching methodology
AABBL  Identify and use basic grammatical concepts and traditional met language
AABBG  Demonstrate understanding of the basic terminology of traditional grammar
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
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.

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: $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 competing 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
* 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.

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 __________________________  ____/____/____

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 __________________________  ____/____/____

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: __________________________

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.