



# BRISBANE COLLEGE OF AUSTRALIA



**EARLY CHILDHOOD EDUCATION  
AND CARE**

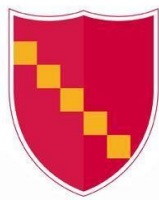
**2019 COURSE INFORMATION**

# BRISBANE COLLEGE



## **Brisbane College of Australia**

Accounting Courses  
Business Courses  
Early Childhood Education  
and Care  
Community Services  
Hospitality  
Animal Technology  
TESOL Courses (AIT)



## **Australian Institute of TESOL**

TESOL Courses

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# ***About Early Childhood Education and Care***

Do you want a fulfilling career fostering and supporting the development of children?  
Perhaps you see yourself as a manager or director of a Child Care Center.

*Our entry level Certificate III in Early Childhood Education and Care will provide you with the skills to gain employment in positions such as a childhood educator, playgroup supervisor, and family day care worker.*

*If you are truly passionate about pursuing a career in Early Childhood Education and Care, you can gain entry straight into the Diploma of Early Childhood Education and Care which will equip you with the skills for positions such as an authorised supervisor, center manager, childhood educator, director, group/ team/ coordinator/ leader, program leader and child development worker.*

*Want to know what our past students have said about our courses?  
Check out the following link.*

<http://bc.edu.au/testimonials.htm>

# ACCELERATED EARLY CHILDHOOD COURSES

## 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. This page is only a reference for course duration and costs for accelerated courses.

## *Accelerated* Course Cost

Please refer to our tuition page or application forms for latest course cost and duration.

# 080661M / CHC30113 CERTIFICATE III IN EARLY CHILDHOOD EDUCATION AND CARE

## About this course

This qualification reflects the role of workers in a range of early childhood education settings who work within the requirements of the Education and Care Services National Regulations and the National Quality Standard. They support the implementation of an approved learning framework, and support children's wellbeing, learning and development. Depending on the setting, educators may work under direct supervision or autonomously.

## Career and study pathway

Successful completion of this qualification may lead to further study such as the Diploma of Early Childhood Education and Care, 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 Early Childhood Education and Care 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.

## 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 120 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 OR copy of highest level of qualification.

#### DOMESTIC STUDENTS

There are no pre-requisites for entering this course as a domestic student

### COURSE COST AND DURATION

Please refer to our tuition page or application forms for latest course cost and duration.

<http://bc.edu.au/tuition>

### COURSE DELIVERY

Internal - Brisbane City Campus

External – Correspondence/Distance Learning (Domestic Students)

### 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](mailto:study@bc.edu.au)

## Units of Competency

Students must complete the 15 core units plus a further 3 electives. Of the 3 elective units, at least 1 must be selected from the list below, and up to 2 units may be selected from any endorsed Training Packages or accredited courses (these units must be relevant to the work outcome).

Work placement of 120 hours is compulsory in order to obtain this qualification.

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

CHCDIV002	Promote Aboriginal and/or Torres Strait Islander cultural safety
CHCECE001	Develop cultural competence
CHCECE002	Ensure the health and safety of all children
CHCECE003	Provide care for children
CHCECE004	Promote and provide healthy food and drinks
CHCECE005	Provide care for babies and toddlers
CHCECE007	Develop positive and respectful relationships with children
CHCECE009	Use an approved learning framework to guide practice
CHCECE010	Support holistic development of children in early childhood
CHCECE011	Provide experiences to support children's play and learning
CHCECE013	Use information about children to inform practice
CHCLEG001	Work legally and ethically
CHCPRT001	Identify and respond to children and young people at risk
HLTAID004	Provide an emergency first aid response in an education and care setting*
HLTWHS001	Participate in workplace health and safety

\*Please note this unit must be studied outside of the college.

## Elective Units

CHCDIV001	Work with diverse people
CHCECE006	Support behaviour of children and young people
CHCECE012	Support children to connect with their world
CHCECE014	Comply with family day care administration requirements
CHCECE015	Attend to daily functions in home based child care
CHCECE017	Foster the holistic development and wellbeing of the child in early childhood
CHCPRT003	Work collaboratively to maintain an environment safe for children and young people
CHCSAC004	Support the holistic development of children in school aged care
BSBINN301	Promote innovation in a team environment
BSBSUS301	Implement and monitor environmentally sustainable work practices
BSBWOR301	Organise personal work priorities and development
SRCCRO008B	Interact positively with infants, toddlers and parents in a recreation environment

\*Please note that elective unit availability is subject to enrolment numbers.



# 080662K / CHC50113 DIPLOMA OF EARLY CHILDHOOD EDUCATION AND CARE

## About this course

This qualification reflects the role of early childhood educators who are responsible for designing and implementing curriculum in early childhood education and care services. In doing so they work to implement an approved learning framework within the requirements of the Education and Care Services National Regulations and the National Quality Standard.

## Career and study pathway

After completing the Diploma of Early Childhood Education and Care, students may gain employment as an authorised supervisor, centre manager, 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 and child development worker.

You may choose to go onto further study by gaining credit towards a university degree such as Bachelor of Education (Early Childhood).

## Learning Outcomes

Upon completion of this course, a Diploma of Early Childhood Education and Care will be issued. Students will gain a wide variety of knowledge in Early Childhood. 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 early childhood education and care 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 240 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 OR copy of highest level of qualification

#### DOMESTIC STUDENTS

The pre-requisite for entering this course is:

- High school certificate (or equivalent) OR copy of highest level of qualification

### COST AND DURATION

Please refer to our tuition page or application forms for latest course cost and duration.

<http://bc.edu.au/tuition>

### COURSE DELIVERY

Internal - Brisbane City Campus

External – Correspondence/ Distance Learning (Domestic Students)

### 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](mailto:study@bc.edu.au)



# Units of Competency

Students must complete the 23 core units plus a further 5 electives. Of the 5 electives, at least 2 must be selected from the list below, and up to 3 may be selected from any endorsed Training Packages or accredited courses relevant to the work outcome. Work placement of 240 hours is compulsory to obtain this qualification.

Students who have completed any eligible units of competency may credit those units towards this qualification.

## Core Units

CHCDIV002	Promote Aboriginal and/or Torres Strait Islander cultural safety
CHCECE001	Develop cultural competence
CHCECE002	Ensure the health and safety of all children
CHCECE003	Provide care for children
CHCECE004	Promote and provide healthy food and drinks
CHCECE005	Provide care for babies and toddlers
CHCECE007	Develop positive and respectful relationships with children
CHCECE009	Use an approved learning framework to guide practice
CHCECE016	Establish and maintain a safe and healthy environment for children
CHCECE017	Foster the holistic development and wellbeing of the child in early childhood
CHCECE018	Nurture creativity in children
CHCECE019	Facilitate compliance in an education and care service
CHCECE020	Establish and implement plans for developing cooperative behaviour
CHCECE021	Implement strategies for the inclusion of all children
CHCECE022	Promote children's agency
CHCECE023	Analyse information to inform learning
CHCECE024	Design and implement the curriculum to foster children's learning and development
CHCECE025	Embed sustainable practices in service operations
CHCECE026	Work in partnership with families to provide appropriate education and care for children
CHCLEG001	Work legally and ethically
CHCPRT001	Identify and respond to children and young people at risk
HLTAID004	Provide an emergency first aid response in an education and care setting*
HLTWHS003	Maintain work health and safety

\*Please note that this unit must be studied outside of the college.

## Electives

CHCDIV001	Work with diverse people
CHCINM002	Meet community information needs
CHCMGT003	Lead the work team
CHCPOL002	Develop and implement policy
CHCPOL003	Research and apply evidence to practice
CHCPRP003	Reflect on and improve own professional practice
CHCSAC005	Foster the holistic development and wellbeing of the child in school age
BSBINN502	Build and sustain an innovative work environment
BSBLED401	Develop teams and individuals
BSBMGT605	Provide leadership across the organisation
BSBSUS501	Develop workplace policy and procedures for sustainability
PSPMNGT605B	Manage diversity

\*Please note that elective unit availability is subject to enrolment numbers.

# Distance Study

Distance study mode is available for all Early Childhood Education and Care courses. Distance study provides the opportunity to complete your course work externally, at your own pace. You can even complete the work at home or anywhere else in the world.

## Who is distance study for?

The distance study option is for those who are looking to study while working full time or looking for a flexible option for studying. It also gives you the opportunity to study and learn at your own pace.

## Is support still available while I study?

There is still study support available for this mode of study through a designated Trainer who will respond to any questions or queries you have during your studies. Correspondence is generally through email.

## How does distance study work?

There is a maximum duration set for each course where the Assessment requirements for each Unit of Competency must be submitted and marked competent within the maximum time frame to complete the course. This requires prioritising your time so that you can complete all the Units within the maximum time frame. If you need more time to complete your studies, we can look at options to extend your course end date.

## What happens when I complete my course?

Once you complete the course requirements and have confirmation from the College that you have completed your course requirements, you will be sent a Course Completion Form. Once that Form has been filled out and returned to the College, you will be issued your Certificate and Academic Transcript up to 14 days from the date we finish processing your Form.

# Key dates and information

## 2019 COURSE STARTING DATES

4 Feb 19	4 Mar 19	29 Apr 19	3 Jun 19	22 Jul 19	2 Sep 19	8 Oct 19
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## 2019 ACADEMIC CALENDAR

	TERM DATES	HOLIDAY
Term 1 2019	4 February 2019 – 12 April 2019	15 April 2019 – 26 April 2019
Term 2 2019	29 April 2019 – 28 June 2019	1 July 2019 – 19 July 2019
Term 3 2019	22 July 2019 – 20 September 2019	23 September 2019 – 4 October 2019
Term 4 2019	8 October 2019 – 13 December 2019	16 December 2019 – 25 January 2020

## INTERNATIONAL STUDENT INFORMATION

### OVERSEAS STUDENT HEALTH COVER (subject to change)

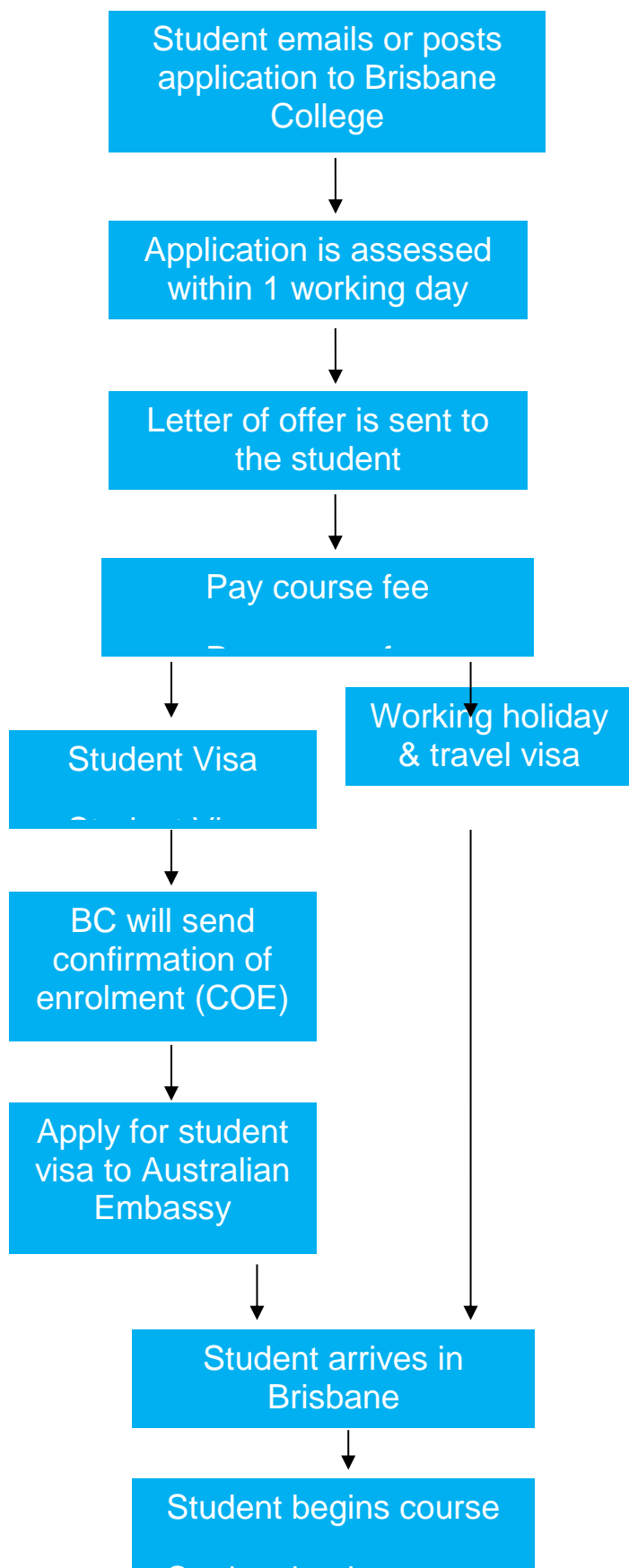
LENGTH OF POLICY	SINGLE	COUPLES	FAMILY
Up to 3 months	\$149	\$530	\$773
Up to 6 months	\$298	\$1060	\$1546
Up to 9 months	\$447	\$1590	\$2318
Up to 12 months	\$596	\$2120	\$3091

## ACCOMMODATION

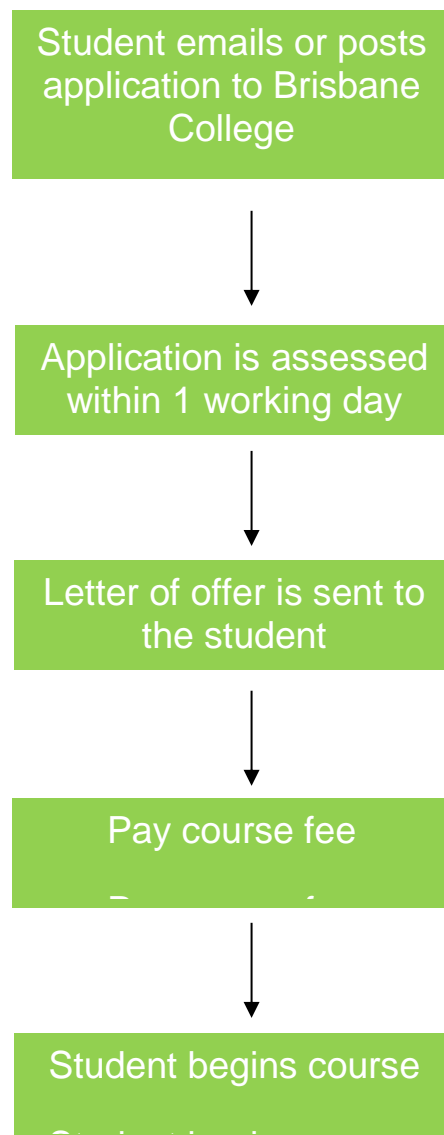
TYPE	PRICE (\$AU)	PROVIDED
Placement Fees	\$100	N/A
Homestay (4 weeks min)	\$240 p/wk	3 Meals/day & Utilities
Additional Nights	\$35 per night	3 Meals/day & Utilities

# Enrolment procedure

## International Students



## Domestic Students



# APPLICATION CHECKLIST

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 or highest level of qualification
- ☐ Check for course prerequisites

## Domestic Students

- ☐ Application Form
- ☐ Copy of Passport
- ☐ Copy of High School Certificate or highest level of qualification

# 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 Overseas Student Health Cover

# TERMS AND CONDITIONS OF ENROLMENT

All Students must read this document carefully before signing the student agreement.

## REFUND POLICY

1. The enrolment fee is not refundable under any circumstances.
2. All requests for cancellations, transfers and refunds must be made in writing using 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:  
A cancellation fee of the lesser of \$250 or 5% of the total tuition fees received will be deducted from the refund.
  - 5.1 If written notice is received by BC more than 28 days before the commencement of the course a cancellation fee of 30% will be deducted from the fees received.
  - 5.2 If written notice is received by BC less than 28 days before commencement, no refund will be made.
  - 5.3 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.
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. Refunds are payable only to the person or organisation who entered into the agreement with the College. Refunds will not be made to third parties.
10. All bank charges incurred by Brisbane College are to be met by the student.
11. The registered provider's dispute resolution processes do not circumscribe the student's right to pursue other legal remedies.
12. This agreement does not remove the right to take action under Australia's Consumer Protection Laws.
13. 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.
14. 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. Evidence of exceptional and/or extenuating circumstances is also required.
3. If approved, any money transferred will be in accordance with BC's Refund Policy.

### Transfer to another course at BC

1. All applications to transfer to another course at BC should be made on the 'Request for Internal Transfer' form available at the Administration Office in consultation with the relevant teaching departments.
2. Students will be required to fill out a new application form in order to apply for the new course they wish to study.
3. 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):	\$240 p/wk
Additional Nights:	\$35 per night

*(includes all meals throughout your stay)*

# TERMS AND CONDITIONS OF ENROLMENT

All Students must read this document carefully before signing the student agreement.

## INTERNAL & EXTERNAL COMPLAINTS AND APPEALS PROCESSES

1. Brisbane College will ensure that all complaints and appeals are handled professionally and within a reasonable amount of time in order to achieve a satisfactory outcome for all parties.
2. Student is to discuss the problem with relevant staff and fill out BCA complaint form.
3. If problem is not resolved via discussion, matter can be taken to academic manager.
- 3.1 Student can be represented by a nominee if they so choose.
4. Academic manager will assign a staff member to the responsibility of managing this issue.
- 4.1 If the dispute concerns assessment results, the staff member, in conjunction with the assessor, reviews the initial assessment and/or identifies other assessment methods, and informs the student accordingly.
- 4.2 If the problem is connected with other matters, the staff member will obtain more information, undertake discussions as necessary, and will reach a resolution to the issue, providing a written statement of the resolution to all parties to the dispute.
5. If matter is still unresolved, matter can be referred to the principal administrator.
6. If matter is still unresolved following referral to principal administrator, students are encouraged to contact the Dispute Resolution Branch, Department of Justice and Attorney-General at 363 George Street Brisbane, or call (07) 3239 6269.
7. Students may contact the relevant government department or the national complaints hotline (National Complaints Hotline: 1800 000 674). The relevant government department has the power to suspend or cancel the registration of the Brisbane College of Australia or its courses. Students concerned about the Brisbane College of Australia can be addressed directly to officers of the relevant government department. Students may also pursue legal remedies other than this.  
Or;  
Students who wish to lodge an external appeal or complain about the decision, can contact the Overseas Students Ombudsman (Overseas Students Ombudsman: 1300 362 072). The Overseas Students Ombudsman offers a free and independent service for overseas students who have a complaint or want to lodge an external appeal about a decision made by their private education or training provider.

## SATISFACTORY COURSE PROGRESS OBLIGATIONS

1. Students are required to maintain satisfactory course progress.
2. Satisfactory course progress refers to:
  - 2.1 Timely submission of all assessment items.
  - 2.2 Compliance with the assessment and submission guidelines.
  - 2.3 Compliance with plagiarism policy.
  - 2.4 Competence in and completion of all required course units (and work placement if applicable) by the course completion date.
3. Brisbane College is obligated to report any student who does not comply with the satisfactory course progression policy.

## ESOS FRAMEWORK

The ESOS Framework is the legislation in place in Australia to protect international students. You can learn about your rights as an international student through this link <https://www.studyinaustralia.gov.au/english/australian-education/education-system/esos-act>.

## PRIVACY STATEMENT

Brisbane College of Australia is collecting this information for general student administration as well as for planning, communication, research, evaluation and marketing activities undertaken by the Brisbane College of Australia. Your personal information may be disclosed to Commonwealth and State Government Agencies, or by the Commonwealth including the TPS, or state or territory agencies in accordance with the *Privacy Act 1988*. Your personal information may be disclosed to Bupa and any other entity providing insurance to Brisbane College of Australia for health cover for overseas students. If you are under the age of 18 years your personal information, attendance details, progress and results may be disclosed to your parent/guardian. No further access to your enrolment information will be provided to any other organisation or persons without your consent or, unless authorised or required by law, in accordance with the Information Privacy Principles.





## **BRISBANE COLLEGE OF AUSTRALIA**

**Brisbane Campus**

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CRICOS No. 02615G

National Provider No. 31315

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