



BRISBANE COLLEGE OF AUSTRALIA



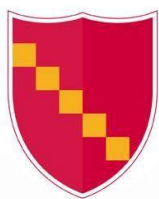
ACCOUNTING COURSES 2020 COURSE INFORMATION

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 our Accounting Courses

Do you aspire to own your own business?
Learn the foundational skills to create a business plan, budget, inform yourself on legislation and much, much more!

Whether you want to formalise your industry knowledge with a qualification, start your own business or want to gain entry into the world of accounting, our Certificate and Diploma courses can provide you with practical industry skills.

Besides being the owner of your own business, graduates from our accounting courses can gain employment in accounts payable/receivable, payroll, front line cashiering and bank account maintenance, business activity statements, operational reporting, management reports, maintaining inventory records, supervising the operation of computer-based financial systems and much more.

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

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

ACCELERATED ACCOUNTING 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.

097926G / FNS40217 CERTIFICATE IV IN ACCOUNTING & BOOKKEEPING

About this course

This qualification is aimed those seeking to build on their experience and gain an accounting support role such as BAS Agents and contract bookkeepers. Roles include preparing and lodging business and instalment activity statements, and providing advice or dealing with the Commissioner on behalf of a taxpayer in relation to activity statements.

The course consists of 13 units of competency in areas such as financial statements, transactions and reports, business documents, business activity statements, legal decision making and computerised accounting systems.

Career and study pathway

Upon successful completion of the Certificate IV in Accounting, students may continue on to further study such as the Diploma of Accounting or gain employment in accounts support role performing duties such as: business activity statements, operational reporting, non-complex management reports, maintaining inventory records, small office management and supervising the operation of computer-based financial systems.

Learning Outcomes

Upon completion of this course, a Certificate IV in Accounting & Bookkeeping will be issued. Students will gain a variety of knowledge in accounting and bookkeeping support duties. Students may continue on to the Diploma of Accounting or gain an accounting support role.

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

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

COURSE COST AND DURATION

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

<http://bc.edu.au/Tuition-Fees>

COURSE DELIVERY

Internal - Brisbane City Campus

External – Correspondence/Distance Learning (Domestic Students)

APPLY

Download our application form at our website:

<http://bc.edu.au/Enrolment/Forms->

Send your application with the required documents to:

study@bc.edu.au

Units of Competency

Students must complete the 8 core units and 5 elective units are to be chosen from the listed below. Students who have completed any eligible units of competency may credit those units towards this qualification via the Recognition of Prior Learning process (RPL).

Core Units

BSBFIA401	Prepare financial reports
BSBSMB412	Introduce cloud computing into business operations
FNSACC311	Process financial transactions and extract interim reports
FNSACC312	Administer subsidiary accounts and ledgers
FNSACC408	Work effectively in the accounting and bookkeeping industry
FNSACC416	Set up and operate a computerised accounting system
FNSTPB401	Complete business activity and instalment activity statements*
FNSTPB402	Establish and maintain payroll systems*

* Units required for FNSSS00004 BAS Agent Registration Skill Set.

Electives

BSBCUS301	Deliver and monitor a service to customers
BSBCUS403	Implement customer service standards
BSBITU306	Design and produce business documents
BSBITU402	Develop and use complex spreadsheets
BSBSMB401	Establish legal and risk management requirements of small business
BSBSMB402	Plan small business finances
BSBSMB405	Monitor and manage small business operations
BSBWOR501	Manage personal work priorities and professional development
BSBWRT301	Write simple documents
FNSACC313	Perform financial calculations
FNSACC405	Maintain inventory records
FNSACC407	Produce job costing information
FNSACC411	Process business tax requirements
FNSACC412	Prepare operational budgets
FNSACC413	Make decisions in a legal context
FNSACC414	Prepare financial statements for non-reporting entities
FNSACM401	Evaluate and authorise payment requests
FNSORG505	Prepare financial reports to meet statutory requirements
FNSORG506	Prepare financial forecasts and projections
FNSPAY501	Process salary packaging arrangements and additional allowances in payroll
FNSPAY502	Process superannuation payments in payroll
FNSPAY503	Process complex employee terminations in payroll
FNSPAY504	Interpret and apply knowledge of industrial regulations relevant to payroll
FNSPAY505	Interpret and apply knowledge of taxation systems relevant to payroll

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

About this course

This qualification is aimed at those seeking to build on their Certificate IV qualification and experience, and gain a professional accounting job in financial services and other industries, such as tax agents, accounts payable and accounts receivable officers, payroll service providers, and employees performing a range of accounting tasks for organisations in a range of industries.

We also offer the accelerated course which allows you to complete the course in a shorter time frame.

Career and study pathway

After completing the Diploma of Accounting students may gain employment as an assistant accountant or accounting employee performing duties such as: preparing tax returns, maintaining accounting and internal control systems, preparing financial statements, managing small teams and developing business plans. Students may choose to go onto further study such as the Advanced Diploma of Accounting or gain credit towards a university degree such as Bachelor of Accounting.

Learning Outcomes

Upon completion of this course, a Diploma of Accounting will be issued. Students will gain a wide variety of knowledge in accounting duties. Students may continue onto the Advanced Diploma of Accounting or Bachelor of Accounting or gain a position as an assistant accountant.

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

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
- FNSSS00014 Accounting Principles Skill Set OR Certificate IV in Accounting OR Certificate IV in Bookkeeping

DOMESTIC STUDENTS

The pre-requisite for entering this course is:

- High school certificate (or equivalent) OR copy of highest level of qualification
- FNSSS00014 Accounting Principles Skill Set OR Certificate IV in Accounting OR Certificate IV in Bookkeeping

COST AND DURATION

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

<http://bc.edu.au/Tuition-Fees>

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APPLY

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Send your application with the required documents to:
study@bc.edu.au

Units of Competency

Students must complete the 6 core units and select 5 elective units from the list below. Students who have completed any eligible units of competency may credit those units towards this qualification via the Recognition of Prior Learning process (RPL).

Core Units

FNSACC511	Provide financial and business performance information
FNSACC512	Prepare tax documentation for individuals
FNSACC513	Manage budgets and forecasts
FNSACC514	Prepare financial reports for corporate entities*
FNSACC516	Implement and maintain internal control procedures
FNSACC517	Provide management accounting information

Electives

BSBITU402	Develop and use complex spreadsheets
BSBLDR402	Lead effective workplace relationships
FNSACC505	Establish and maintain accounting information systems
FNSACC601	Prepare and administer tax documentation for legal entities*
FNSACC607	Evaluate business performance*
FNSFMK505	Comply with financial services legislation and industry codes of practice
FNSINC503	Identify situations requiring complex ethical decision making
FNSINC601	Apply economic principles to work in the financial services industry
FNSINC602	Interpret and use financial statistics and tools
FNSORG505	Prepare financial reports to meet statutory requirements
FNSORG506	Prepare financial forecasts and projections
FNSPAY501	Process salary packaging arrangements and additional allowances in payroll
FNSPAY502	Process superannuation payments in payroll
FNSPAY503	Process complex employee terminations in payroll

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

*Note the following prerequisite unit requirements:

Unit in this qualification	Prerequisite unit
FNSACC514 Prepare financial reports for corporate entities	BSBFIA401 Prepare financial reports FNSACC311 Process financial transactions and extract interim reports
FNSACC601 Prepare and administer tax documentation for legal entities	FNSACC512 Prepare tax documentation for individuals
FNSACC607 Evaluate business performance	FNSACC511 Provide financial and business performance information

097924J / FNS60217 ADVANCED DIPLOMA OF ACCOUNTING

About this course

This qualification is aimed at individuals wanting to seek professional recognition and build on their Diploma qualification. Individuals may find roles involving: financial management, auditing, taxation, commercial and company law.

The course consists of 14 units of competency such as governance activities, financial services for a range of tasks and functions, using statistics and data in the financial industry, preparing tax returns and analysing account information.

Career and study pathway

Upon successful completion of the Advanced Diploma of Accounting, students may gain employment in a range of accounting roles such as: taxation management, financial management, bookkeeping and accounts payable and receivable. Students may wish to go on to further study such as a Bachelor of Accounting.

Learning Outcomes

Upon completion of this course, an Advanced Diploma of Accounting will be issued. Students will gain a variety of knowledge in accounting support duties. Students may continue on to a Bachelor of Accounting or gain an accounting role.

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

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.
- Diploma of Accounting

DOMESTIC STUDENTS

The pre-requisite for entering this course is:

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

COURSE COST AND DURATION

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

<http://bc.edu.au/Tuition-Fees>

COURSE DELIVERY

Internal - Brisbane City Campus

External – Correspondence/Distance Learning (Domestic Students)

APPLY

Download our application form at our website:

<http://bc.edu.au/Enrolment/Forms->

Send your application with the required documents to:
study@bc.edu.au

Units of Competency

Students must complete the 3 core units and 11 elective units are to be chosen from the listed below. Students who have completed any eligible units of competency may credit those units towards this qualification via the Recognition of Prior Learning process (RPL).

Core Units

FNSACC624	Monitor corporate governance activities
FNSINC601	Apply economic principles to work in the financial services industry
FNSINC602	Interpret and use financial statistics and tools

Electives

FNSACC601	Prepare and administer tax documentation for legal entities* ¹
FNSACC602	Audit and report on financial systems and records*
FNSACC603	Implement tax plans and evaluate tax obligations* ¹
FNSACC605	Implement organisational improvement programs
FNSACC606	Conduct internal audit*
FNSACC608	Evaluate organisation's financial performance*
FNSACC609	Evaluate financial risk*
FNSACC610	Develop and implement financial strategies*
FNSACC611	Implement an insolvency program
FNSACC612	Implement reconstruction plan
FNSACC613	Prepare and analyse management accounting information*
FNSACC614	Prepare complex corporate financial reports*
FNSFMK505	Comply with financial services legislation and industry codes of practice
FNSINC503	Identify situations requiring complex ethical decision making
FNSINC504	Apply ethical frameworks and principles to make and act upon decisions
FNSORG602	Develop and manage financial systems
FNSRSK602	Determine and manage risk exposure strategies
FNSTPB503	Apply legal principles in consumer and contract law ²
FNSTPB504	Apply legal principles in corporations and trust law ²
FNSTPB505	Apply legal principles in property law ²
FNSTPB506	Apply taxation requirements when providing tax (financial) advice services ³
FNSTPB507	Apply legal principles in commercial law when providing tax (financial) advice services ³

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

*Note the following prerequisite unit requirements:

Unit in this qualification	Prerequisite unit
FNSACC601 Prepare and administer tax documentation for legal entities	FNSACC512 Prepare tax documentation for individuals
FNSACC602 Audit and report on financial systems and records	FNSACC516 Implement and maintain internal control procedures
FNSACC603 Implement tax plans and evaluate tax compliance	FNSACC512 Prepare tax documentation for individuals
FNSACC606 Conduct internal audit	FNSACC516 Implement and maintain internal control procedures
FNSACC608 Evaluate organisation's financial performance	FNSACC511 Provide financial and business performance information
FNSACC609 Evaluate financial risk	FNSACC511 Provide financial and business performance information
FNSACC610 Develop and implement financial strategies	FNSACC511 Provide financial and business performance information
FNSACC613 Prepare and analyse management accounting information	FNSACC517 Provide management accounting information
FNSACC614 Prepare complex corporate financial reports	FNSACC514 Prepare financial reports for corporate entities

¹ Unit included in the Tax Practitioners Board approved course in Australian taxation law: FNSSS00008 Taxation Law for Tax Agents Skill Set (Tax documentation).

² Unit included in the Tax Practitioners Board approved course in commercial law: FNSSS00005 Commercial Law for Tax Agents Skill Set.

³ Unit included in the Tax Practitioners Board approved course in commercial law for tax (financial) advisers: FNSSS00006 Commercial Law for Tax (Financial) Advisers Skill Set.

Distance Study

Distance study mode is available for all Accounting courses.

The distance study program allows the flexibility of completing your course work externally. This study mode is *not* available for international students studying in Australia on a student visa.

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

2020 COURSE STARTING DATES

3 Feb 20	2 Mar 20	20 Apr 20	8 Jun 20	20 Jul 20	7 Sep 20	12 Oct 20
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2020 ACADEMIC CALENDAR

	TERM DATES	HOLIDAY
Term 1 2020	3 February 2020 – 3 April 2020	6 April 2020 – 17 April 2020
Term 2 2020	20 April 2020 – 26 June 2020	29 June 2020 – 17 July 2020
Term 3 2020	20 July 2020 – 25 September 2020	28 September 2020 – 9 October 2020
Term 4 2020	12 October 2020 – 11 December 2020	14 December 2020 – 29 January 2021

INTERNATIONAL STUDENT INFORMATION

OVERSEAS STUDENT HEALTH COVER (subject to change)

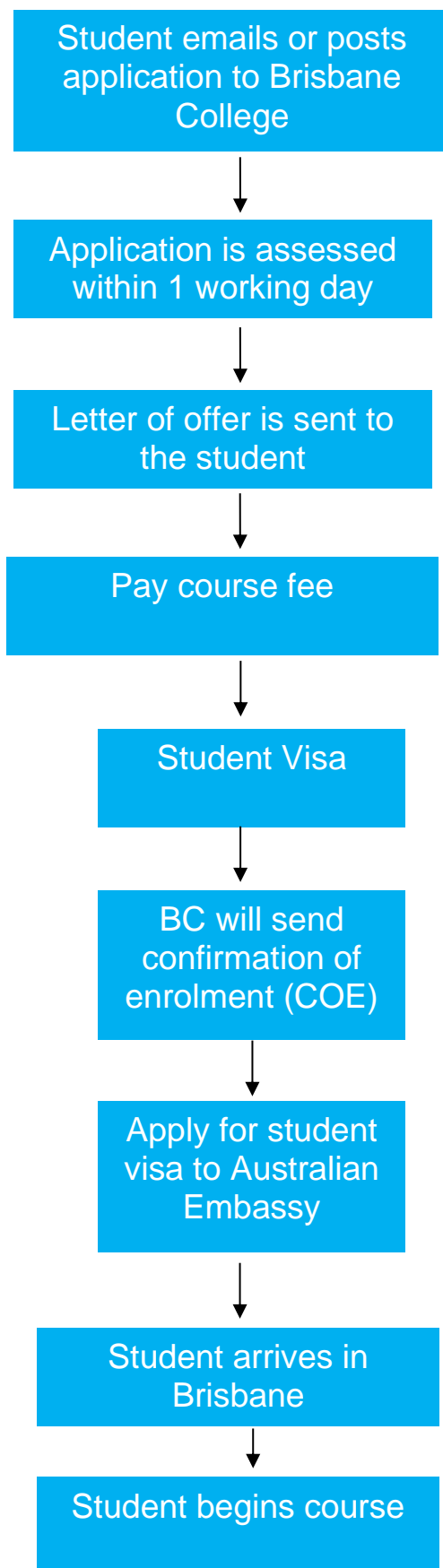
LENGTH OF POLICY	SINGLE	COUPLES	FAMILY
Up to 4 months	\$202	\$643	\$937
Up to 8 months	\$404	\$1,285	\$1,873
Up to 14 months	\$729	\$2,301	\$3,559
Up to 20 months	\$1,041	\$3,287	\$5,085

ACCOMMODATION

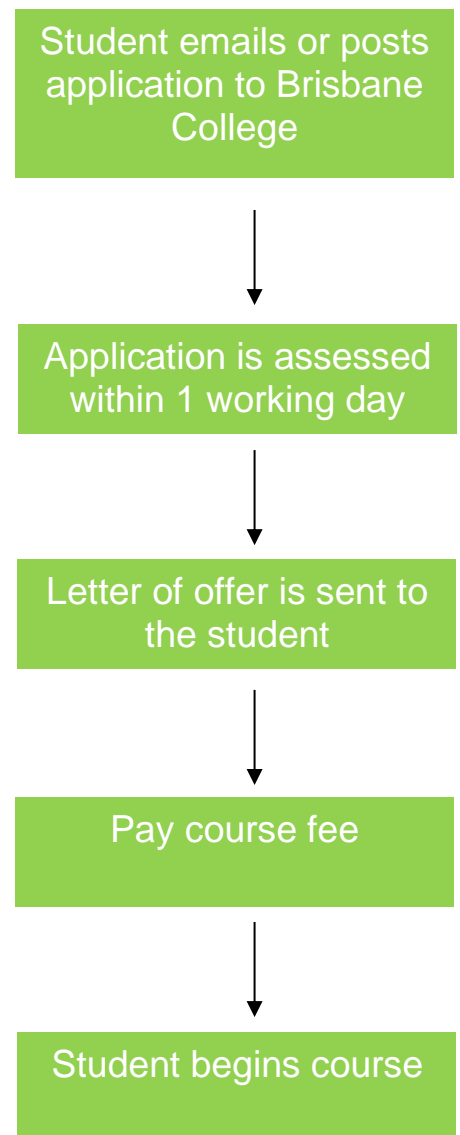
TYPE	PRICE (\$AU)	PROVIDED
Placement Fees	\$100	N/A
Homestay (4 weeks min)	\$240 p/wk	3 Meals/day & Utilities
Additional Nights	\$35 per night	3 Meals/day & Utilities

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
- ☐ 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 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

It is Brisbane College policy that students studying courses in Australia on a student visa are to attend 80% of all classes.

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)

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

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CRICOS No. 02615G

National Provider No. 31315

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