BRISBANE COLLEGE

Brisbane College of Australia

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

Brisbane College of English

Business English
Intensive General English
Preparation for IELTS
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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 of English and Brisbane College of Australia are integrated into one College located in the heart of Brisbane city. Brisbane College is located in Brisbane’s CBD with a second Brisbane College of Australia campus in Blackstone.

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

Our Blackstone Campus (formerly Blackstone State School) is immersed in over 3 hectares of natural landscape making it a desirable place to study. It is approximately 5kms from Ipswich City and just off Cunningham Highway with plenty of parking making it very accessible.
Why should you study with us?

OUR MISSION STATEMENT

Brisbane College has a passion for assisting Domestic and International Students with their career progression so that learners can achieve their individual goals.

Brisbane College strives to achieve this by:

- Valuing each individual who studies at the College; respecting every Brisbane College Student's unique background, culture and experiences.
- Presenting a quality education program that reflects ethical business practices which is tailored to individual needs where possible.
- Creating a positive and supportive learning environment in which students are able to take advantage of many opportunities to improve their skills.

NATIONALLY RECOGNISED TRAINING

We offer a wide variety of Certificate and Diploma Courses for you to choose from. All of our training is nationally recognised as we are a registered training organisation (RTO) that is authorised by Government to deliver training that is nationally recognised around Australia. This means by enrolling with us, you are studying quality education and training.

Why study Certificate or Diploma?

Studying Certificate and Diploma Courses will equip you with the skills and qualifications for:
- employment
- pathway to higher education eg. University
- returning to the work force
- upskilling
- obtaining new knowledge and skills

Accelerated or Full-Length Courses?

We have developed specialised Accelerated and Full-Length Courses to meet your needs. Accelerated Courses allow you to gain a qualification in a shorter duration. They are intensive Courses and allow International Students to study at Domestic Student Prices. These Accelerated Courses for both International and Domestic Students priced lower than the Full-Length Courses allowing equitable access for all Students. Our Full-Length Courses are aimed at those students who wish to take their time with obtaining the qualification. The duration of these courses are longer which means you have more time with the Trainer to complete Assessments and related activities.
Not sure what to study?
If you are not sure what to study, Certificate Courses are a good place to start. They allow you to gain the foundations to then study further in a Diploma Course or enter the workplace in that specific area. They are a good alternative to a Bachelor Degree if you are unsure about committing the next three or four years. Studying a Diploma or Advanced Diploma allows you to gain credit towards your University Degree. This means that your Degree will be a shorter duration because you will be getting credit for the things you learnt in your Diploma or Advanced Diploma.
Each of our Certificate and Diploma Courses outline what you can achieve and do with each qualification. If you still want advice after reading through the information, our Administration Team are available to help you – study@bc.edu.au.

PATHWAYS AND OPPORTUNITIES

There are many pathways and options to reach your goals and dreams. Whether you are a High School Leaver, currently employed or looking to return to the workforce, we some information to help guide you to make the right decisions. We have compiled the most common types of learners based on their needs and end goals because we recognise it is important for prospective students to know there are others at the College who are in the same position with similar experiences.

For International Students
Our offering of a variety of course options allows you to combine English and VET courses. This will give you a broader learning experience and formalise a qualification in English which will assist you with greater chances of finding employment when returning to your home country or furthering your opportunity to study a University degree in Australia. You will be able to receive credits from the university from your qualification obtained from Brisbane College.

For school leavers
Our nationally recognised Certificate/Diploma qualification will give you credit towards the University degree you want to pursue. It is also a pathway towards getting qualified to enter the workplace in your chosen field. If you haven’t completely made up your mind about what you want to do, it is also a way to gain experience in the field you are thinking about entering to make up your mind if it’s the right career path for you. Certificate and Diploma Courses are shorter duration than University Degrees and often cheaper. This in turn will save you money and time in the long run.

For those in the workforce
If you are already in the workforce, you can use the Certificate/Diploma qualification to formalise your existing skill set. This could be the difference between your current position and entering into an upper management role. Our courses have also been an opportunity for those wanting to pursue personal interests whilst working in their current field.

For those considering a career change
It is understandable that you would be hesitant in undertaking further study as you are already in the workforce. However, studying a Certificate or Diploma course will give you the head start you
need in changing careers. They will provide you with the foundations necessary to enter into the field you have chosen. Also, our Children’s Services and Community Services Courses give you 80 hours work experience. This valuable experience increases your chances of finding employment or even gain a position with your work experience placement provider after completing your work placement.

For stay at home parents or those who have taken some time off from the workforce
Leaving the workforce for some time can be a difficult adjustment for some individuals; especially if there is uncertainty about returning to the workforce. Doing a Certificate or Diploma Course will bridge the gap between leaving your last job and entering the workforce again and will show your prospective employer that whilst you were not working, you were still being productive, working on your personal development and growth when including this in your CV.

If you want to read about past student experiences please visit our testimonials page on our website: http://bc.edu.au/testimonials.htm

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**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.

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**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.

- [BC Student Life Blog](http://bc.edu.au)
- [Brisbane College of Australia](http://bc.edu.au)
- [Brisbane College of English](http://bc.edu.au)
- [@Brisbane College](http://bc.edu.au)

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**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>Month</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jan</td>
<td>29</td>
</tr>
<tr>
<td>Mar</td>
<td>4</td>
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<tr>
<td>Apr</td>
<td>22</td>
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<td>May</td>
<td>20</td>
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<td>Jul</td>
<td>15</td>
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<tr>
<td>Aug</td>
<td>19</td>
</tr>
<tr>
<td>Oct</td>
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</tr>
<tr>
<td>Nov</td>
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2013 PUBLIC HOLIDAYS

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<td>Mar</td>
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<td>Mar</td>
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<td>May</td>
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<td>Aug</td>
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<td>Dec</td>
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ACADEMIC CALENDAR

<table>
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<tr>
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<th>Dates</th>
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<tbody>
<tr>
<td>Term 1 2013</td>
<td>29 January 2013 – 05 April 2013</td>
<td>05 April 2013 – 21 April 2013</td>
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OVERSEAS STUDENT HEALTH COVER

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<tr>
<th>Length of Policy</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>
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<tr>
<td>Up to 9 months</td>
<td>$330</td>
<td>$1,073</td>
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<td>Up to 12 months</td>
<td>$440</td>
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ACCOMMODATION

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<tr>
<th>Type</th>
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<tr>
<td>Placement Fees</td>
<td>$100</td>
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<tr>
<td>Homestay (4 weeks min)</td>
<td>$230 p/wk</td>
<td>3 Meals/day &amp; Utilities</td>
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<tr>
<td>Additional Nights</td>
<td>$33 per night</td>
<td>3 Meals/day &amp; Utilities</td>
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SAMPLE TIMETABLE*

<table>
<thead>
<tr>
<th>Day/Time</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
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<tbody>
<tr>
<td>9:00am - 10:20am</td>
<td></td>
<td>Accounting</td>
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<tr>
<td>10:30am – 10:45am</td>
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<td>Morning Break</td>
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<tr>
<td>10:45am – 12:15pm</td>
<td></td>
<td>Accounting</td>
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</tr>
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<td>12:15pm – 1:15pm</td>
<td></td>
<td>Lunch</td>
<td>Accounting</td>
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<td>1:15pm – 3:15pm</td>
<td></td>
<td>Accounting</td>
<td>Accounting</td>
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</table>

*The sample timetable is subject to change
Enrolment procedure

**Student emails or posts application to Brisbane College**

Application is assessed within 1 working day

Letter of offer is sent to the student

Pay course fee

**Student Visa**

BC will send confirmation of enrolment (COE)

Apply for student visa to Australian Embassy

Student arrives in Brisbane

**Working holiday & travel visa**

Pay course fee

**Student begins course**

**Domestic Students**

**Student emails or posts application to Brisbane College**

Application is assessed within 1 working day

Letter of offer is sent to the student

Pay course fee

Student begins course

**International Students**
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.
CHC40708 CERTIFICATE IV IN COMMUNITY SERVICES WORK (DOMESTIC)

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 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
Internal - Blackstone 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
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>
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<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>CHCPROM502B</td>
<td>Implement health promotion and community intervention</td>
</tr>
</tbody>
</table>

### Domestic and family violence

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

<table>
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<th>Code</th>
<th>Description</th>
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<tbody>
<tr>
<td>CHCCCH427B</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>
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</table>

### Working with children and young people

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
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<tbody>
<tr>
<td>CHCCCHILD404B</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
CHCH301C  Work effectively in social housing
CHCH410B  Manage and maintain tenancy agreements and services
CHCCS416B  Assess and provide services for clients with complex needs

Homelessness support
CHCH301C  Work effectively in social housing
CHCH427B  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
CHC50612 DIPLOMA OF COMMUNITY SERVICES WORK

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
- CHCCS411A Work effectively in the community sector (Cert IV)
- HLTHIR403B Work effectively with culturally diverse clients and co-workers (Cert IV)

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

http://bc.edu.au/tuition

COUSE DELIVERY
Internal - Brisbane City Campus
Internal - Blackstone 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
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

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHCCD514B</td>
<td>Implement community development strategies</td>
</tr>
<tr>
<td>CHCCM503C</td>
<td>Develop, facilitate and monitor all aspects of case management</td>
</tr>
<tr>
<td>CHCCOM504B</td>
<td>Develop, implement and promote effective workplace communication</td>
</tr>
<tr>
<td>CHCCS500B</td>
<td>Conduct complex assessment and referral</td>
</tr>
<tr>
<td>CHCCSL501A</td>
<td>Work within a structured counselling framework</td>
</tr>
<tr>
<td>CHCCW503A</td>
<td>Work intensively with clients</td>
</tr>
<tr>
<td>CHCGROUP403D</td>
<td>Plan and conduct group activities</td>
</tr>
<tr>
<td>CHCLD415A</td>
<td>Confirm client developmental status</td>
</tr>
<tr>
<td>CHCLD514B</td>
<td>Analyse impacts of sociological factors on clients in community work and Services</td>
</tr>
<tr>
<td>CHCOR4G428A</td>
<td>Reflect on and improve own professional practice</td>
</tr>
<tr>
<td>HLTWHS300B</td>
<td>Contribute to OHS processes</td>
</tr>
</tbody>
</table>

Electives

Group A electives – one unit must be selected

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHCAD504A</td>
<td>Provide advocacy and representation services</td>
</tr>
<tr>
<td>CHCAD603B</td>
<td>Provide systems advocacy services</td>
</tr>
</tbody>
</table>

Group B electives – one unit must be selected

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHCCS502C</td>
<td>Maintain legal and ethical work practices</td>
</tr>
<tr>
<td>CHCCS522B</td>
<td>Address complex legal and ethical issues in professional practice (Note pre-requisite CHCCS400B)</td>
</tr>
<tr>
<td>CHCCSL508B</td>
<td>Apply legal and ethical responsibilities in counselling practice</td>
</tr>
</tbody>
</table>

Group C electives – elective recommended for culturally aware and respectful practice

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>HLTHIR404D</td>
<td>Work effectively with Aboriginal and/or Torres Strait Islander people</td>
</tr>
</tbody>
</table>

Domestic and family violence electives

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHCDFV402C</td>
<td>Manage own professional development in responding to domestic and family violence</td>
</tr>
<tr>
<td>CHCDFV404C</td>
<td>Promote community awareness of domestic and family violence</td>
</tr>
<tr>
<td>CHCDFV505C</td>
<td>Counsel clients affected by domestic and family violence</td>
</tr>
<tr>
<td>CHCDFV509D</td>
<td>Work with users of violence to effect change</td>
</tr>
<tr>
<td>CHCDFV510D</td>
<td>Facilitate workplace debriefing and support processes</td>
</tr>
</tbody>
</table>

Settlement work electives

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHCAD401D</td>
<td>Advocate for clients</td>
</tr>
<tr>
<td>CHCCM402E</td>
<td>Establish and monitor a case plan</td>
</tr>
<tr>
<td>CHCCS421B</td>
<td>Undertake community sector work within own community</td>
</tr>
<tr>
<td>CHCCS607E</td>
<td>Coordinate in-service assessment and response to address client needs</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>
</tbody>
</table>
### 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  
- **CHCSS521B**: 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
- **CHCSS521B**: 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
HCIN505D 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
All Students must read this document carefully before signing the student agreement

<table>
<thead>
<tr>
<th>REFUND POLICY</th>
<th>TRANSFERS</th>
</tr>
</thead>
</table>
| **1.** The enrolment fee is not refundable in any circumstance. | **1.** Transfer to another educational institution
| **2.** All requests for cancellations, transfers and refunds must be made in writing and require the presentation of relevant supporting documentation. | **1.1** The college has ceased to be registered or the course in which the student is enrolled has ceased to be registered.
| **3.** Upon approval the application will be refunded in accordance with the ESOS regulations. | **1.2** A written letter of release has been provided by the College.
| **4.** No refunds will be given to students who are expelled for unacceptable behaviour or non-compliance with visa conditions. | **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.
| **5.** If, after the full payment of fees a student withdraws an application the following will apply: | **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.
| 5.1 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.** Requests for transfer must be made to the Administration Office in writing and be accompanied by a letter of offer from the receiving institution.
| 5.2 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. | Evidence of exceptional and/or extenuating circumstances is also required.
| 5.3 If a student withdraws within 14 days of the commencement of the course, no refund will be made. | **3.** If approved, any money transferred will be in accordance with BC’s Refund Policy.
| 5.4 No refund will be made for that portion of the tuition fee that is payable as counselling fees to the students appointed agent. | **Transfer to another course at BC**
| **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. | **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.
| **6.1** 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. | **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.
| **7.** If the course has not commenced and BC cannot deliver the course, BC will refund your full tuition fee (including your enrolment fee). | **ACCOMMODATION AND AIRPORT TRANSFER FEE REFUND POLICY**
| **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. | **1.** If the student’s application for enrolment or visa is denied, a full refund is given.
| **9.** The registered provider’s dispute resolution processes do not circumscribe the student’s right to pursue other legal remedies. | **2.** Except for in the above instance, the Accommodation Placement and Airport transfer fees are non-refundable.
| **10.** This agreement does not remove the right to take action under Australia’s consumer protection laws. | **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.
| **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. | **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.
| **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. | **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)*

**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.
PERSONAL INFORMATION

Family Name ____________________________
Given Name/s ____________________________
Date of Birth (d/m/y) ______/____/____ Sex: □ M □ F
Language ____________________________
Nationality ____________________________
Passport Number ____________________________
E-mail Address ____________________________
Phone Number ____________________________
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).

HEALTH INSURANCE

Do you require OSHC? Single □ Family □ No □

<table>
<thead>
<tr>
<th>Month</th>
<th>3</th>
<th>6</th>
<th>12</th>
<th>18</th>
<th>24</th>
</tr>
</thead>
<tbody>
<tr>
<td>Single</td>
<td>$110</td>
<td>$220</td>
<td>$440</td>
<td>$676</td>
<td>$901</td>
</tr>
<tr>
<td>Family</td>
<td>$358</td>
<td>$715</td>
<td>$1,430</td>
<td>$2,532</td>
<td>$3,376</td>
</tr>
</tbody>
</table>

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

Campus location: □ Brisbane City □ Blackstone

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 □
Number of weeks study: ____________________________
Course 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
• 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 □

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 ____________________________

SURVEY

How did you hear about us?
□ Our Website □ Friend/Family □
□ Agency □ Advertisement □
□ School □ Facebook □
□ Other: ____________________________________________

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

Application forms must be signed and complete.

Where to send your application:
Brisbane College of Australia
PO Box 10704 Adelaide Street
Brisbane Qld Australia 4000
Email: study@bc.edu.au