BRISBANE COLLEGE OF AUSTRALIA

CHILDREN’S SERVICES COURSE INFORMATION
Brisbane College of Australia

Accounting Courses
Business Courses
Children’s Services Work
Community Services Work
TESOL Courses (AIT)

Australian Institute of TESOL

TESOL Courses

Brisbane College of English

Business English
Intensive General English
Preparation for IELTS
English for Academic Purpose
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Welcome to BC

Brisbane College of Australia (BCA), Brisbane College of English (BCE) and Australian Institute of TESOL (AIT) are integrated into the one campus at Brisbane’s City Campus. Brisbane College offers a wide range of Certificate, Diploma and English Courses. BCA delivers Certificate and Diploma Courses in Accounting, Business, Children’s Services, Community Services and TESOL (AIT). Whilst BCE delivers a range of English programs including Business English, Intensive General English, Preparation for IELTS and English for Academic Purpose.

Our second Brisbane College of Australia (BCA) campus offers the same Certificate and Diploma Courses as our Brisbane City Campus.

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?

The Brisbane City 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. This Campus makes higher education easily accessible for regional Queensland.
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

Student benefits

Transport

Students receive discounted fares on public transport systems including the train, bus and ferry.

You can purchase Go Cards from Queensland Rail stations, some busway stations, selected newsagents and 7-Eleven stores where you see the 'buy' symbol. You can top up/recharge your Go Card at more than 1000 locations including many Queensland Rail stations, some busway stations, selected newsagents and 7-Eleven stores where you see the 'top up' symbol.

Student Prices

You can also get student prices at the cinema, tickets for events and festivals.

There are also student discounts and things to do around Brisbane and surrounding areas which are updated on our Facebook pages.

Online community

You can also join our online community by liking our pages on Facebook to keep up to date with the latest College information and events. This is also a platform for students to connect and engage in conversation.

BC Student Life Blog
Brisbane College of Australia
Brisbane College of English
@Brisbane College

Employment Assistance

We have a range of resources to assist our students gain employment. Email the Administration Team with your queries regarding employment and they will be able to assist you.

study@bc.edu.au
Key dates and information

2013 COURSE STARTING DATES

| 29 Jan | 4 Mar | 22 Apr | 20 May | 15 Jul | 19 Aug | 8 Oct | 11 Nov |

2013 PUBLIC HOLIDAYS

| 1 Jan | 28 Jan | 29 Mar | 31 Mar | 1 Apr | 25 Apr | 6 May | 14 Aug | 7 Oct | 25 Dec | 26 Dec |

ACADEMIC CALENDAR

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<th>TERM</th>
<th>DATES</th>
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<td>Term 1 2013</td>
<td>29 January 2013 – 05 April 2013</td>
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OVERSEAS STUDENT HEALTH COVER

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<tr>
<td>Up to 9 months</td>
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<td>Up to 12 months</td>
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ACCOMMODATION

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SAMPLE TIMETABLE*

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<th>DAY/TIME</th>
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<td>1:15pm – 3:15pm</td>
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*The sample timetable is subject to change
Enrolment procedure

International Students

1. Student emails or posts application to Brisbane College
2. Application is assessed within 1 working day
3. Letter of offer is sent to the student
4. Pay course fee
5. Student Visa
6. BC will send confirmation of enrolment (COE)
7. Apply for student visa to Australian Embassy
8. Student arrives in Brisbane

Domestic Students

1. Student emails or posts application to Brisbane College
2. Application is assessed within 1 working day
3. Letter of offer is sent to the student
4. Pay course fee
5. Student begins course
About our *accelerated* courses
Our accelerated courses are shorter intensive courses that cover the same course content as our full-length courses. They have been designed for students wishing to obtain their qualification in shorter time frame. All courses are nationally accredited and recognised.

Course Information
Please refer to the course information on the following pages for the course outline, learning outcomes and units of competency. 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.

http://bc.edu.au/tuition
About this course
This qualification is aimed at both new entrants to the Children’s Services sector; those seeking to build on their industry knowledge and experience or those wishing to gain the prerequisite units for the Diploma in Children’s Services. This Course consists of 15 units of competency ranging from first aid to working within a legal and ethical framework, child development, behaviour management as well as interacting with and caring for children.

Career and study pathway
Successful completion of this qualification may lead to further study such as the Diploma of Children’s Services, 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 Children’s Services 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. Depending on the setting, workers may work under direct supervision or autonomously.

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 80 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 and copy of highest level of qualification.

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 11 core 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.

Core Units

CHCCHILD401B Identify and respond to children and young people at risk
CHCCN301C Ensure the health and safety of children
CHCCN302A Provide care for children
CHCCN303A Contribute to provision of nutritionally balanced food in a safe and hygienic manner
CHCCS400C Work within a relevant legal and ethical framework
CHCFc301A Support the development of children
CHCIC301E Interact effectively with children
CHCPR301C Provide experiences to support children’s play and learning
CHCPR303D Develop understanding of children’s interests and developmental needs
HLTFA311A Apply first aid
HLTWHS300A Contribute to WHS processes

Elective Units

Group A – recommended for working with babies
CHCCN305B Provide care for babies (This unit may be mandatory in some jurisdictions and is pre-requisite for the Diploma of Children’s Services)

Group B – recommended for culturally aware and respectful practice
CHCIC302A Support Aboriginal and/or Torres Strait Islander families to participate in children’s services
HLTHIR403C Work effectively with culturally diverse clients and co-workers
HLTHIR404D Work effectively with Aboriginal and/or Torres Strait Islander people

Group C – recommended for centre-based care
CHCCHILD301B Support behaviour of children and young people
CHCCN305B Provide care for babies (if not already included)
CHCCS312A Use electronic learning materials
CHCORG303C Participate effectively in the work environment
CHCRF301E Work effectively with families to care for the child
CHCIC302A Support Aboriginal and/or Torres Strait Islander families to participate in children’s services
HLTHIR403C Work effectively with culturally diverse clients and co-workers
CHCCS310A Support inclusive practice in the workplace

Group D – recommended for playgroup supervision
SRCCRO008B Interact positively with infants, toddlers and parents in a recreation environment (Appropriate unit for an assistant working with a mobile resources unit)
SIXRSK301A Undertake risk analysis of activities
Group E – recommended for family day care work
CHCAL307A Comply with family day care administration requirements
CHCCHILD301b Support behaviour of children and young people
CHCCS310A Support inclusive practice in the workplace
CHCIC302A Support Aboriginal and/or Torres Strait Islander families to participate in children's services
CHCRF301E Work effectively with families to care for the child

Group F – recommended for nanny work
CHCCHILD301B Support behaviour of children and young people
CHCNAN301B Attend to daily functions in home based child care
CHCRF301E Work effectively with families to care for the child
CHFC502A Foster physical development in early childhood
CHFC512A Foster physical development in middle childhood

Additional electives
BSBFLM312C Contribute to team effectiveness
BSBWOR204A Use business technology
BSBWOR402A Promote team effectiveness
CHCADMIN403D Advocate for clients
CHCCD420B Work to empower Aboriginal and/or Torres Strait Islander communities
CHCCHILD301B Support behaviour of children and young people
CHCCS310A Support inclusive practice in the workplace
CHCCS312A Use electronic learning materials
CHCCS421B Undertake community sector work within own community
CHCDFV301A Recognise and respond appropriately to domestic and family violence
CHCFAM503B Work with a child focused approach
CHCIC303B Work within a regulatory framework specific to children's services
CHCLD315A Recognise stages of lifespan development
CHCMH301C Work effectively in mental health
CHCMH411A Work with people with mental health issues
CHCORG303C Participate effectively in the work environment
CHCORG428A Reflect on and improve own professional practice
CHCPR302A Support sustainable practice
CHCPR502E Organise experiences to facilitate and enhance children's development
HLTFA302C Provide first aid in remote situation (Note pre-requisite: HLTFA301C)
HLTFA412A Apply advanced first aid (Note pre-requisite: HLTFA301C)
HLTFS207C Follow basic food safety practices
HLTHIR403C Work effectively with culturally diverse clients and co-workers
HLTNA303D Plan and modify meals and menus according to nutrition care plans
HLTNA304D Plan meals and menus to meet cultural and religious needs
SISXRSK301A Undertake risk analysis of activities

Oral Health
CHCOHC303B Use basic oral health screening tools
CHCOHC404A Recognise and respond to signs and symptoms that may indicate oral health issues
About this course
The Diploma of Children’s Services (Early childhood education and care) qualification is aimed at both new entrants to the profession and those seeking to build on their Certificate III qualifications.

This qualification covers workers in children’s services who are responsible for planning, implementing and managing programs in early childhood services, in accordance with licensing, accreditation and duty of care requirements. At this level:

- Workers have responsibility for supervision of other staff and volunteers
- In most states it is the highest qualification required at director or service manager level for children's service centre-based care.

Career and study pathway
After completing the Diploma of Children’s Services students may gain employment as an authorised supervisor (children’s services), centre manager (children’s services), 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 (children’s services) and child development worker.

You may choose to go onto further study such as the Advanced Diploma of Children’s Services or gain credit towards a university degree such as Bachelor of Education (Early Childhood).

Learning Outcomes
Upon completion of this course, a Diploma of Children’s Services will be issued. Students will gain a wide variety of knowledge in Children’s Services. 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 children’s services 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 80 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
- CHC30712 Certificate III of Children’s Services

DOMESTIC STUDENTS
The pre-requisite for entering this course is:
- High school certificate
- Copy of highest level of qualification
- CHC30712 Certificate III of Children’s Services

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 13 core units plus a further 5 electives from the list below. Students who have completed any eligible units of competency may credit those units towards this qualification.

Core Units

CHCCN511B Establish and maintain a safe and healthy environment for children
CHCFC502A Foster physical development in early childhood
CHCFC503A Foster social development in early childhood
CHCFC504A Support emotional and psychological development in early childhood
CHCFC505A Foster cognitive development in early childhood
CHCFC506A Foster children’s language and communication development
CHCIC501B Manage children’s services workplace practice to address regulations and quality assurance
CHCIC510A Establish and implement plans for developing cooperative behaviour
CHCIC512A Plan and implement inclusion of children with additional needs
CHCPR502E Organise experiences to facilitate and enhance children’s development
CHCPR509A Gather, interpret and use information about children
CHCPR510B Design, implement and evaluate programs and care routines for children
CHCRF511A Work in partnership with families to provide appropriate care for Children

Electives

Group A – recommended for working with babies

CHCIC302A Support Aboriginal and/or Torres Strait Islander families to participate in children's services
HLTHIR404D Work effectively with Aboriginal and/or Torres Strait Islander people
CHCIC511A Implement and promote inclusive policies and practices in children's services
HLTHIR403C Work effectively with culturally diverse clients and co-workers
PSPMNGT605B Manage diversity

Group B – compulsory in some jurisdictions

CHCORG506E Coordinate the work environment

Group C – recommended for centre-based care

CHCCN520C Advocate for the rights and needs of children and young people
CHCFC507A Use music to enhance children's experience and development
CHCFC508A Foster children's aesthetic and creative development
CHCIC511A Implement and promote inclusive policies and practices in children's services
CHCINF407D Meet information needs of the community
CHCPR614D Observe children and interpret observations (Note pre-requisite: CHCPR509A)
HLTHIR403C Work effectively with culturally diverse clients and co-workers

Children’s services electives

CHCFAM503B Work with a child focused approach
CHCFC507A Use music to enhance children’s experience and development
CHCFC508A Foster children’s aesthetic and creative development
CHCFC520C Promote ethical understanding of children
CHCPR515A Develop and implement a program to support sustainable practice
CHCPR614C Observe children and interpret observations (Note pre-requisite: CHCPR509A)
Client support and professional practice electives
CHCICS406B  Support client self-management
CHCLD415A  Confirm client developmental status
CHCLD515A  Analyse client information for service planning and delivery (Note prerequisite CHCLD415A)
CHCOR4G28A  Reflect on and improve own professional practice

Children’s contact services electives
CHCCONS401C  Facilitate changeover
CHCCONS402C  Facilitate and monitor contact
CHCCONS403C  Support families to develop relationships

Advocacy and diversity electives
CHCCD420B  Work to empower Aboriginal and/or Torres Strait Islander communities
CHCCN520C  Advocate for the rights and needs of children and young people
CHCCS421B  Undertake community sector work within own community

Business administration electives
BSBMGT608C  Manage innovation and continuous improvement
BSBRSK501A  Manage risk
BSBSMB406A  Manage small business finances
BSBSUS501A  Develop workplace policy and procedures for sustainability
CHADMIN508B  Manage limited budgets and financial accountabilities
CHCAL523D  Manage home based care administration requirements
CHCINF302D  Maintain the organisation’s information systems
CHCINF407D  Meet information needs of the community
CHCNET402B  Establish and maintain effective networks
CHCOR4G23C  Maintain quality service delivery
CHCOR614C  Manage a community sector organisation
CHCORG402C  Contribute to policy development

Leadership and supervision electives
BSBLE401A  Develop teams and individuals
BSBMGT401A  Show leadership in the workplace
CHCCS502C  Maintain legal and ethical work practices
CHCCS513C  Maintain an effective community sector work environment
CHCOR4G06C  Supervise work
CHCOR529B  Provide coaching and motivation
CHCOR610B  Manage change in a community sector organisation
CHCOR611C  Lead and develop others in a community sector workplace
CHCOR620D  Promote and represent the service
CHCOR624E  Provide leadership in community services delivery
CHCOR627B  Provide mentoring support to colleagues
HLTWH5401A  Maintain workplace WHS processes
HLTWH5501A  Manage workplace WHS processes

Food safety electives
HLTF3S09C  Oversee the day-to-day implementation of food safety in the workplace
HLTF3S10C  Apply and monitor food safety requirements
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<td>HLTFA302C</td>
<td>Provide first aid in remote situation (Note pre-requisite: HLTFA311A)</td>
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<tr>
<td>HLTFA412A</td>
<td>Apply advanced first aid (Note pre-requisite: HLTFA311A)</td>
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<tr>
<td>Oral health</td>
<td>Inform and encourage clients and groups to understand and achieve good oral health</td>
</tr>
<tr>
<td>CHCOHC401A</td>
<td>Inform and encourage clients and groups to understand and achieve good oral health</td>
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<td>CHCOHC402A</td>
<td>Support clients and groups to learn practical aspects of oral health care</td>
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<td>CHCOHC404A</td>
<td>Recognise and respond to signs and symptoms that may indicate oral health issues</td>
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About this course
This qualification is aimed at people wishing to expand on their Diploma of Children’s Services qualifications, or those wishing further their employment opportunities within the childcare industry to gain employment working as a director of a child care centre. This qualification also covers children’s services workers who may operate at an advanced level of early childhood education and care to:

- Provide specialist services
- Act as a resource for other workers
- Provide practice supervision of staff including volunteers
- Work intensively with clients
- Work with clients with complex needs

Career and study pathway
After completing the Advanced Diploma of Children’s Services students may gain employment as a Service Director, child and family support service coordinator, children’s service coordinator, inclusion support facilitator or may choose to go onto further study such as the Advanced Diploma of Children’s Services or gain credit towards a university degree such as Bachelor of Education (Early Childhood).

Learning Outcomes
Upon completion of this course, an Advanced Diploma of Children’s Services will be issued. Students will gain a wide variety of knowledge in Children’s Services. This qualification will equip students for work with skills to provide specialist services, act as a resource for others workers, provide practical supervision for staff including volunteers, work intensively with clients and work with clients with complex needs.

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 80 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.
Units of Competency

Students must complete the 7 core units plus a further 6 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>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBMGT608C</td>
<td>Manage innovation and continuous improvement</td>
</tr>
<tr>
<td>CHCCS502C</td>
<td>Maintain legal and ethical work practices</td>
</tr>
<tr>
<td>CHCCS604B</td>
<td>Manage the delivery of quality services to clients</td>
</tr>
<tr>
<td>CHCORG611C</td>
<td>Lead and develop others in a community sector workplace</td>
</tr>
<tr>
<td>CHCORG620D</td>
<td>Promote and represent the service</td>
</tr>
<tr>
<td>CHCORG624E</td>
<td>Provide leadership in community services delivery</td>
</tr>
<tr>
<td>CHCORG627B</td>
<td>Provide mentoring support to colleagues</td>
</tr>
</tbody>
</table>

Electives

Group A – recommended for culturally aware and respectful practice

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHCIC302A</td>
<td>Support Aboriginal and/or Torres Strait Islander families to participate in children’s services</td>
</tr>
<tr>
<td>HLTHIR404D</td>
<td>Work effectively with Aboriginal and/or Torres Strait Islander people</td>
</tr>
<tr>
<td>CHCIC511A</td>
<td>Implement and promote inclusive policies and practices in children’s services</td>
</tr>
<tr>
<td>HLTHIR403C</td>
<td>Work effectively with culturally diverse clients and co-workers</td>
</tr>
</tbody>
</table>

Group B– general electives

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHCCD420B</td>
<td>Work to empower Aboriginal and/or Torres Strait Islander communities</td>
</tr>
<tr>
<td>CHCCM605C</td>
<td>Develop practice standards</td>
</tr>
<tr>
<td>CHCCN520C</td>
<td>Advocate for the rights and needs of children and young people</td>
</tr>
<tr>
<td>CHCSS414A</td>
<td>Provide education and support on parenting, health and well being</td>
</tr>
<tr>
<td>CHCSS607E</td>
<td>Coordinate in-service assessment and response to address client needs</td>
</tr>
<tr>
<td>CHCCW503A</td>
<td>Work intensively with clients</td>
</tr>
<tr>
<td>CHCFC520C</td>
<td>Promote ethical understanding of children</td>
</tr>
<tr>
<td>CHCIC620C</td>
<td>Manage complex behavioural situations</td>
</tr>
<tr>
<td>CHCINF604D</td>
<td>Manage the organisation’s information systems</td>
</tr>
<tr>
<td>CHCNET404B</td>
<td>Facilitate links with other services</td>
</tr>
<tr>
<td>CHCORG428A</td>
<td>Reflect on and improve own professional practice</td>
</tr>
<tr>
<td>CHCORG502B</td>
<td>Work autonomously</td>
</tr>
<tr>
<td>CHCPR613C</td>
<td>Facilitate the development of programs for children with additional needs</td>
</tr>
<tr>
<td>CHCPR614C</td>
<td>Observe children and interpret observations (Note pre-requisite: CHCPR509A)</td>
</tr>
<tr>
<td>CHCRF621C</td>
<td>Promote equity in access to the service</td>
</tr>
<tr>
<td>CHCRF622C</td>
<td>Plan child care provision with families (Note pre-requisite: CHCRF511A)</td>
</tr>
<tr>
<td>CHCRF623C</td>
<td>Respond to problems and complaints about the service</td>
</tr>
<tr>
<td>CHCRF624C</td>
<td>Support parents in their parenting role (Note pre-requisite: CHCRF511A)</td>
</tr>
<tr>
<td>CHCSD611C</td>
<td>Facilitate the inclusion of children with additional needs</td>
</tr>
<tr>
<td>HLTFSS309C</td>
<td>Oversee the day-to-day implementation of food safety in the workplace</td>
</tr>
<tr>
<td>HLTFSS310C</td>
<td>Apply and monitor food safety requirements</td>
</tr>
<tr>
<td>PSPMNGT605B</td>
<td>Manage diversity</td>
</tr>
</tbody>
</table>

Inclusion support facilitation electives

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHCCN520C</td>
<td>Advocate for the rights and needs of children and young people</td>
</tr>
<tr>
<td>CHCSS414A</td>
<td>Provide education and support on parenting, health and well being</td>
</tr>
<tr>
<td>CHCCW503A</td>
<td>Work intensively with clients</td>
</tr>
</tbody>
</table>
CHCFC520C  Promote ethical understanding of children
CHCIC620C  Manage complex behavioural situations
CHCICS406B  Support client self-management
CHCPR613C  Facilitate the development of programs for children with additional needs
CHCRF621C  Promote equity in access to the service
CHCRF622C  Plan child care provision with families  (Note pre-requisite: CHCRF511A)
CHCS611C  Facilitate the inclusion of children with additional needs
HLTHIR403C  Work effectively with culturally diverse clients and co-workers
PSPMNGT605B  Manage diversity

Education support electives
CHCEDS501A  Identify and respond to student development needs
CHCEDS502B  Foster and support an effective learning environment
CHCEDS503A  Support the development of literacy skills
CHCEDS514B  Support learning and implementation of responsible behaviour
CHCEDS505A  Work effectively with Aboriginal and/or Torres Strait Islander students
CHCEDS506A  Assist in implementing education plans for students with disabilities
CHCEDS507A  Research an educational issue

Business electives
BSBMGT515A  Manage operational plan
BSBMGT605B  Provide leadership across the organisation
BSBMGT616A  Develop and implement strategic plans
BSBMKG514A  Implement and monitor marketing activities
BSBSUS501A  Develop workplace policy and procedures for sustainability
CHCOR529B  Provide coaching and motivation
CHCOR607D  Manage workplace issues
CHCOR610B  Manage change in a community sector organisation
CHCPR515A  Develop and implement a program to support sustainable practice

Training electives
CHCCS427B  Facilitate adult learning and development
TAEASS401B  Plan assessment activities and processes
TAEASS402B  Assess competence
TAEDEL301A  Provide work skill instruction
TAEDEL401A  Plan, organise and deliver group-based learning
TAEDS401A  Design and develop learning programs
TAEDS402A  Use training packages and accredited courses to meet client needs

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
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
BRISBANE COLLEGE OF AUSTRALIA
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 in any circumstance.
2. All requests for cancellations, transfers and refunds must be made in writing and require the presentation of relevant supporting documentation.
3. Upon approval the application will be refunded in accordance with the ESOS regulations.
4. No refunds will be given to students who are expelled for unacceptable behaviour or non-compliance with visa conditions.
5. If, after the full payment of fees a student withdraws an application the following will apply:
   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.
   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.
   5.3 If a student withdraws within 14 days of the commencement of the course, no refund will be made.
6. No refund will be made for that portion of the tuition fee that is payable as counselling fees to the students appointed agent.
7. 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.
   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.
8. If the course has not commenced and BC cannot deliver the course, BC will refund your full tuition fee (including your enrolment fee).
9. 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.
10. The registered provider's dispute resolution processes do not circumscribe the student's right to pursue other legal remedies.
11. This agreement does not remove the right to take action under Australia's consumer protection laws.
12. 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.
13. In the case of a student returning home any refund will only be made after the student ID card is returned and immigration notified.

GUARANTEE OF TRAINING/ASSESSMENT

Once a student has successfully enrolled and paid for an entire course, BC is under obligation to deliver the training and assessment for that entire course. In the event that BC is unable to deliver the training and assessment for that course, a refund will be given in accordance with BC’s Refund Policy.

ATTENDANCE OBLIGATIONS

Students studying courses in Australia on a student visa are required by law to attend 80% of all classes. It is mandatory to attend 20 hours of lessons per week. BC is under obligation to report to the Department of Immigration and Citizenship if this requirement is not met.

TRANSFERS

Transfer to another educational institution
1. Under Student Visa Regulations it is not possible to transfer to another education institution for the duration of any preliminary course and/or the first six months of the principal course, except where:
   1.1 The college has ceased to be registered or the course in which the student is enrolled has ceased to be registered.
   1.2 A written letter of release has been provided by the College.
   1.3 A sanction has been imposed on the College’s registration by the Queensland or Australian Government that prevents the student from continuing the principal course.
   1.4 Any government sponsor of the student considers the change to be in the student's best interest and has provided written support for that change.
2. Requests for transfer must be made to the Administration Office in writing and be accompanied by a letter of offer from the receiving institution.
3. No refunds will be given for that portion of the tuition fee that is payable as counselling fees to the students appointed agent.
4. If approved, any money transferred will be in accordance with BC’s Refund Policy.

Transfer to another course at BC
1. All applications to transfer to another course at BC should be made on the 'Request for Internal Transfer' form available at the Administration Office in consultation with the relevant teaching departments.
2. Where a transfer is granted students must pay an administration fee of AU$100 plus any additional tuition fees applicable to the new course before starting the new course.

ACCOMMODATION FEES

Placement Fees: $100
Home-stay (at least 4 wks): $230 p/wk
Additional Nights: $33 per night

(includes all meals throughout your stay)
<table>
<thead>
<tr>
<th>PERSONAL INFORMATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Family Name</td>
</tr>
<tr>
<td>Given Name/s</td>
</tr>
<tr>
<td>Date of Birth (d/m/y)</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>Language</td>
</tr>
<tr>
<td>Nationality</td>
</tr>
<tr>
<td>Passport Number</td>
</tr>
<tr>
<td>E-mail Address</td>
</tr>
<tr>
<td>Phone Number</td>
</tr>
<tr>
<td>Home Address</td>
</tr>
<tr>
<td>Current Address</td>
</tr>
</tbody>
</table>

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?

<table>
<thead>
<tr>
<th>VISA STATUS IN AUSTRALIA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student ☐ Holiday ☐ Visitor ☐ Other ☐</td>
</tr>
<tr>
<td>Student Visa holders must have Overseas Student Health Cover (OSHC).</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>HEALTH INSURANCE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Do you require OSHC? Single ☐ Family ☐ No ☐</td>
</tr>
<tr>
<td>Month</td>
</tr>
<tr>
<td>Single</td>
</tr>
<tr>
<td>Family</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>STUDENT’S ENGLISH LEVEL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Elementary ☐ Pre-Intermediate ☐</td>
</tr>
<tr>
<td>Intermediate ☐ Upper Intermediate ☐</td>
</tr>
<tr>
<td>Pre-Advanced ☐ Advanced ☐</td>
</tr>
<tr>
<td>(Your level will be officially assessed when you enter the school)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>PROGRAM SELECTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Campus location:</td>
</tr>
<tr>
<td>Brisbane City ☐ Blackstone ☐</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ENGLISH COURSES</th>
</tr>
</thead>
</table>
* Students holding students visas are required to study full-time

<table>
<thead>
<tr>
<th>☐ Full-Time</th>
<th>☐ Part-Time</th>
</tr>
</thead>
</table>

Business English ☐ General English ☐ IELTS ☐

|-----------------------|--------------------------|-------------------------|------------------------|

Number of weeks study: ________________
Course start date: ___/___/____

<table>
<thead>
<tr>
<th>VOCATIONAL COURSES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Please write the name of the course you are applying for</td>
</tr>
</tbody>
</table>

| 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.

<table>
<thead>
<tr>
<th>ACCOMMODATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>BC accommodation placement fee AU$100</td>
</tr>
<tr>
<td>☐ I prefer BCE home-stay for ______ weeks</td>
</tr>
<tr>
<td>☐ I will make my own living arrangements.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>AIRPORT TRANSFER FEES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transfer from airport to accommodation AU$100</td>
</tr>
<tr>
<td>Do you require Airport Transfer Service? Yes ☐ No ☐</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>UNDER 18 APPLICANTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Will you be accompanied by a guardian? Yes ☐ No ☐</td>
</tr>
<tr>
<td>If no, College Guardian fee is $750.00</td>
</tr>
<tr>
<td>If the student is under the age of 18, a parent or guardian’s signature is required:</td>
</tr>
<tr>
<td>___________________________</td>
</tr>
<tr>
<td>Signature</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>AGENT DETAILS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Please complete this section if your application is being submitted by an approved education agent.</td>
</tr>
<tr>
<td>Name of Consultant</td>
</tr>
<tr>
<td>Agency Name</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SURVEY</th>
</tr>
</thead>
<tbody>
<tr>
<td>How did you hear about us?</td>
</tr>
<tr>
<td>Our Website ☐</td>
</tr>
<tr>
<td>Agency ☐</td>
</tr>
<tr>
<td>School ☐</td>
</tr>
<tr>
<td>Other:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>AGREEMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>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).</td>
</tr>
<tr>
<td>___________________________</td>
</tr>
<tr>
<td>Signature</td>
</tr>
</tbody>
</table>

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