BRISBANE COLLEGE OF AUSTRALIA

CHILDREN’S SERVICES COURSE INFORMATION
BRISBANE COLLEGE

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 integrate work experience which increases your chances of finding employment or even gain a position with your work experience placement provider after completing your qualification.

**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](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

### 2014 COURSE STARTING DATES

<table>
<thead>
<tr>
<th>Year</th>
<th>Month</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>2014</td>
<td>Jan</td>
<td>13</td>
</tr>
<tr>
<td></td>
<td>Mar</td>
<td>3</td>
</tr>
<tr>
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<td>Apr</td>
<td>22</td>
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<td>18</td>
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<td></td>
<td>Oct</td>
<td>7</td>
</tr>
<tr>
<td></td>
<td>Nov</td>
<td>10</td>
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### ACADEMIC CALENDAR

<table>
<thead>
<tr>
<th>TERM</th>
<th>DATES</th>
<th>HOLIDAY</th>
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<tbody>
<tr>
<td>Term 1 2014</td>
<td>13 January 2014 – 04 April 2014</td>
<td>05 April 2014 – 21 April 2014</td>
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### OVERSEAS STUDENT HEALTH COVER

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<tr>
<th>LENGTH OF POLICY</th>
<th>SINGLE</th>
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</tr>
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<tbody>
<tr>
<td>Up to 3 months</td>
<td>$124</td>
<td>$447</td>
</tr>
<tr>
<td>Up to 6 months</td>
<td>$248</td>
<td>$894</td>
</tr>
<tr>
<td>Up to 9 months</td>
<td>$372</td>
<td>$1,341</td>
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<tr>
<td>Up to 12 months</td>
<td>$495</td>
<td>$1,788</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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<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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<tr>
<td>9:00am - 10:20am</td>
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<td>Accounting</td>
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<tr>
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<td>Lunch</td>
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<tr>
<td>1:15pm – 3:15pm</td>
<td></td>
<td>Accounting</td>
<td>Accounting</td>
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</table>
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
9. Student begins course

### 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.

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

Career and study pathway
Successful completion of this qualification may lead to further study such as the Diploma of Early Childhood Education and Care, or employment positions as early childhood educator, playgroup supervisor, family day care worker, childhood educator, childhood educator assistant, nanny, mobile assistant.

Learning Outcomes
Upon completion of this course, a Certificate III in Early Childhood Education and Care will be issued. Students will gain the following skill sets for employability: organisation policies, procedures and individual children’s profiles to plan activities and provide care to children, facilitating their leisure and play and enabling them to achieve their developmental outcomes.

Program Structure
All units of competency are to be taught separately due to the wide range of possible combinations available. This allows students to choose units which do not overlap with other units they have chosen, or have already completed.

Work placement of 120 hours is integrated into the Course structure. This ensures that those studying the Course are gaining industry experience and the opportunity to practice theory and learning outcomes.

ENTRY REQUIREMENTS
INTERNATIONAL STUDENTS
The pre-requisite for entering this course is:
- IELTS score of 5.5 with no band less than 5.0 (or equivalent).
- High school certificate 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 15 core units plus a further 3 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

CHCCS400C  Work within a relevant legal and ethical framework
CHCECE001  Develop cultural competence
CHCECE002  Ensure the health and safety of all children
CHCECE003  Provide care for children
CHCECE004  Promote and provide healthy food and drinks
CHCECE005  Provide care for babies and toddlers
CHCECE007  Develop positive and respectful relationships with children
CHCECE009  Use an approved learning framework to guide practice
CHCPRT001  Identify and respond to children and young people at risk
HLTAID004  Provide an emergency first aid response in an education and care setting

HLTHIR404D  Work effectively with Aboriginal and/or Torres Strait Islander people
CHCECE010  Support holistic development of children in early childhood
CHCECE011  Provide experiences to support children’s play and learning
CHCECE013  Use information about children to inform practice
HLTWHS001  Participate in workplace health and safety

Elective Units

CHCECE017  Foster holistic development and wellbeing of the child in early childhood
CHCECE018  Nurture creativity in children
HLTHIR403C  Work effectively with culturally diverse clients and co-workers
About this course

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

Career and study pathway

After completing the Diploma of 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 by gaining credit towards a university degree such as Bachelor of Education (Early Childhood).

Learning Outcomes

Upon completion of this course, a Diploma of Early Childhood Education and Care will be issued. Students will gain a wide variety of knowledge in 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 240 hours is integrated into the Course structure. This ensures that those studying the Course are gaining industry experience and the opportunity to practice theory and learning outcomes.
Units of Competency

Students must complete the 23 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

- CHCCS400C Work within a relevant legal and ethical framework
- CHCECE001 Develop cultural competence
- CHCECE002 Ensure the health and safety of all children
- CHCECE003 Provide care for children
- CHCECE004 Promote and provide healthy food and drinks
- CHCECE005 Provide care for babies and toddlers
- CHCECE007 Develop positive and respectful relationships with children
- CHCECE009 Use an approved learning framework to guide practice
- CHCPRT001 Identify and respond to children and young people at risk
- HLTAID004 Provide an emergency first aid response in an education and care setting
- HLTHIR404D Work effectively with Aboriginal and/or Torres Strait Islander people
- CHCECE016 Establish and maintain a safe and healthy environment for children
- CHCECE017 Foster the holistic development and wellbeing of the child in early childhood
- CHCECE018 Nurture Creativity in children (also elective for CHC30113)
- CHCECE019 Facilitate compliance in an education and care service
- CHCECE020 Establish and implement plans for developing cooperative behaviour
- CHCECE021 Implement strategies for the inclusion of all children
- CHCECE022 Promote children’s agency
- CHCECE023 Analyse information to inform learning
- CHCECE024 Design and implement the curriculum to foster children’s learning and development
- CHCECE025 Embed sustainable practices in service operations
- CHCECE026 Work in partnership with families to provide appropriate education and care for children
- HLTWHS003 Maintain work health and safety

Electives

- CHCSAC005 Foster holistic development and wellbeing of the child in school age care
- CHCECE006 Support behaviour of children and young people
- CHCECE012 Support children to connect with their world
- CHCECE015 Attend to daily functions in home based child care
- HLTHIR403C Work effectively with culturally diverse clients and co-workers (core
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

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BC recommends all that applicants visit the Department of Immigration and Multicultural Affairs website at: [www.immi.gov.au](http://www.immi.gov.au) to find out more details on visa requirements applicable to each applicant.

However, before applying to the Australian Embassy for an Australian visa, students are advised to have:

- Applied to the College
- Paid Course fees
- Obtained Electronic Confirmation of Enrolment (COE) from the College
- Health check
- Paid Overseas Student Health Cover
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.
   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.
   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.
   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.
7. If the course has not commenced and BC cannot deliver the course, BC will refund your full tuition fee (including your enrolment fee).
8. If the course has commenced and BC can no longer deliver the course, BC will give a full refund of the tuition fees for all course money paid.
9. The registered provider’s dispute resolution processes do not circumscribe the student’s right to pursue other legal remedies.
10. This agreement does not remove the right to take action under Australia’s consumer protection laws.
11. BC may provide student information, including enrolment details, visa-related information, academic performance and attendance records, to Australian Commonwealth and State agencies and to the managers of the ESOS Assurance Fund.
12. In the case of a student returning home any refund will only be made after the student ID card is returned and immigration notified.

GUARANTEE OF TRAINING/ASSESSMENT

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

ATTENDANCE OBLIGATIONS

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

TRANSFER POLICY

Transfer to another educational institution
1. Under Student Visa Regulations it is not possible to transfer to another education institution for the duration of any preliminary course and/or the first six months of the principal course, except where:
   1.1 The college has ceased to be registered or the course in which the student is enrolled has ceased to be registered.
   1.2 A written letter of release has been provided by the College.
   1.3 A sanction has been imposed on the College’s registration by the Queensland or Australian Government that prevents the student from continuing the principal course.
   1.4 Any government sponsor of the student considers the change to be in the student’s best interest and has provided written support for that change.
2. Requests for transfer must be made to the Administration Office in writing and be accompanied by a letter of offer from the receiving institution. Evidence of exceptional and/or extenuating circumstances is also required.
3. If approved, any money transferred will be in accordance with BC’s Refund Policy.

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

ACCOMMODATION AND AIRPORT TRANSFER FEE

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)