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
Table of contents

Table Of Contents ........................................................................................................................................3
Welcome To Bc...........................................................................................................................................4
Certificate IV In Teaching English To Speakers Of Other Languages (TESOL) ..............................................6
Application Checklist ..................................................................................................................................10
Visa Requirements ......................................................................................................................................10
Terms And Conditions Of Enrolment .......................................................................................................11
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.
About Teaching English to Speakers of Other Languages

Want a qualification that you can travel with and open doors to a colourful and diverse career?

Our certificate IV in Teaching English to Speakers of Other Languages is both nationally and internationally recognised. Have a rewarding career by teaching and helping others whilst gaining cultural and life experiences overseas.

Our highly specialised Certificate IV in Teaching English to Speakers of Other Languages delivers five units of competency which cover the essential to teaching English to speakers of other languages.

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

http://bc.edu.au/testimonials.htm
About this course
Certificate IV in Teaching English to Speakers of Other Languages (TESOL) is a course specifically designed for people wishing to teach English to speakers of other languages in Australia or Internationally. This course covers the essential elements to teaching English to speakers of other languages and is highly practical with a major emphasis on practice teaching, which will be delivered through a combination of workshops, lesson observation and lesson delivery.

Career and study pathway
Certificate IV in TESOL is considered equivalent to the Cambridge / RSA Certificate in English Language Teaching to Adults (CELTA), which are recognized internationally as a qualification for teaching English as a foreign or second language (TEFL or TESL).

Learning Outcomes
The course involves an introduction to techniques of classroom management and assessment, and a more thorough introduction to presentation techniques, lesson preparation and analysing language for communicative purposes.

Program Structure
Our specialised program integrates theory and practical modules that have been comprehensively developed to provide students with the foundation skills to develop and deliver classes to speakers of other languages. Students have the opportunity to apply theory by practicing teaching and class observation.

ENTRY REQUIREMENTS
INTERNATIONAL STUDENTS
The pre-requisite for entering this course is:
- Satisfactory completion of General English at Advanced (GE5) or IELTS score of 6.0 (or higher) or undergo the BCE placement test
- High school certificate

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 5 compulsory below to successfully complete the Certificate IV in TESOL.

Core Units
- AABBH  Design and deliver an ESL teaching program
- AABBK  Design and develop an ESL learning framework
- AABBM  Plan an integrated lesson using communicative language teaching methodology
- AABBL  Identify and use basic grammatical concepts and traditional met language
- AABBG  Demonstrate understanding of the basic terminology of traditional grammar
# Key dates and information

## 2014 COURSE STARTING DATES

<table>
<thead>
<tr>
<th>Date</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>13 Jan</td>
<td>3 Mar</td>
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</table>

## ACADEMIC CALENDAR

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

## INTERNATIONAL STUDENT INFORMATION

### OVERSEAS STUDENT HEALTH COVER

<table>
<thead>
<tr>
<th>LENGTH OF POLICY</th>
<th>SINGLE</th>
<th>FAMILY</th>
</tr>
</thead>
<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>$1341</td>
</tr>
<tr>
<td>Up to 12 months</td>
<td>$495</td>
<td>$1788</td>
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</table>

### ACCOMMODATION

<table>
<thead>
<tr>
<th>TYPE</th>
<th>PRICE ($AU)</th>
<th>PROVIDED</th>
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</thead>
<tbody>
<tr>
<td>Placement Fees</td>
<td>$100</td>
<td>N/A</td>
</tr>
<tr>
<td>Homestay (4 weeks min)</td>
<td>$230 p/wk</td>
<td>3 Meals/day &amp; Utilities</td>
</tr>
<tr>
<td>Additional Nights</td>
<td>$33 per night</td>
<td>3 Meals/day &amp; Utilities</td>
</tr>
</tbody>
</table>

### SAMPLE TIMETABLE*

<table>
<thead>
<tr>
<th>DAY/TIME</th>
<th>MONDAY</th>
<th>TUESDAY</th>
<th>WEDNESDAY</th>
<th>THURSDAY</th>
<th>FRIDAY</th>
</tr>
</thead>
<tbody>
<tr>
<td>9:00am -10:20am</td>
<td></td>
<td>Accounting</td>
<td>Accounting</td>
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<tr>
<td>10:30am – 10:45am</td>
<td>Morning Break</td>
<td></td>
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<tr>
<td>10:45am – 12:15pm</td>
<td></td>
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<tr>
<td>12:15pm – 1:15pm</td>
<td>Lunch</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1:15pm – 3:15pm</td>
<td></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**

**International Students**
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

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
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.
   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 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 TO ANOTHER EDUCATIONAL INSTITUTION

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

REFUND POLICY

1. If the student’s application for enrolment or visa is denied, a full refund is given.
2. Except for in the above instance, the Accommodation Placement and Airport transfer fees are non-refundable.
3. If at least 28 days notice is given for cancellation of accommodation, a full refund will be given. If less than 28 days notice is given, a cancellation equal to 2 weeks rent is incurred. After accommodation has commenced, 2 weeks notice must be given, otherwise the above cancellation charge is incurred.
4. If the College is not notified of any change in flight details at least 48 hours before arrival, another Airport transfer fee may be incurred.

ACCOMMODATION FEES

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

(includes all meals throughout your stay)