Welcome to BC

Welcome to Brisbane College. BC is situated near the heart of Brisbane City, surrounded by cafes, shops and entertainment venues. It is located in the centre of Brisbane’s main shopping and business district and the impressive network of public transport, consisting of buses, trains and ferries.

Offering a diverse range of courses, Brisbane College invite you to study one of our English courses, or certificate and diploma level courses in TESOL, Accounting, Business, Financial Services, Tourism, Community Services and Children’s Services. Completing any of the certificate or diploma qualifications may lead you to either employment in your chosen field or further study at university level.

BC has an experienced, dedicated teaching team, excellent materials and well-equipped facilities. Take the opportunity to change your life by using BC as an instrument to achieve your dreams.

Apart from the careers courses that are offered at the Brisbane College of Australia, BC also offers many different English Courses through its own English school, called the Brisbane College of English.

Courses offered at the Brisbane College of English include General English, Business English, IELTS Preparation and Cambridge Certificate Preparation Courses, as well as study tour programs.

Whatever you choose to study, we hope you enjoy your stay with us as we enjoy having you in the college.
BC can help you arrange excursions in and nearby Brisbane, as well as trips around Queensland and interstate. Australia is a vast land with a range of unique landscapes, environments and people – the possibilities are endless! In Australia you can experience everything from the buzz of city life to the sunny warmth of beaches and islands, Australia’s distinctive outback and breath taking mountain scenery.

Brisbane, where the college is located, is the capital of Queensland – the “Sunshine State” – is the 3rd largest Australian city and is known as its most lovable city. With an average of 300 days of sunshine a year and temperatures ranging from 9 – 33 degrees Celsius, Brisbane’s 1.77 million people enjoy a casual outdoor lifestyle. A myriad of entertainment and sightseeing options are offered, ranging from a sumptuous seafood buffet on the Brisbane River, to abseiling down the cliffs at Kangaroo point. Brisbane also offers a wide variety of cultural, sporting, and leisure activities, including skydiving, horse riding, golf, hot air ballooning, fishing, scuba diving, theatre, markets, pubs and clubs.

Australia is the ideal place for travel and study. It is the smallest continent and largest island in the world and although it is the size of the US, it has a population of only 20 million. Australia is a safe, friendly and multicultural country and the people are outgoing and enjoy a relaxed outdoors lifestyle. There is a stable, safe political democracy and its health, welfare and education systems are world class.
**General Information**

**Counselling and Welfare**

BC offer a counselling and welfare staff member to help you to deal with any difficulties you might face concerning your studies or personal life. The counsellor is highly trained with appropriate experience and academic credentials. All matters will be dealt with in strict confidence.

**The BC Counsellor can assist students with:**

- BC course enquiries.
- Choosing tertiary courses for further study.
- Any difficulties they may face during their stay in Australia.
- Applying to Universities or TAFE Colleges.
- Student Visa
- Finding employment, if necessary.
- Provide IELTS, TOEIC and TESOL practice test materials.

**Social and Recreational Activities**

Within the General English courses the teacher will from time to time take students on excursions in and around Brisbane. These can include trips to beautiful tropical islands, mountain ranges for bush walking, farm stays, visits to Movie World, and sports like surfing, golf, horse riding, skydiving, scuba diving and ballooning.

**Accommodation**

**Homestay**

Staying in Homestay is the best way to make new friends and adjust to the new surroundings. Not only does it save the trouble of spending time looking for appropriate accommodation, Homestay families can help students to understand Australian culture, find places to shop, and help students to familiarise themselves with public transport, and generally understand important things about living in Brisbane.

Most importantly, you will be able to improve your English language skills by speaking with your Homestay family on a daily basis.

**Apartments and Houses**

Should students choose to find accommodation by themselves, BC is able to provide information about Real Estate Agents, Government Bodies, rights and responsibilities, etc. One Bedroom apartments or one bedroom houses range from A$140 to A$400 per week or two bedrooms are from A$150 to A$500 per week depending upon size and location.

www.domain.com.au
**General English**

This program emphasises the development of communications skills in speaking, listening, reading and writing as well as grammar skills. Students will be involved in active participation in classroom discussions of various topics as well as improving their presentation skills.

This course is offered at elementary, pre-intermediate, intermediate, upper-intermediate and advanced levels. The level of course depends on how well the student communicates in English, see the level placement table on the next page for more information.

**Business English**

The BCE offer Business English courses at Intermediate and Upper-Intermediate levels. These courses are suited to students who wish to improve their English skills for working in a business environment. The courses give students practice in reading and writing business correspondence, and also challenge students’ problem solving and communication skills in a business context.

**Entry requirement:**

*Intermediate*: either the satisfactory completion of General English at Intermediate (GE3) or an IELTS practice test score of above 4.5 or undergo the BCE placement test.

*Upper Intermediate*: either the satisfactory completion of General English at Upper Intermediate (GE4) or an IELTS practice test score of above 5.0 or undergo the BCE placement test.

**Cambridge Exam Preparation Courses**

The Cambridge Exam Preparation courses are ideal for students wishing to sit the internationally recognised Cambridge Certificate Exams. Courses are available to prepare students for the Preliminary English Test (PET), First Certificate in English (FCE), Certificate in Advanced English (CAE) or Certificate of Proficiency in English (CPE). The exams vary in difficulty level from intermediate (PTE) to very advanced (CPE).

The BCE Cambridge Exam Preparation Courses focus on each of the areas that make up the exams, including reading, writing, speaking, listening and use of English. Students will sit a practice exam every week to make sure they know what to expect when the time to sit their exam comes. The official examinations must be taken externally.

**Entry requirement:**

*Preliminary English Test* - either the satisfactory completion of General English Intermediate (GE3), an IELTS score of 4.0 or undergo the BCE placement test.

*First Certificate in English* - either the satisfactory completion of General English Intermediate (GE3), an IELTS score of 4.5 or undergo the BCE placement test.

*Certificate of Advanced English* - either the satisfactory completion of General English Upper Intermediate (GE4), an IELTS practice test score of 5.0 (or above) or undergo the BCE placement test.

*Certificate of Proficiency in English* - either the satisfactory completion of General English Advanced (GE5), an IELTS score of 5.5 or undergo the BCE placement test.
IELTS Course

Students entering this course usually do so with the general goal of improving their reading, writing, listening and speaking skills for academic purposes, and to reach an appropriate IELTS score for the purposes of entering a university in Australia, or immigration to an English speaking country.

Entry requirement:
The pre-requisite for entering this course is either the satisfactory completion of General English at Intermediate (GE3) or an IELTS practice test score of above 4.5. A score of above 4.5 has been set to allow students unfamiliar with IELTS or of a lower-level English ability the opportunity to increase their competence and reach a band level of 6.5 or above.

Certificate in English Proficiency

Courses in Certificate I-IV in English Proficiency are offered at BCE. The certificates in English Proficiency are designed to help students gain a better understanding of English. This course ideally suited to people wanting to learn the English Language and about Australian society as students will learn to develop their English language proficiency with a wide range of useful methods in practical classes.

The completion of Certificate IV in English proficiency will allow students entry into Diploma courses without taking an IELTS test.

Level Placement

Your placement in these levels is determined by a written test and oral interview when you enter the school. Level placement is based on your knowledge of English and your ability to communicate. The scores below to the right are approximate:

<table>
<thead>
<tr>
<th>Level</th>
<th>TOEIC</th>
<th>IELTS Scores</th>
<th>TOEFL (CBT)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advanced Level</td>
<td>750 - 900</td>
<td>6 - 9</td>
<td>580 - 680</td>
</tr>
<tr>
<td>Upper Intermediate Level</td>
<td>650 - 700</td>
<td>5 - 6</td>
<td>525 – 580</td>
</tr>
<tr>
<td>Intermediate Level</td>
<td>600 - 650</td>
<td>4 - 5</td>
<td>475 – 525</td>
</tr>
<tr>
<td>Pre Intermediate Level</td>
<td>500 – 600</td>
<td>3 - 4</td>
<td>425 - 475</td>
</tr>
<tr>
<td>Elementary Level</td>
<td>300 – 500</td>
<td>N/A</td>
<td>300 - 425</td>
</tr>
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Example 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>9:00 – 10:30</td>
<td>Speaking &amp; Listening</td>
<td>Integrated Communication</td>
<td>Reading &amp; Writing</td>
<td>Speaking &amp; Listening</td>
<td>Reading &amp; Writing</td>
</tr>
<tr>
<td>10:30 – 10:45</td>
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<td></td>
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<td></td>
</tr>
<tr>
<td>10:45 – 12:00</td>
<td>Reading &amp; Writing</td>
<td>Pronunciation &amp; Vocabulary</td>
<td>Integrated Communication</td>
<td>Integrated Communication</td>
<td>Culture</td>
</tr>
<tr>
<td>12:00 – 1:00</td>
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<td></td>
<td></td>
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</tr>
<tr>
<td>1:00 – 2:15</td>
<td>Pronunciation &amp; Vocabulary</td>
<td>Speaking &amp; Listening</td>
<td>Excursion</td>
<td>Reading &amp; Writing</td>
<td>Pronunciation &amp; Vocabulary</td>
</tr>
<tr>
<td>2:15 – 2:30</td>
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<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2:30 – 3:30</td>
<td>Optional Studies</td>
<td>Optional Studies</td>
<td>Optional Studies</td>
<td>Optional Studies</td>
<td>Optional Studies</td>
</tr>
</tbody>
</table>
**TESOL Training**

**Certificate IV in TESOL (Teaching English to Speakers of Other Languages)**

This is a course specifically designed for people wishing to teach English to speakers of other languages in Australia or Internationally. 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. The course is highly practical with a major emphasis on practice teaching, which will be delivered through a combination of workshops, lesson observation and lesson delivery.

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

**Entry Requirement**

The pre-requisite for entering this course is either Completion of Certificate IV in TESOL qualifications, or those teachers who do not have the formal qualifications, but have extensive experience in TESOL. The Diploma of TESOL offers extended training to students who hold Certificate IV in TESOL or its equivalents, therefore graduates will be more prepared as teachers, and have better job prospects.

**Course Length:** 10 or 20 weeks

Students may choose their own pace of study opting to study intensively for 10 weeks or at a slower pace for 20 weeks.

**Program content**

- Introduction to Grammar
- Analysing Communication
- Basic Grammar
- Classroom Management and Organisation
- Cross Cultural Factors and TESOL Contexts
- Development of Reading Writing Speaking and Listening Skills
- English Language Assessment Tests
- Language Teaching and Learning
- Language Teaching Materials
- Language Teaching Methodologies
- Lesson Planning
- Practice Teaching and Observation
- Presentation of New Language
- Pronunciation

**Diploma of TESOL (Teaching English to Speakers of Other Languages)**

This qualification is aimed at people who wish to expand on their Certificate IV in TESOL qualifications or those teachers who do not have the formal qualifications, but have extensive experience in TESOL. The Diploma of TESOL offers extended training to students who hold Certificate IV in TESOL or its equivalents, therefore graduates will be more prepared as teachers, and have better job prospects.

**Entry Requirement**

The pre-requisite for entering this course is either Completion of Certificate IV in TESOL or equivalent training (e.g. RSA Certificate) or relevant documented industry experience and an IELTS score of 5.5 (or higher for international students).

**Course Length:** 12 months

The duration of this course is only offered as 12 months.

**Program content**

- Assessing Learning
- Evaluating Resources
- Curriculum Design
- Traditional and Functional Grammar
- Phonetics
- Teaching Genre
- Traditional Grammar
- Practical Teaching Skills
- And choose electives that best suit you
Diploma of Accounting

Diploma of Accounting is a course aimed at both new entrants to the profession and those seeking to build on their prior qualifications and career experience. Ideally suited to people who wish to gain knowledge and theory in substantial depth, in such areas as preparation of bookkeeping, financial analysis, Business Activity Statements (BAS) and other office taxes, produce basic management reports, manage an office and make decisions in a legal context.

Entry Requirement
The pre-requisite for entering this course is either the satisfactory completion of Year 12 English or an IELTS score of 5.5 (or equivalent).

Course Length: 1 or 1 ½ years
Students may choose their own pace of study opting to study for 1 year or at a slightly slower pace for 1 ½ years.

Career and study pathway
After gaining this qualification, students may undertake any financial duties as a bookkeeper in a professional office or business, become an Assistant Accountant, Office Manager, Administration Manager or Budget Officer. Further study pathways include Advanced Diploma of Accounting or this course may be used as credit for the first year of the Bachelor of Accounting degree.

Program content
- Finance
- Computerised Accounting System
- Make decisions within a legal context
- Process business tax requirements, including GST, BAS, IAS
- Asset and inventory records
- Manage budgets and forecasts
- Establish and maintain accounting information systems
- Evaluate business performance
- Implement and maintain internal control procedures
- Produce job costing information
- Prepare financial reports for a reporting entity

Certificate IV in Financial Services (Superannuation)

Certificate IV in Financial services (Superannuation) is the industry recommended qualification for people wishing to enter the superannuation industry. They would typically be performing a range duties within which primarily involve specific fund administration functions, and would be considered to be competent in handling a wide variety of complex situations within fund administration. This qualification is ideally suited to people wanting to work within a superannuation fund or in an outsourced service provider.

Course Length: 6 months
The duration of this course will only be offered as 6 months.

Diploma of Financial Services (Superannuation)

This qualification is aimed at people wishing to expand on their Certificate III or IV in Financial Services qualifications, or those wishing to gain employment working as a customer service specialist within a superannuation company. Individuals would likely have supervisory or technical responsibility for their work area, department or specialisation. This course is ideally suited to people who wish to gain a somewhat in depth awareness and understanding of the superannuation industry and its range of operations.

Course Length: 1 year
This course will only be offered as 1 year duration.

Entry Requirement
The pre-requisite for entering either Certificate IV or Diploma of Superannuation course is either the satisfactory completion of Year 12 English or an IELTS score of 5.5 (or equivalent).

Further information
For further information on program content, or career and study pathways please visit our website at www.bc.edu.au.
Financial Studies

Diploma of Financial Services

This qualification is has been designed for people wishing to expand on their Certificate III or IV in Financial Services qualifications, managers currently working in the Financial services sector wishing to formalise their workplace knowledge or those wishing to gain employment in the following areas: managing customer/client service, managing financial and business processes, managing a branch/section or managing advisory/distribution section. This course is ideally suited to people who wish to gain a broad awareness and understanding of the financial services industry and its range of operations.

Entry Requirement
The pre-requisite for entering this course is either the satisfactory completion of Year 12 English or an IELTS score of 5.5 (or equivalent).

Course Length: 1 year
The duration of this course will only be offered as 1 year.

Career and study pathway
Students who successfully complete this qualification may go on to further study such as the Advanced Diploma in Financial Services, a degree qualification or find employment in the financial services sector managing customer/client service, managing financial and business processes, managing a branch/section or managing an advisory/distribution section.

Program Content
Students will be required to undertake 12 units of competency including the following:
- Provide financial and business performance information
- Provide financial planning advice
- Assess market needs
- Determine client requirements and expectations
- Meet with clients to determine client requirements
- Manage business customer relationships

Diploma of Financial Services (Banking)

This qualification is aimed at people wishing to expand on their Certificate III or IV in Financial Services qualifications, or those wishing to gain employment managing in branch environments, dealing with small business banking, commercial and retail lending. This course is ideally suited to people who wish to gain a somewhat in depth awareness and understanding of the banking industry and its range of operations.

Entry Requirement
The pre-requisite for entering this course is either the satisfactory completion of Year 12 English or an IELTS score of 5.5 (or equivalent).

Course Length: 1 year
The duration of this course will only be offered as 1 year.

Career and study pathway
Students who successfully complete this course may continue on to further study such as Advanced Diploma of Financial Services, university degree programs or find employment in positions dealing with small business banking, commercial and retail lending or managing branch environments.

Program Content
Students will be required to undertake 12 units of competency including the following:
- Evaluate Credit applications
- Manage Premium customer relationships
- Manage staff performance
- Apply advanced selling techniques
- Provide leadership and motivation
- Manage and maintain small/medium business operations
**Certificate III in Insurance Services**

This qualification is designed to reflect the role of entry-level employees working in the insurance industry in service and support roles, including such duties as:

- determining coverage in accordance with insurance policy wording (if a claim)
- obtaining relevant facts from a client regarding an insurance claim
- registering insurance claim details in relevant databases and paying claims
- providing underwriting information and answering inquiries from clients and from insurance agents, consultants and other company personnel
- reviewing individual and group applications for automobile, fire, health, liability, life, property, marine, aircraft and other insurance
- supporting underwriting processes to make acceptance of new and renewal applications possible.

**Entry Requirement**
The pre-requisite for entering this course is either the satisfactory completion of Year 12 English or an IELTS score of 5.5 (or equivalent).

**Course Length:** 6 months
The duration of this course will only be offered as 6 months.

**Career and study pathway**
Students who successfully complete this course may go onto further study in a Diploma of Insurance Services or find entry level employment in the insurance services industry.

**Program Content**
Students completing this qualification will need to complete 13 units of competency including the following:

- Issue contract of insurance
- Process alteration to insurance policy
- Receive record and record/register a claim
- Participate in negotiations
- Settle claims

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**Diploma of Insurance Services**

This qualification is aimed at people wishing to expand on their Certificate III or IV in Financial Services qualifications, or those wishing to further their working knowledge or gain employment leading a claims or underwriting team responsibilities including: handling complex claims, underwriting complex risk, initiating and responding to legal action in relation to claims, surveying risk exposure, implementing claims recovery and reviewing portfolio performance. This course is ideally suited to people who wish to gain a somewhat in depth awareness and understanding of the insurance services industry and its range of operations.

**Entry Requirement**
The pre-requisite for entering this course is either the satisfactory completion of Year 12 English or an IELTS score of 5.5 (or equivalent).

**Course Length:** 1 year
This course will only be offered with a duration of 1 year.

**Career and study pathway**
Students who successfully complete this course may go onto further study in an Advanced Diploma of Financials Services, a degree such as Bachelor of Business (Insurance) or find entry level employment in the insurance services industry as a claims or underwriter team leader.

**Program Content**
Students completing this qualification will need to complete 12 units of competency including the following:

- Issue contract of insurance covering non-routine situations
- Undertake post loss risk management
- Implement claim recovery procedures
- Review claims settlement policies and procedures
- Settle claims
**Certificate IV in Business**

This qualification is aimed at people wishing to expand on their Certificate III qualifications, small business managers or advance to middle management positions. This course is ideally suited to people who wish to gain knowledge and theory in some depth, across a range of business areas. Students will be required to complete units from the common business units and their choice of other units from International Trade, Marketing, Front-line Management and Business Management.

**Entry Requirement**
The pre-requisite for entering this course is either the satisfactory completion of Year 12 English or an IELTS score of 5.5 (or equivalent).

**Course Length:** 6 months

**Career and study pathway**
Students who successfully complete this course may find employment in middle management positions, as a business owner/manager or continue on to further business study such as Diploma of Business or university degree programs.

**Program Content**
- Establish business networks
- Assess customer needs
- Promote products and services
- Manage projects
- Research international markets
- Analyse market data
- Plan for international trade
- Prepare business advice
- Forecast market and business needs
- Establish business and legal requirements
- Make a presentation
- Implement workplace information systems
- Manage finances
- Promote the business
- Implement operational plan
- Monitor and manage business operations
- And much more to choose from!

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**Diploma of Business (Management, International Business and Marketing)**

This course is ideal for those wishing to enter the middle to upper echelons of business, or those wishing to expand on their previous Certificate IV in Business qualification. Students will gain a substantial depth of understanding across a broad range of business areas. We offer specialties in Front-line Management, Strategic Management, International Business, and Marketing.

**Entry Requirement**
The pre-requisite for entering this course is either the satisfactory completion of Year 12 English or an IELTS score of 5.5 (or equivalent).

**Course Length:** 1 year

**Career and study pathway**
Upon successful completion of this course students may gain employment in middle or upper management, may go on to study the Advanced Diploma of Business, or use this qualification to gain credit for a the first year of university degrees in business, economics, international business, accounting and more.

**Program Content**
- Choose from topics such as
  - Profile international markets
  - Evaluate marketing opportunities
  - Develop a marketing communications plan
  - Implement a marketing solution
  - Build client relationships
  - Build business networks
  - Manage quality customer service
  - Develop a workplace learning environment
  - Ensure team effectiveness
  - Prepare budgets and financial plans
  - Recruit, select and induct staff
  - Develop a business opportunity
  - Manage people performance
  - Plan and manage growth of a business
  - Manage relationships in business
- And much more!
Certificate III in Tourism (Operations)

The Certificate III in Tourism (Operations) is designed to reflect the role of individuals who work in a tourism context, perform a range of skilled tasks using discretion and judgement, and who have the ability to select, adapt and transfer skills to different situations. This qualification is ideally suited to those wishing to gain knowledge and skills which will enable them to obtain employment in the Tourism sector, or those who wish to have their skills and knowledge formally recognised.

Entry Requirement
The pre-requisite for entering this course is either the satisfactory completion of Year 10 English or an IELTS score of 5.5 (or equivalent).

Course Length: 6 months

Career and study pathway
Successful completion of this qualification may lead to further study such as the Diploma of Tourism (Operations Management), Advanced Diploma of Tourism Management or employment with a tourism business requiring multi-skilled employees, specialist attractions (eg wineries, museums, agricultural or industrial sites), tour operators, or cruise operations.

Program content
The course involves students completing 11 units of competency with subjects such as
- Develop and update tourism industry knowledge
- Promote products and services
- Develop and update local knowledge
- Perform office procedures
- Advise on products and services
- Provide assistance with installing displays
- And much more

Diploma of Tourism (Operations Management)

This qualification is aimed at people wishing to expand on their Certificate III qualifications, or those wishing to become a Retail Agency/Branch Manager, Operations Manager or Visitor Information Centre Manager. This course is ideally suited to people who wish to gain a broad awareness and understanding of the tourism industry and its range of operations. The course consists of 40 units of competency ranging from leading and managing people, managing budgets and dealing with clients to developing and implementing operational plans.

Entry Requirement
The pre-requisite for entering this course is either the satisfactory completion of Year 10 English or an IELTS score of 5.5 (or equivalent).

Course Length: 1 or 1 ½ years

Career and study pathway
Successful completion of this qualification may lead to further study such as the Advanced Diploma of Tourism Management, Bachelor of Tourism or employment with domestic and international airlines, travel wholesale offices, theme park and tourist attractions or conference and incentive travel coordinators as a Retail Agency Manager/ Branch Manager, an Operations Manager, or a Visitor Information Centre Manager.

Program content
- Use business technology
- Establish and conduct business relationships
- Interpret financial information
- Develop and implement operational plans
- Lead and manage people
- Manage finances within a budget
- Manage quality customer service
- Roster and recruit staff
- Assess tourism opportunities
- Develop and implement tourism plans
Tourism Studies

Diploma of Tourism (Management & Product Development)
This qualification is aimed at people wishing to expand on their Certificate III qualifications, or those wishing to gain positions in the tourism industry involving planning and marketing of tourism products and services such as a Product Manager, Marketing Manager or Tourism Manager. This course is ideally suited to people who wish to gain a range of management skills to allow them to manage their own tourism business or to manage a tourism team. It will give them the tools to pursue a career in a tourism niche relevant to global trends. The course consists of 37 units of competency ranging from making presentations, researching tourism data, leading and managing people, managing budgets and dealing with clients to planning and implementing sales activities.

Entry Requirement
The pre-requisite for entering this course is either the satisfactory completion of Year 10 English or an IELTS score of 5.5 (or equivalent).

Course Length: 1 or 1 ½ years

Career and study pathway
Successful completion of this qualification may lead to further study such as the Advanced Diploma of Tourism Management, a degree, such as Bachelor of Tourism Management, or employment in the tourism/events sector as an Independent Meetings Manager, Events Manager, Conference Organiser/Manager, Incentives Manager, or an Exhibition/Venue Manager.

Program content
- Co-ordinate marketing activities
- Develop and implement marking strategies
- Use business technology
- Establish and conduct business relationships
- Interpret financial information
- Develop and implement operational plans
- Manage quality customer service
- Lead and manage people
- Manage finances within a budget
- Make presentations
- Plan and implement sales activities

Diploma of Events Management (Tourism Hospitality)
This qualification is aimed at people wishing to expand on their Certificate III qualifications, or those wishing to become an Independent Meetings Manager, Conference Organiser/Manager, Incentives Manager, Exhibition/Venue Manager or Events Manager. This course is ideally suited to people who wish to gain the practical skills and knowledge necessary to carry out coordinator activities at an operative level, and facilitates progression to professional Meetings Manager who is responsible for all aspects of Meetings, Conference, Exhibitions or Event Management.

Entry Requirement
The pre-requisite for entering this course is either the satisfactory completion of Year 10 English or an IELTS score of 5.5 (or equivalent).

Career and study pathway
Successful completion of this qualification may lead to further study such as the Advanced Diploma of Tourism Management, a degree, such as Bachelor of Tourism Management, or employment in the tourism/events sector as an Independent Meetings Manager, Events Manager, Conference Organiser/Manager, Incentives Manager, or an Exhibition/Venue Manager.

Program content
The program consists of 40 units of competency including the following:
- Provide on site event management services
- Develop and update event industry knowledge
- Develop an event concept
- Manage event contractors
- Plan and develop event proposals and bids
- Select event venues and sites
- Develop and implement sponsorship plans
- Coach others in job skills
Certificate III in Children’s Services

This qualification is aimed at both new entrants to the Children’s Services sector and 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 qualification is ideally suited to people who wish to gain knowledge and theory on how to use organisational policies, procedures and individual children’s profiles to plan activities, provide care for children, and provide activities that encourage developmental growth. The 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.

Entry Requirement
The pre-requisite for entering this course is either the satisfactory completion of Year 10 English or an IELTS score of 5.5 (or equivalent).

Course Length: 8 months

Career and study pathway
Successful completion of this qualification may lead to further study such as the Diploma of Children’s Services, or employment in the child care sector as a Child Care Assistant, Family Day Carer, Nanny, Out of School Hours Care Assistant, Recreation Assistant Teacher Aide, Kindergarten Assistant or Preschool Assistant.

Program content
- Physical Care
- Communicate with Children
- Development of Children
- Fostering Children’s Self-help Skills
- Administrative Support
- Emotional & Psychological Development of Children
- Social Development of Children
- Emotional Needs of Children
- Physical Development of Children
- Emotional Wellbeing of Babies and Infants

Diploma of Children’s Services

This qualification is aimed at both new entrants to the profession and those seeking to build on their Certificate III qualifications and experience and gain employment as a qualified child care worker, group or program leader. It is ideally suited to people who wish to gain knowledge and theory in substantial depth, in such areas as program planning, planning and research, and the leadership role of a team leader in the children’s services industry.

Entry Requirement
The pre-requisite for entering this course is either the satisfactory completion of Year 12 English or an IELTS score of 5.5 (or equivalent) and the completion of Certificate III in Children’s Services.

Course Length: 2 years

Career and study pathway
After completing the Diploma of Children’s Services students may gain employment as a Group leader, Team Leader, Qualified Child Care Worker, Program Leader, Kindergarten or Preschool Assistant, Primary School Teacher Aide, Service Manager or Centre Director in a child care facility, 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).

Program content
- Support the Development of Children in the Service
- Physical Development of Children
- Social Development of Children
- Emotional & Psychological Development of Children
- Physical Care
- Respond to Illness, Accidents & Emergencies
- Children’s Behaviour
- Effective Work Environment
- Development of Programs for Children with Additional Needs
- Design of Programs for the Child
- Rights & Needs of Children
- Industry Placement
Children’s Services Studies

Advanced Diploma of Children’s Services

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 course is ideally suited to people who wish to gain a somewhat in depth awareness and understanding of the child care industry and its range of operations.

Entry Requirement
The pre-requisite for entering this course is the completion of Year 12 English or an IELTS score of 5.5 (or equivalent).

Course Length: 3 years

Career and study pathway
After completing the Advanced Diploma of Children’s Services students may gain employment as a Service Director in long day care centre or family day care coordinator, or may choose to go onto further study such as gaining credit towards a university degree such as Bachelor of Education (Early Childhood).

Program content
- Systems Advocacy
- Quality Client Service Delivery
- Workplace Safety
- Providing Leadership
- Manage Innovation and Continuous Improvement
- Managing Workplace Issues
- Maintaining Information Systems
- Reflecting and Improving Professional Practice
- Managing Organisational Change
- Managing Finances, Accounts and Resources

Community Welfare Studies

Diploma of Community Welfare Work

This qualification is aimed at people wishing to expand on their Certificate III or IV in Community Services Work qualifications, or those wishing to gain employment in the community services sector, or those wishing to formalise their knowledge and skills. People who gain this qualification will usually be involved in service delivery, either direct client work and/or health promotion and community development projects. This course is ideally suited to people who wish to gain a somewhat in depth awareness and understanding of the community services and welfare industries and their range of operations.

Entry Requirement
The pre-requisite for entering this course is either the satisfactory completion of Year 12 English or an IELTS score of 5.5 (or equivalent).

Course Length: 1 or 2 years
Students may choose their own pace of study, opting to study for 1 year or at a slightly slower pace for 2 years.

Career and study pathway
After completing the Diploma of Community Welfare Work students may gain employment as a case co-ordinator, welfare worker, support facilitator, client service assessor, client service manager, program manager, local area co-ordinator, or may choose to go onto further study such as the Advanced Diploma of Community Services Work or gain credit towards a university degree such as Bachelor of Social Science (Human Services).

Program content
- Develop and implement a community development strategy
- Develop, facilitate and monitor all aspects of case management
- Respond holistically to client issues
- Undertake research activities
- Develop and implement policy
- Provide advocacy and representation
- Provide careers guidance
- Establish and develop community organisations
- And much more!
Going on a study tour is a great way for overseas students to learn English, and get the opportunity to explore a new culture. Tours are offered for groups from primary to university levels, and include Home-stay accommodation with an Australian family, loads of exciting activities and excursions (which can be customised to suit your group), course materials, collection from airport and return to airport and a guardian where necessary.

Duration 7 days, 11 days or 21 days (3 weeks)

Your group can choose a fun and intensive English program, from a 7 day tour, an 11 day tour or a 3 week tour (21 days) depending on your preference, however the longer you stay the more English you can learn, and of course the more you get to see and do.

This program is ideal for students wanting to experience Australian life and have fun, while learning English, making this a holiday to be remembered!
**PERSONAL INFORMATION**

Family Name ______________________________
Given Name/s ______________________________
Date of Birth (d/m/y) ____________________ Sex: F M
Nationality ______________________________
Language ______________________________
Passport Number ______________________________
Home Address ____________________________________________________
Current Address ____________________________________________________
Telephone ______________________________
E-mail Address ______________________________

**AIRPORT TRANSFER FEES**

Transfer form airport to accommodation AU$100
Do you require Airport Transfer service?

<table>
<thead>
<tr>
<th>On Arrival?</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>On Departure</td>
<td>Yes</td>
<td>No</td>
</tr>
</tbody>
</table>

Please provide your arrival/departure details, if known,
Arrival Date: ______________ Time: ______________
Flight Number: ______________ Airport: ______________
Departure Date: ______________ Time: ______________
Flight Number: ______________ Airport: ______________

**VISA STATUS IN AUSTRALIA**

- Working Holiday
- Visitor
- Student
- Other (specify) ______________________________

**HEALTH INSURANCE**

Do you require OSHC? Single Family No

Student Visa Students must have Overseas Student Health Cover (OSHC).

**ACCOMMODATION**

BC accommodation placement fee AU$ 100

- I prefer BCE home–stay for ________ weeks
- I will make my own living arrangements.

**STUDENT’S ENGLISH LEVEL**

- Elementary
- Pre–Intermediate
- Intermediate
- Upper Intermediate
- Pre–Advanced
- Advanced

(Your level will be officially assessed when you enter school)

**Program Selection**

<table>
<thead>
<tr>
<th>English Programs</th>
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</thead>
<tbody>
<tr>
<td>General English*</td>
</tr>
<tr>
<td>IELTS Preparation*</td>
</tr>
<tr>
<td>Business English*</td>
</tr>
<tr>
<td>FCE*</td>
</tr>
<tr>
<td>CAE*</td>
</tr>
</tbody>
</table>

**Certificate Programs**

Please write the name of the course you are applying for

**Diploma Programs**

Please write the name of the course you are applying for

**Note:** if enrolling in a diploma course please attach English test results and certified copies of your highest level of education.

**Recognition Of Prior Learning**

- I wish to apply for recognition of prior learning

Course Start Date: ______________ Weeks: ______________

**AGREEMENT**

I certify that the information provided on this form, including attachments is true and correct. I agree to the terms and conditions of enrolment and transfer and have read and understood the refund policy as set out overleaf.

Signature ______________________________ Date: ______________

**UNDER 18 APPLICANTS**

- Will you be accompanied by a guardian? Yes No

If no, College Guardian fee is $750.00
If the student is under the age of 18, a parent or guardian’s signature is required:

Signature ______________________________ Date: ______________

**AGENT DETAILS**

Please complete this section if your application is being submitted by an approved education agent.

Name of Consultant ______________________________
Business Name of Agent ______________________________

**Where to send your Application**

Brisbane College of Australia
PO Box 10704 Adelaide Street
Brisbane, QLD, Australia 4000
Fax: +617-3221-0002
Email: study@bc.edu.au
# REFUND POLICY

All Students must read this document carefully before signing the student agreement.

1. All requests for cancellations, transfers and refunds must be made in writing and require the presentation of relevant supporting documentation.
2. Upon approval the application will be refunded in accordance with the ESOS regulations.
3. No refunds will be given to students who are expelled for unacceptable behaviour or non-compliance with visa conditions.
4. If, after the full payment of fees a student withdraws an application the following will apply:
   4.1 If written notice in 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.
   4.2 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.
   4.3 If a student withdraws within 14 days of the commencement of the course, no refund will be made.
   4.4 No refund will be made for that portion of the tuition fee that is payable as counselling fees to the students appointed agent.
5. 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. If the College cannot deliver the course then we will refund your full tuition fee (including your enrolment fee).
7. The registered provider’s dispute resolution processes do not circumscribe the student’s right to pursue other legal remedies.
8. This agreement does not remove the right to take action under Australia’s consumer protection laws.
9. 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.
10. In the case of a student returning home any refund will only be made after the student ID card is returned and immigration notified.

# TRANSFERS

**Transfer to another educational institution**

1. Under Student Visa Regulations (condition 8206) 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, without permission from BC.
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.

# ACCOMODATION 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.
There are many pathways you can choose to take from your qualification to further study or employment, these are listed below.

Pathway to Employment

Pathway to Apprenticeship

Pathway to University