



BRISBANE COLLEGE OF AUSTRALIA

2020

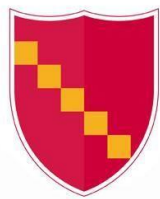


BRISBANE COLLEGE



Brisbane College of Australia

Accounting Courses
Business Courses
Early Childhood Education
and Care
Community Services
Hospitality
Animal Technology
TESOL Courses (AIT)



Australian Institute of TESOL

TESOL Courses



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.

WELCOME TO BC

Brisbane College of Australia (BCA) and Australian Institute of TESOL (AIT) are integrated into the one campus at Brisbane's City Campus.

We offer Certificate to Advanced Diploma courses in Accounting, Business, Management, Animal Technology, Hospitality, Early Childhood Education, Community Services, and TESOL.

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.

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 – Thursday.

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 BC

Brisbane College of Australia (BCA) and Australian Institute of TESOL (AIT) are integrated into the one campus at Brisbane's City Campus. Our Brisbane campus offers a wide range of Certificate, Diploma and Advanced Diploma courses.

We offer Certificate to Advanced Diploma courses in Accounting, Business, Management, Animal Technology, Hospitality, Early Childhood Education, Community Services, and TESOL. We also provide the option to study online for TESOL.

International Students

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.

MAXIMISE YOUR LEARNING POTENTIAL

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.





STUDY IN QUEENSLAND

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.

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.

BRISBANE

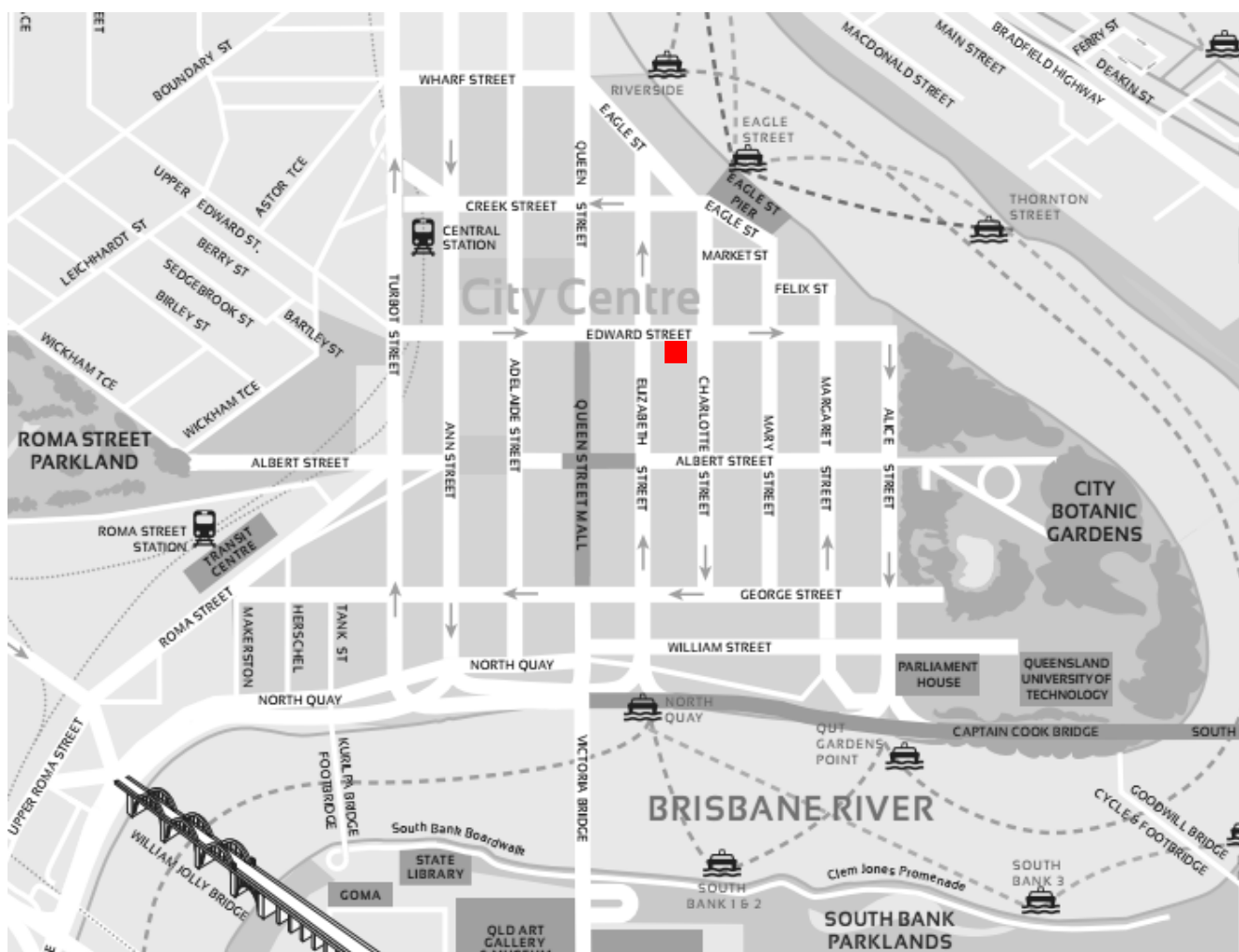
Brisbane, where our City Campus is located, is the capital of Queensland – the “Sunshine State” – is the 3rd largest Australian city and is known as its most lovable city. With an average of 300 days of sunshine a year and temperatures ranging from 9 to 33 degrees Celsius, Brisbane's 1.77 million people 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.

OUR CAMPUS



BRISBANE CITY CAMPUS

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 central 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 neighboring areas such as Southbank, Spring Hill, Fortitude Valley and Kangaroo Point and outer suburbs.



BRISBANE CAMPUS | 160 EDWARD ST. BRISBANE. QLD. 4000

OUR SERVICES

STUDENT COUNSELLOR

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.

EMPLOYMENT ASSISTANCE

We have dedicated employment officers with a range of resources to assist our students with gaining employment. All students receive our *Careers and Employment Pack* upon request when commencing their chosen course at BC which has been developed to equip students with their search for employment. It is also a good guide for International Students to assist them with how to lay out a resume and cover letter when searching for employment within Australia.

ACCOMMODATION

HOMESTAY

Homestay accommodation 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 other 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.

APARTMENT 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.

Brisbane College Share House Accommodation is a 3-bedroom furnished house available for students to rent from \$165- \$210 per week.





SOCIAL AND RECREATIONAL ACTIVITIES

Excursions are organised occasionally for our English students to various locations in Brisbane, Ipswich and surrounding areas in South East Queensland. 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.

ONLINE COMMUNITY

Join our online community by connecting with us on our social media profiles 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.



Brisbane College of Australia

<https://www.facebook.com/BrisbaneCollegeAustralia>



@Brisbane College

<https://twitter.com/brisbanecollege>



Brisbane College

<http://brisbanecollege.tumblr.com>



Brisbane College of Australia

<http://www.linkedin.com/company/brisbane-college-of-australia>

STUDENT BENEFITS

PUBLIC TRANSPORT



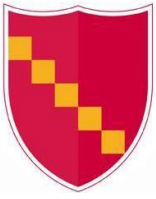
Students receive discounted fares on public transport systems including the train, bus and ferry.

You can purchase Go Cards from Queensland Rail stations, some bus way 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 bus way 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. They will either list the price for Students as "Students" or "Concession" on their prices list.



AUSTRALIAN INSTITUTE OF TESOL TESOL COURSES

The Australian Institute of TESOL delivers highly specialised TESOL courses. The Certificate IV and Diploma in TESOL (Teaching English to Speakers of Other Languages) equips students with the practical and theoretical skills to teach English to speakers of other languages.

The 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).

The Diploma of TESOL is considered equivalent to the Cambridge / RSA Diploma in English Language Teaching to Adults (DELTA), which are recognized internationally as an advanced qualification for teaching English as a foreign or second language (TEFL or TESL).



Our TESOL Course is part of the Australian Qualifications Framework and nationally recognised training.

**097927F/10695NAT 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).

More information:

<http://www.bc.edu.au/Courses/TESOL>

Program Content

- Create a culturally inclusive learning environment
- Use the genre approach to teach English
- Teach English grammar
- Teach spelling and pronunciation
- Teach speaking
- Teach listening
- Teach reading
- Teach writing
- Develop resource files
- Use technology to assist ESL learning

Entry Requirements

International Students

- IELTS score of 6.0 (or higher)
- High school certificate (or equivalent) OR copy of highest level of qualification

Domestic Students

- High school certificate (or equivalent) OR copy of highest level of qualification

Course Length and Cost

Visit <http://www.bc.edu.au/Tuition-Fees> for most up to date course cost and duration.



"Completing a TESOL Certificate IV has always been something I wanted to do. I looked into online courses while I lived in London, but with more research I discovered a lot of employers look for the classroom certification. I thought the Brisbane College of Australia offered a good program, the timetable suited my work schedule and Carmelina ended up being an excellent teacher of teaching!"

HARVEY



"This course has not always been easy for me because English is not my mother language. Furthermore, I've never lived for a long time in an English speaking country before I came to Australia. However, I see it as a challenge to further improve my English and to experience something new. My teacher Carmelina is a great support and has always been on hand if I needed assistance."

KATHARINA

**097928E/10688NAT DIPLOMA OF TESOL
(TEACHING ENGLISH TO SPEAKERS OF
OTHER LANGUAGES)**

The Diploma of 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 a broad range of knowledge, skills and generic and specific concepts for teaching English to speakers of other languages. 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.

The Diploma of TESOL is considered equivalent to the Cambridge / RSA Diploma in English Language Teaching to Adults (DELTA), which are recognized internationally as an advanced qualification for teaching English as a foreign or second language (TEFL or TESL).

More information:
<http://www.bc.edu.au/Courses/TESOL>

Program Content

- Create a culturally inclusive learning environment
- Use the genre approach to teach English
- Teach English grammar
- Teach spelling and pronunciation
- Teach speaking
- Teach listening
- Teach reading
- Teach writing
- Develop resource files
- Apply approaches and methods in TESOL
- Design and teach ESL syllabus
- Assess ESL learning
- Teach English for academic purposes
- Teach English for specific purposes

Entry Requirements

International Students

- IELTS score of 6.0 (or higher) OR complete BC English Placement Test
- High school certificate (or equivalent) OR copy of highest level of qualification

Domestic Students

- High school certificate (or equivalent) OR copy of highest level of qualification

Course Length and Cost

Visit <http://www.bc.edu.au/Tuition-Fees> for most up to date course cost and duration.

Our TESOL Course is part of the Australian Qualifications Framework and nationally recognised training.

TESOL Learning Experience

Our Certificate IV and Diploma of TESOL courses integrate a combination of theory, observation and practice to enhance the practicality and enrich the learning experience for our students.

Study Online

Brisbane College provides the flexible study option of completing the Certificate IV or Diploma of TESOL courses online.

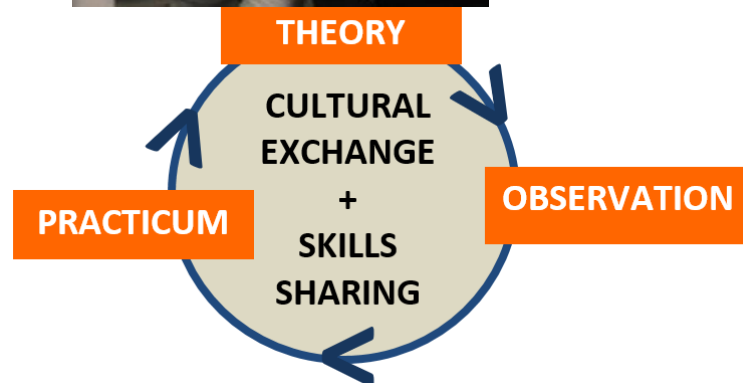
Online study is not available for international students studying in Australia on a student visa.

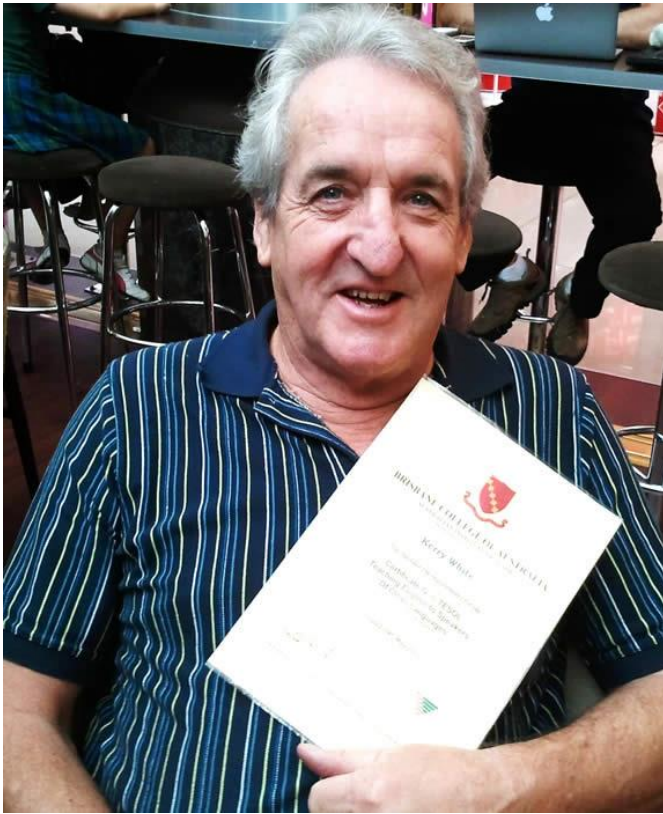
Online study programs can be commenced at any time, and is entirely self-paced. Online students will still have an opportunity to gain practical knowledge, and can choose whether to complete their teaching practice through an external provider, on campus or via video submission.

Study on Campus

Studying with both Domestic and International Students on campus gives our TESOL students a well-grounded understanding of learning in and teaching within a multicultural environment.

Studying on campus provides an engaging and supportive classroom environment through interaction with peers and our highly qualified trainers.





MEET KERRY

OUR 2013 TESOL SCHOLARSHIP RECIPIENT

"TAKING on an English teaching course was a daunting prospect for a semi-retired professional aged in his 60s.

It was a challenge I had been considering for a few years – in fact, I had done one subject, Nature of Language, for a post-graduate Certificate IV in TESOL at University of Southern Queensland (USQ) in Toowoomba, but because of circumstances that arose, had not proceeded further.

However, I still remained interested in gaining a qualification. When the chance arose through Brisbane College (which also offered me a 50% scholarship to cover half the cost), I decided to take it though it meant commuting from my Sunshine Coast home three days a week.

Not for one minute during the course did I regret the decision though grappling with tenses – present simple, past perfect, future continuous and the rest – was itself a challenge after so many years of using language without having to recall how or why it works.

Back in the early 2000s I decided to undertake full-time studies for an Arts degree at USQ in Toowoomba where I was living. I was proud to finish with a GPA of 6.05/7 including a HD for Romantic Literature – during the semester for that subject I spent several weeks overseas including an inspiring visit to Dove Cottage, home of the Wordsworths, who were at the core of the subject's focus.

In my late 20s I had entered journalism without completing a degree through the then more common path of a cadetship; previously I had spent some years in banking and other roles including the Army and service as an infantry soldier in the Vietnam War. In journalism I rose through the ranks to become an editor before going over to the 'dark side' of government media and subsequent community relations and corporate communications roles.

After completing my degree I moved to Brisbane and spent a few years back in government media with Queensland Health – a period that was not without significant challenges; then I was in a contract role part-time with Ergon Energy with whom I had worked previously in a regional role.

Since that contract expired last year I have been doing some casual work such as writing, editing and proof-reading from home on the Sunshine Coast. Now I hope to pick up some work – maybe voluntary or paid – 'teaching English to speakers of other languages'.

At the college I enjoyed the inter-action with younger people – teacher and students – from varying backgrounds and the challenge of two-hour practical teaching sessions. A 'prac' lesson I particularly enjoyed was one I volunteered to do 'About Australia'. You can see the Power Point [at this link](#)

Thanks to all of students and staff I was involved with at the college: bondezirojn en la estonteco"

ACCOUNTING COURSES



Do you aspire to own your own business? Learn the foundational skills to create a business plan, budget, inform yourself on legislation and much, much more!

Whether you want to formalise your industry knowledge with a qualification, start your own business or want to gain entry into the world of accounting, our Certificate and Diploma Course can provide you with practical industry skills.



All of our Accounting Courses are part of the Australian Qualifications Framework and nationally recognised training.

Graduates from our accounting courses can gain employment as accounts payable/receivable, payroll, front line cashiering and bank account maintenance, business activity statements, operational reporting, management reports, maintaining inventory records, supervising the operation of computer-based financial systems and much more.

097926G/FNS40217 CERTIFICATE IV IN ACCOUNTING & BOOKKEEPING

This qualification reflects the job roles of workers in the accounting industry, including BAS Agents and contract bookkeepers; and of those employees performing bookkeeping tasks for organisations in a range of industries. It includes preparing and lodging business and instalment activity statements and providing advice or dealing with the Commissioner on behalf of a taxpayer in relation to activity statements.

The course consists of 13 units of competency in areas such as financial statements, transactions and reports, business documents, business activity statements, legal decision making and computerised accounting systems.

More information:

<http://www.bc.edu.au/Courses/Accounting->

Career and Study Pathway

Upon successful completion of the Certificate IV in Accounting & Bookkeeping, students may continue on to further study such as the Diploma of Accounting or gain employment in an accounts support role performing duties such as: business activity statements, operational reporting, non-complex management reports, maintaining inventory records, small office management and supervising the operation of computer-based financial systems.

Entry Requirements

International Students

- IELTS score of 5.5 with no band less than 5.0 (or equivalent)
- High school certificate OR copy of highest level of qualification

Domestic Students

- High school certificate (or equivalent) OR copy of highest level of qualification

Course Length and Cost

Visit <http://www.bc.edu.au/Tuition-Fees> for the most up to date course cost and duration.

097925G/FNS50217 DIPLOMA OF ACCOUNTING

This qualification reflects professional accounting job roles in financial services and other industries, including tax agents, accounts payable and accounts receivable officers, payroll service providers, and employees performing a range of accounting tasks for organisations in a range of industries. Individuals in these roles apply solutions to a range of often complex problems and analyse and evaluate information from a variety of sources. They apply initiative to plan, coordinate and evaluate their own work and provide guidance to others within defined guidelines.

This course consists of 11 units of competency such as providing tax documentation for individuals, providing management accounting information and managing budgets and forecasts.

More information:

<http://www.bc.edu.au/Courses/Accounting->

Career and Study Pathway

After completing the Diploma of Accounting, students may gain employment as an assistant accountant or accounting employee performing duties such as: preparing tax returns, maintaining accounting and internal control systems, preparing financial statements, managing small teams and developing business plans. Students may choose to go onto further study such as the Advanced Diploma of Accounting or gain credit towards a university degree such as Bachelor of Accounting.

Entry Requirements

International Students

- IELTS score of 5.5 with no band less than 5.0 (or equivalent)
- High school certificate OR copy of highest level of qualification
- FNSSS00014 Accounting Principles Skill Set or equivalent (included at the start of the course) OR completion of the Certificate IV in Accounting OR completion of the Certificate IV in Bookkeeping

Domestic Students

- High school certificate (or equivalent) OR a copy of highest level of qualification
- FNSSS00014 Accounting Principles Skill Set or equivalent (included at the start of the course) OR completion of the Certificate IV in Accounting OR completion of the Certificate IV in Bookkeeping

Course Length and Cost

Visit <http://www.bc.edu.au/Tuition-Fees> for the most up to date course cost and duration.

097924J/FNS60217 ADVANCED DIPLOMA OF ACCOUNTING



This qualification is aimed at individuals wanting to seek professional identification and build on their Diploma qualification. This qualification reflects the role of individuals working in accounting and seeking professional recognition, including tax agents, accounts managers and business analysts; and to employees performing a range of accounts management tasks for organisations in a range of industries.

The course consists of 14 units of competency such as governance activities, financial services for a range of tasks and functions, using statistics and data in the financial industry, preparing tax returns and analysing account information.

More information:

<http://www.bc.edu.au/Courses/Accounting->

Career and Study Pathway

Upon successful completion of the Advanced Diploma of Accounting, students may gain employment in a range of accounting roles such as: taxation management, financial management, bookkeeping and accounts payable and receivable. Students may wish to go on to further study such as a Bachelor of Accounting.

Entry Requirements

International Students

- IELTS score of 5.5 with no band less than 5.0 (or equivalent)
- High school certificate OR copy of highest level of qualification
- Completion of the Diploma of Accounting

Domestic Students

- High school certificate (or equivalent) OR copy of highest level of qualification
- Completion of the Diploma of Accounting

Course Length and Cost

Visit <http://www.bc.edu.au/Tuition-Fees> for the most up to date course cost and duration.



BUSINESS COURSES

Businesses are continually evolving through creative innovation and technological advances. Kick start your career and grasp these business fundamentals with our Certificate and Diploma course.

Our qualifications in business are nationally recognised and will equip you with new skills to become a leader in your field.

Graduates of our business courses are equipped with a range of employability skills including communication, teamwork, problem-solving, initiative and enterprise, planning and organising, self-management, learning and technology.



All of our Business Courses are part of the Australian Qualifications Framework and nationally recognised training.



086918J/BSB40215 CERTIFICATE IV IN BUSINESS

This qualification is aimed at people wishing to obtain a lower to medium level business position or wanting to expand on their Certificate III qualification and is ideally suited to people who wish to gain knowledge and theory in some depth, across a range of business areas.

Students will complete this course with a core unit in Workplace Health and Safety and their choice of electives from Customer Service, Continuity, Administration, Innovation, Intellectual Property, Interpersonal Communication, Learning and Development, Marketing, Recordkeeping, Research, Sustainability, Writing and various Management fields.

More information:
www.bc.edu.au/business.htm

Career and Study Pathway

Students who successfully complete this course may find employment in lower to medium level business positions, such as an Administrator or Project Officer or continue on to further business study such as Diploma of Business or University Degree Programs.

Entry Requirement

International Students

- IELTS score of 5.5 with no band less than 5.0 (or equivalent)
- High school certificate OR copy of highest level of qualification

Domestic Students

- High school certificate (or equivalent) OR highest level of qualification

Course Length and Cost

Visit <http://www.bc.edu.au/Tuition-Fees> for the most up to date course cost and duration.

087185M/BSB50215 DIPLOMA OF BUSINESS

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 qualification. Students will gain an extensive depth of understanding across a broad range of business areas. The Diploma of Business is suited to students with substantial experience in a range of settings and who are seeking to further develop their skills across a wide range of business functions.

Students have the choice to select units from Advertising, Business Administration, Human Resources Marketing, Public Relations, and various Management fields.

More information:
www.bc.edu.au/business.htm

Career and Study Pathway

Upon successful completion of this course students may gain employment in middle to upper business as an Executive Officer, Program Consultant or Coordinator, may go on to study an Advanced Diploma, or use this qualification to gain credit for the first year of University Degree in Business.

Entry Requirement

International Students

- IELTS score of 5.5 with no band less than 5.0 (or equivalent)
- High school certificate OR copy of highest level of qualification

Domestic Students

- High school certificate (or equivalent) OR highest level of qualification

Course Length and Cost

Visit <http://www.bc.edu.au/Tuition-Fees> for the most up to date course cost and duration.

092166E/BSB51915 DIPLOMA OF LEADERSHIP AND MANAGEMENT

This course reflects the role of those individuals who apply knowledge, practical skills and experience in leadership and management across a range of enterprise and industry contexts.

Students will select units from various management fields including leading and managing teams, managing operational plans and developing and using emotional intelligence.

More information:
<http://www.bc.edu.au/Courses/Business->

Career and Study Pathway

Upon successful completion of this course students may gain employment in middle to upper business as a Business Manager, Human Resources Manager or Sales Team Manager. Students may also choose to use this qualification to gain credit for a first year University Degree in Business.

Entry Requirement

International Students

- IELTS score of 5.5 with no band less than 5.0 (or equivalent)
- High school certificate OR copy of highest level of qualification

Domestic Students

- High school certificate (or equivalent) OR copy of highest level of qualification

Course Length and Cost

Visit <http://www.bc.edu.au/Tuition-Fees> for the most up to date course cost and duration.

087473C/BSB60215 ADVANCED DIPLOMA OF BUSINESS

This qualification is aimed at people wishing to obtain an upper level business position or wanting to expand on their Diploma qualification and is ideally suited to people who are seeking to develop expertise across a wider range of business functions.

Students will complete units in Advertising, Marketing, Human Resources and Management.

More information:
<http://www.bc.edu.au/Courses/Business->

Career and Study Pathway

Students who successfully complete this course may find employment in higher business positions, such as a Program Consultant or Coordinator, Senior Executive or Administrator or continue to further business study such as a Bachelor of Business or other University Degree Programs.

Entry Requirement

International Students

- IELTS score of 5.5 with no band less than 5.0 (or equivalent)
- High school certificate OR copy of highest level of qualification
- Prior vocational experience in Business or related studies

Domestic Students

- High school certificate (or equivalent) OR highest level of qualification
- Prior vocational experience in Business or studies

Course Length and Cost

Visit <http://www.bc.edu.au/Tuition-Fees> for the most up to date course cost and duration.



089630A/BSB61015 ADVANCED DIPLOMA OF LEADERSHIP AND MANAGEMENT

This qualification is aimed at people wishing to obtain a leadership or management position or wanting to expand on their qualifications. This course is ideally suited to people who are seeking to develop expertise in leadership and management across a wider range of enterprise and industry contexts.

Students will be required to complete core units in Managing Finances, Managing Organisational Change, Leadership and Implementing a Business Plan. Students also have a choice of electives such as Customer Service, Human Resources, Business Innovation and Strategic Planning.

More information:

<http://www.bc.edu.au/Courses/Business->

Career and Study Pathway

Students who successfully complete this course may find employment in leadership and management positions, such as a Team Leader, Operation Manager, Department Manager or Senior Executive or continue on to further business study such as a Bachelor of Business or other University Degree Programs.

Entry Requirements

International Students

- IELTS score of 5.5 with no band less than 5.0 (or equivalent)
- High school certificate OR copy of highest level of qualification
- Prior vocational experience in Business or studies

Domestic Students

- High school certificate (or equivalent) OR copy of highest level of qualification
- Prior vocational experience in Business or studies

Course Length and Cost

Visit <http://www.bc.edu.au/Tuition-Fees> for the most up to date course cost and duration.



EARLY CHILDHOOD EDUCATION COURSES



All of our Early Childhood Education and Care Courses are part of the Australian Qualifications Framework and nationally recognised training.



Do you want a fulfilling career fostering and supporting the development of children?

Perhaps you see yourself as a manager or director of a Child Care Center.



Our entry level Certificate III in Early Childhood Education and Care will provide you with the skills to gain employment in positions such as a childhood educator, playgroup supervisor, and family day care worker.



If you are truly passionate about pursuing a career Early Childhood Education and Care, you can gain entry straight into the Diploma of Early Childhood Education and Care will equip you with the skills for positions such as authorised supervisor, center manager, childhood educator, director, group/ team/ coordinator/ leader, program leader and child development worker.



080661M/CHC30113 CERTIFICATE III IN EARLY CHILDHOOD EDUCATION AND CARE

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.

The course consists of 18 units of competency ranging from using approved learning framework to guide practice, provide care for children and support holistic development of children in early childhood.

More information:

<http://www.bc.edu.au/Courses/Early-Childhood->

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 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.

Entry Requirements

International Students

- IELTS score of 5.5 with no band less than 5.0 (or equivalent)
- High school certificate OR copy of highest level of qualification

Domestic Students

There are no pre-requisites for entering this course as a domestic student.

Course Length and Cost

Visit <http://www.bc.edu.au/Tuition-Fees> for the most up to date course cost and duration

080662K/CHC50113 DIPLOMA OF EARLY CHILDHOOD EDUCATION AND CARE

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.

It includes the completion of 28 units of competency and 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.

More information:

<http://www.bc.edu.au/Courses/Early-Childhood->

Career and Study Pathway

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

Entry Requirements

International Students

- IELTS score of 5.5 with no band less than 5.0 (or equivalent)
- High school certificate OR copy of highest level of qualification

Domestic Students

- High school certificate (or equivalent) OR copy of highest level of qualification

Course Length and Cost

Visit <http://www.bc.edu.au/Tuition-Fees> for the most up to date course cost and duration

COMMUNITY SERVICES COURSES



All of our Community Services Courses are part of the Australian Qualifications Framework and nationally recognised training.

Do roles such as community services worker, family support worker, outreach officer, group facilitator, client services assessor, early intervention officer sound of interest to you?

These are some of the many areas our nationally accredited and recognised Certificate and Diploma Courses in Community Services Work provide graduates with a broad range of skills in. Our course gives students hands on industry experience integrating both work placement and theoretical knowledge during their studies.

The broad depth of the course also allows entry level students to explore the community services work sector and choose an area to pursue.



089998B/CHC32015 CERTIFICATE III IN COMMUNITY SERVICES

This qualification is aimed at both new entrants to the Community Services sector. This qualification reflects the role of entry level community services workers who support individuals through the provision of person-centered services. Work may include day-to-day support of individuals in community settings or support the implementation of specific community-based programs.

The course consists of study in areas ranging from case work, client services, community work, working with children and young people, working with people with alcohol and other drug issues, working with older people, working with people with disabilities and more.

More information:

<http://www.bc.edu.au/Courses/Community-services->

Career and Study Pathway

After completing the Certificate III in Community Services work students may gain employment in the community services sector such as a disability support worker, care worker, community services worker, community support worker, welfare worker, welfare support worker or family support worker.

Entry Requirements

International students

- IELTS score of 5.5 with no band less than 5.0 (or equivalent)
- High school certificate OR copy of highest level of qualification

Domestic students

There are no pre-requisites for entering this course as a domestic student.

Course Length and Cost

Visit <http://www.bc.edu.au/Tuition-Fees> for the most up to date course cost and duration

089999A/CHC52015 DIPLOMA OF COMMUNITY SERVICES

This qualification is aimed those seeking to build on their Certificate IV qualifications and experience and gain a community services role involving service delivery, direct client work, community education or development projects. It is ideally suited to people who wish to gain knowledge and theory in substantial depth. Workers at this level operate at an advanced skill level and may have responsibility for the supervision of other staff and volunteers,

The course consists of study in areas such as settlement work, domestic and family violence, working with people with disabilities, working with children and young people, community development, working with people with alcohol and other drug issues and working with people with mental health issues.

More information:

<http://www.bc.edu.au/Courses/Community-services->

Career and Study Pathway

After completing the Diploma of Community Services work students may gain employment as an assessor, case coordinator, case worker or manager, community services worker, coordinator, welfare worker or program coordinator or manager, or may choose to go onto further study such as the Advanced Diploma of Community Sector Management or gain credit towards a university degree such as Bachelor of Human Services.

Entry Requirements

International students

- IELTS score of 5.5 with no band less than 5.0 (or equivalent)
- High school certificate OR copy of highest level of qualification

Domestic students

- High school certificate (or equivalent) OR copy of highest level of qualification

Course Length and Cost

Visit <http://www.bc.edu.au/Tuition-Fees> for the most up to date course cost and duration

092177B/CHC62015 ADVANCED DIPLOMA OF COMMUNITY SECTOR MANAGEMENT

This qualification is aimed those seeking to build on their qualifications and experience and gain a management role in community sector organisations. Graduates of this qualification will work independently and report to executive management, directors and boards of management. It is ideally suited to people who wish to gain knowledge and theory in substantial depth of the community service sector. Workers at this level operate at an advanced skill level and may have responsibility for the supervision of other staff and volunteers.

The course consists of 13 units of competency in areas such as case management, social housing, working with people with disabilities, working with children and young people, community development, working with people with alcohol and other drug issues and working with people with mental health issues.

More information:

<http://www.bc.edu.au/Courses/Community-services->

Career and Study Pathway

After completing the Advanced Diploma of Community Sector Management, students may gain employment as an accommodation support worker, a coordinator of volunteers, a disability services manager or a community development manager. The student may also gain credit towards a university degree such as Bachelor of Human Services.

Entry Requirements

International Students

- IELTS score of 5.5 with no band less than 5.0 (or equivalent)
- High school certificate OR copy of highest level of qualification
- Prior vocational experience in Community Sector or related studies

Domestic Students

- High school certificate (or equivalent) OR copy of highest level of qualification
- Prior vocational experience in Community Sector or related studies

Course Length and Cost

Visit <http://www.bc.edu.au/Tuition-Fees> for the most up to date course cost and duration



HOSPITALITY COURSES



All of our Hospitality Courses are part of the Australian Qualifications Framework and nationally recognised training.

Our Hospitality courses provide a pathway to work in organisations such as restaurants, hotels, motels, clubs, pubs, cafes and coffee shops. It provides options for specialisation in areas such as accommodation services, food and beverage and gaming. This qualification allows graduates to work in most sectors of the hospitality industry including food and beverage attendants, receptionists, function hosts, housekeepers, wait staff and departmental or small business manager.

Our qualifications in hospitality are nationally recognised and will equip you with new skills to become a leader in your field.

Graduates of our Hospitality courses are equipped with a range of employability skills including discretion and good judgement of industry operations, teamwork and the ability to work independently under limited supervision. After successful completion of the Diploma course skilled operators can use their sound knowledge of industry operations and broad range of managerial skills to coordinate hospitality operations.

091439D/SIT30616 CERTIFICATE III IN HOSPITALITY

This qualification reflects the role of skilled operators who use a range of well-developed hospitality skills. They use discretion and judgement and have a sound knowledge of industry operations. They work with some independence and under limited supervision and may provide operational advice and support to team members. This qualification is suitable for an Australian Apprenticeship pathway.

Students will be required to complete 7 core units and 8 elective units. The selection of electives must be guided by the job outcome sought, local industry requirements and the complexity of skills appropriate to the AQF level of this qualification.

More information:

<http://www.bc.edu.au/Courses/Hospitality->

Career and Study Pathway

After completing the Certificate III in Hospitality students may find employment in restaurants, hotels, motels, clubs, pubs, cafes and coffee shops. Possible job titles include espresso coffee machine operator, food and beverage attendant, front desk receptionist, function attendant, function host, gaming attendant, housekeeper, restaurant host or waiter.

Entry Requirements

International Students

- IELTS score of 5.5 with no band less than 5.0 (or equivalent)
- High school certificate OR copy of highest level of qualification

Domestic Students

There are no pre-requisites for entering this course as a domestic student.

Course Length and Cost

Visit <http://www.bc.edu.au/Tuition-Fees> for the most up to date course costs, duration and intake dates.



091015F/SIT50416 DIPLOMA OF HOSPITALITY MANAGEMENT

This qualification reflects the role of individuals who use sound knowledge of industry operations and a broad range of managerial skills to coordinate hospitality operations. They operate independently, have responsibility for others and make a range of operational business decisions.

This qualification is suitable for an Australian Apprenticeship pathway.

Students will be required to complete 13 core units and 15 elective units. The selection of electives must be guided by the job outcome sought, local industry requirements and the complexity of skills appropriate to the AQF level of this qualification.

More information:

<http://www.bc.edu.au/Courses/Hospitality->

Career and Study Pathway

Upon successful completion of this course students may gain employment in any sector of the hospitality industry as a departmental or small business manager.

Possible job titles include: banquet or function manager, chef de cuisine, chef patissier, executive housekeeper, front office manager, gaming manager, kitchen manager, motel manager, restaurant manager, sous chef or unit manager.

Entry Requirements

International Students

- IELTS score of 5.5 with no band less than 5.0 (or equivalent)
- High school certificate OR copy of highest level of qualification

Domestic Students

- High school certificate (or equivalent) OR copy of highest level of qualification

Course Length and Cost

Visit <http://www.bc.edu.au/Tuition-Fees> for the most up to date course cost and duration

092165F/SIT60316 ADVANCED DIPLOMA OF HOSPITALITY MANAGEMENT

This qualification reflects the role of highly skilled senior managers who use a broad range of hospitality skills combined with specialised managerial skills and substantial knowledge of industry to coordinate hospitality operations. They operate with significant autonomy and are responsible for making strategic business management decisions.

More information:

<http://www.bc.edu.au/Courses/Hospitality->

Career and Study Pathway

This qualification provides a pathway to work in any hospitality industry sector and for a diversity of employers including restaurants, hotels, motels, catering operations, clubs, pubs, cafes, and coffee shops. This qualification allows for multi-skilling and for specialisation in accommodation services, cookery, food and beverage and gaming.

Possible job titles include area manager or operations manager, café owner or manager, club secretary or manager, executive chef, executive housekeeper, executive sous chef, food and beverage manager, head chef, motel owner or manager or a rooms division manager.

Entry Requirements

International Students

- IELTS score of 5.5 with no band less than 5.0 (or equivalent)
- High school certificate OR copy of highest level of qualification
- Prior vocational experience in Hospitality or related studies

Domestic Students

- High school certificate (or equivalent) OR copy of highest level of qualification
- Prior vocational experience in Hospitality or related studies

Course Length and Cost

Visit <http://www.bc.edu.au/Tuition-Fees> for the most up to date course costs, duration and intake dates.



ANIMAL TECHNOLOGY COURSES



All of our Animal Technology Courses are part of the Australian Qualifications Framework and nationally recognised training.

Are you an animal lover? Do you enjoy learning about animals and want to earn money doing what you love?

Do you want to kick-start your career working with and caring for animals?

Our nationally accredited and recognised Certificate and Diploma courses provide graduates with a broad range of skills in the many areas of animal technology including containment and exclusion procedures, monitoring anaesthesia in animals, conducting non-surgical procedures and providing basic care.

Our course gives students hands on industry experience integrating both work placement and theoretical knowledge during their studies.

The broad depth of the course also allows entry level students to explore the animal technology industry and broaden their knowledge of animal science studies.



097487C/ACM30217 CERTIFICATE III IN ANIMAL TECHNOLOGY

This qualification is aimed at new entrants to the Animal Technology industry. This qualification is the industry qualification for persons operating at a junior or assistant level and undertaking animal technology functions within a biomedical research or production environment. Work may include day-to-day support and assistance within a veterinary practice or animal technicians in animal science centres or providing help at animal centres.

The course consists of 18 units of competency ranging from work within an animal technology facility, containment and exclusion procedures, preparing and monitoring anaesthesia for animals, conducting non-surgical procedures on animals, carrying out simple breeding procedures and providing basic care for a number of different animals.

More information:

<http://www.bc.edu.au/Courses/Animal-Technology->

Career and Study Pathway

Successful completion of this qualification may lead to further study, such as the Diploma of Animal Technology, that defines higher level job functions, or find employment within the animal technology field such as an animal technician, laboratory animal technician, technical officer or field technician.

Entry Requirement

International Students

- IELTS score of 5.5 with no band less than 5.0 (or equivalent)
- High school certificate OR copy of highest level of qualification

Domestic Students

There are no pre-requisites for entering this course as a domestic student.

Course Length and Cost

Visit <http://www.bc.edu.au/Tuition-Fees> for the most up to date course cost and duration

097484F/ACM50117 DIPLOMA OF ANIMAL TECHNOLOGY

This qualification is aimed at those seeking to build on their qualifications and experience in animal technology functions and gain a senior or managerial level role involving biomedical research or production environment. It is ideally suited to people who wish to gain knowledge and theory in substantial depth. It is highly recommended that while undertaking this qualification, the learner should have access to an animal technology workplace through either paid employment or substantial periods of work placement or experience.

The course consists of 23 units of competency in areas such as processing and interpreting data, preparing and monitoring anaesthesia in animals, carrying out containment and exclusion procedures, maintaining and monitoring the health and wellbeing of animals and providing basic care for a wide range of animals.

More information:

<http://www.bc.edu.au/Courses/Animal-Technology->

Career and Study Pathway

After completing the Diploma of Animal Technology, students may gain employment as an animal technology manager, facility manager, senior animal technologist, animal house manager, supervising animal technician or gain credit towards graduate level study to further advance their education at University.

Entry Requirement

International Students

- IELTS score of 5.5 with no band less than 5.0 (or equivalent)
- High school certificate OR copy of highest level of qualification

Domestic Students

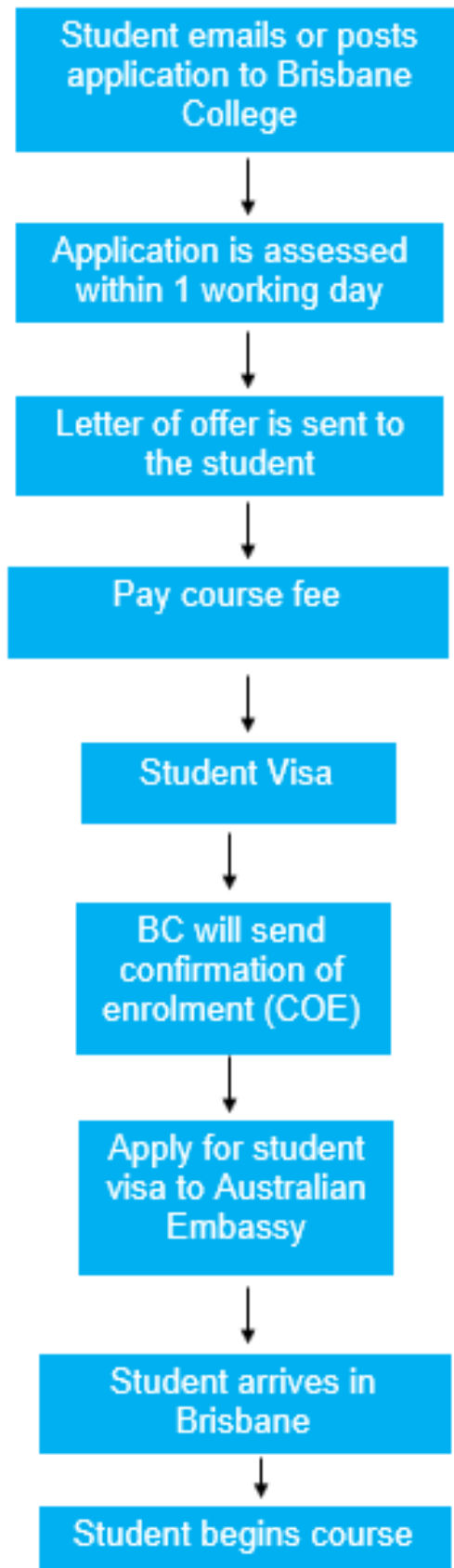
- High school certificate (or equivalent) OR copy of highest level of qualification

Course Length and Cost

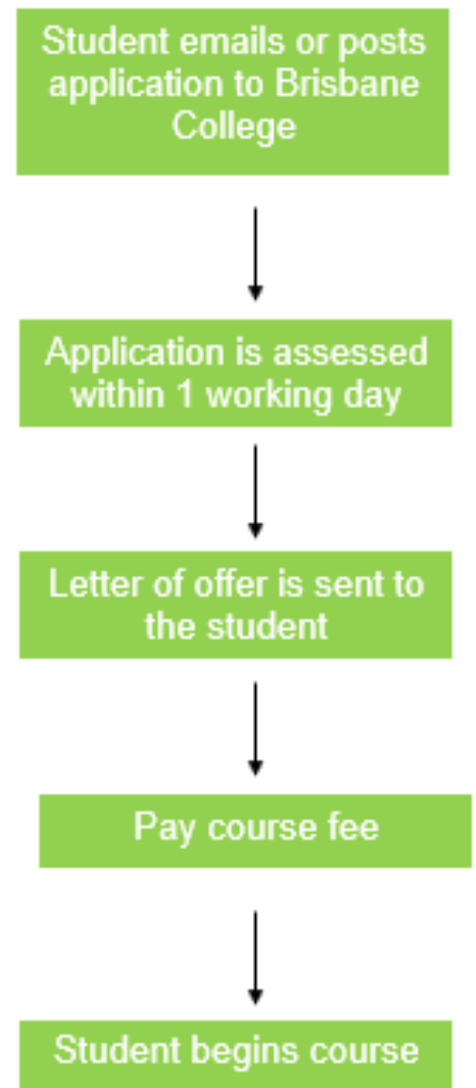
Visit <http://www.bc.edu.au/Tuition-Fees> for the most up to date course cost and duration

APPLICATION PROCESS

International Students



Domestic Students



APPLICATION CHECKLIST

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 or highest level of qualification
- ☐ Check for course prerequisites

Domestic Students

- ☐ Application Form
- ☐ Copy of Passport
- ☐ Copy of High School Certificate or highest level of qualification
- ☐ Check for course prerequisites

VISA REQUIREMENTS

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

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

- ☐ Applied to the College
- ☐ Paid Course fees
- ☐ Obtained Electronic Confirmation of Enrolment (COE) from the College
- ☐ Health check
- ☐ Paid medical insurance at Medibank Private

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 under any circumstances.
2. All requests for cancellations, transfers and refunds must be made in writing using 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:
A cancellation fee of the lesser of \$250 or 5% of the total tuition fees received will be deducted from the refund.
 - 5.1 If written notice is received by BC more than 28 days before the commencement of the course a cancellation fee of 30% will be deducted from the fees received.
 - 5.2 If written notice is received by BC less than 28 days before commencement, no refund will be made.
 - 5.3 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.
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. Refunds are payable only to the person or organisation who entered into the agreement with the College. Refunds will not be made to third parties.
10. All bank charges incurred by Brisbane College are to be met by the student.
11. The registered provider's dispute resolution processes do not circumscribe the student's right to pursue other legal remedies.
12. This agreement does not remove the right to take action under Australia's Consumer Protection Laws.
13. 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.
14. 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

It is Brisbane College policy that students studying courses in Australia on a student visa are to attend 80% of all classes.

TRANSFERS

Transfer to another educational institution

1. Under Student Visa Regulations it is not possible to transfer to another education institution for the duration of any preliminary course and/or the first six months of the principal course, except where:
 - 1.1 The college has ceased to be registered or the course in which the student is enrolled has ceased to be registered.
 - 1.2 A written letter of release has been provided by the College.
 - 1.3 A sanction has been imposed on the College's registration by the Queensland or Australian Government that prevents the student from continuing the principal course.
 - 1.4 Any government sponsor of the student considers the change to be in the student's best interest and has provided written support for that change.
2. Requests for transfer must be made to the Administration Office in writing and be accompanied by a letter of offer from the receiving institution. 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. Students will be required to fill out a new application form in order to apply for the new course they wish to study.
3. 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):	\$240 p/wk
Additional Nights:	\$35 per night

(includes all meals throughout your stay)

TERMS AND CONDITIONS OF ENROLMENT

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

INTERNAL & EXTERNAL COMPLAINTS AND APPEALS PROCESSES

1. Brisbane College will ensure that all complaints and appeals are handled professionally and within a reasonable amount of time in order to achieve a satisfactory outcome for all parties.
 2. Student is to discuss the problem with relevant staff and fill out BCA complaint form.
 3. If problem is not resolved via discussion, matter can be taken to academic manager.
 - 3.1 Student can be represented by a nominee if they so choose.
 4. Academic manager will assign a staff member to the responsibility of managing this issue.
 - 4.1 If the dispute concerns assessment results, the staff member, in conjunction with the assessor, reviews the initial assessment and/or identifies other assessment methods, and informs the student accordingly.
 - 4.2 If the problem is connected with other matters, the staff member will obtain more information, undertake discussions as necessary, and will reach a resolution to the issue, providing a written statement of the resolution to all parties to the dispute.
 5. If matter is still unresolved, matter can be referred to the principal administrator.
 6. If matter is still unresolved following referral to principal administrator, students are encouraged to contact the Dispute Resolution Branch, Department of Justice and Attorney-General at 363 George Street Brisbane, or call (07) 3239 6269.
 7. Students may contact the relevant government department or the national complaints hotline (National Complaints Hotline: 1800 000 674). The relevant government department has the power to suspend or cancel the registration of the Brisbane College of Australia or its courses. Students concerned about the Brisbane College of Australia can be addressed directly to officers of the relevant government department. Students may also pursue legal remedies other than this.
- Or;
- Students who wish to lodge an external appeal or complain about the decision, can contact the Overseas Students Ombudsman (Overseas Students Ombudsman: 1300 362 072). The Overseas Students Ombudsman offers a free and independent service for overseas students who have a complaint or want to lodge an external appeal about a decision made by their private education or training provider.

SATISFACTORY COURSE PROGRESS OBLIGATIONS

1. Students are required to maintain satisfactory course progress.
2. Satisfactory course progress refers to:
 - 2.1 Timely submission of all assessment items.
 - 2.2 Compliance with the assessment and submission guidelines.
 - 2.3 Compliance with plagiarism policy.
 - 2.4 Competence in and completion of all required course units (and work placement if applicable) by the course completion date.
3. Brisbane College is obligated to report any student who does not comply with the satisfactory course progression policy.

ESOS FRAMEWORK

The ESOS Framework is the legislation in place in Australia to protect international students. You can learn about your rights as an international student through this link <https://www.studyinaustralia.gov.au/english/australian-education/education-system/esos-act>.

PRIVACY STATEMENT

Brisbane College of Australia is collecting this information for general student administration as well as for planning, communication, research, evaluation and marketing activities undertaken by the Brisbane College of Australia. Your personal information may be disclosed to Commonwealth and State Government Agencies, or by the Commonwealth including the TPS, or state or territory agencies in accordance with the *Privacy Act 1988*. Your personal information may be disclosed to Bupa and any other entity providing insurance to Brisbane College of Australia for health cover for overseas students. If you are under the age of 18 years your personal information, attendance details, progress and results may be disclosed to your parent/guardian. No further access to your enrolment information will be provided to any other organisation or persons without your consent or, unless authorised or required by law, in accordance with the Information Privacy Principles.

BRISBANE COLLEGE OF AUSTRALIA

National Provider No. 31315 | CRICOS No. 02615G

INTERNATIONAL STUDENT APPLICATION FORM

Personal Information

Family Name _____
Given Name/s _____
Date of Birth (d/m/y) ____/____/____ Sex: F ☐ M ☐
Language _____
Nationality _____
Passport Number _____
E-mail Address _____
Phone Number _____
Home Address _____

Address in Australia _____

Note: You must notify BC of a change in address while enrolled in a course.

Do you have any special needs that may affect or prevent you from competing any of the course requirements?

Education

Year completed High School:	
Highest Qualification Obtained:	Year Obtained:

Are you applying for a student visa?

Yes ☐ Other: _____

How many dependents will be on the visa application?

0 ☐ Other: _____

A student visa is required to obtain Overseas Student Health Cover (OSHC) for yourself and your dependent/s.

Single ☐ Couples ☐ Family ☐ No ☐

Month	4	8	14	20	26
Single	\$202	\$404	\$729	\$1,041	\$1,353
Couple	\$643	\$1,285	\$2,301	\$3,287	\$4,273
Family	\$937	\$1,873	\$3,559	\$5,085	\$6,610

STUDENT'S ENGLISH LEVEL

Elementary ☐ Intermediate ☐
Advanced ☐
(Your level will be officially assessed when you enter the school)

PROGRAM SELECTION

☐ Brisbane City Campus ☐ Distance (No Visa)

Please write the name of the course you are applying for

Course Start Date: ____/____/____ Weeks: ____

Note: Please attach with application form

- A copy of passport
- English test results
- Certified copies of your High School Certificate or highest level of education.

ACCOMMODATION

BC accommodation placement fee AU\$100

☐ I prefer BCE home-stay for ____ weeks

☐ I will make my own living arrangements.

AIRPORT TRANSFER FEES

Transfer from airport to accommodation AU\$100

Do you require Airport Transfer Service? Yes ☐ No ☐

UNDER 18 APPLICANTS

Will you be accompanied by a guardian? Yes ☐ No ☐

If no, College Guardian fee is \$500.00

If the student is under the age of 18, a parent or guardian's signature is required:

Signature

____/____/____
Date

AGENT DETAILS

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

Name of Consultant _____

Agency Name _____

SURVEY

How did you hear about us?

Our Website	<input type="checkbox"/>	Friend/Family	<input type="checkbox"/>
Agency	<input type="checkbox"/>	Advertisement	<input type="checkbox"/>
School	<input type="checkbox"/>	Facebook	<input type="checkbox"/>

Other: _____

AGREEMENT

I certify that the information provided on this form, including attachments is true and correct. I have read, understand and agree to the terms and conditions of enrolment as set out overleaf (pages one and two).

Signature

____/____/____
Date

Application forms must be signed and complete.

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

DOMESTIC STUDENT APPLICATION FORM

PERSONAL INFORMATION

Family Name _____
Given Name/s _____
Date of Birth (D/M/Y) ____/____/____ Sex: F ☐ M ☐
Language _____
Passport Number _____
Home Address _____

Current Address _____

Note: You must notify BC of a change in address while enrolled in a course.

Telephone _____
E-mail Address _____

Do you have any special needs that may affect or prevent you from competing any of the course requirements?

SURVEY

How did you hear about us?

Our Website	<input type="checkbox"/>	Friend/Family	<input type="checkbox"/>
Agency	<input type="checkbox"/>	Advertisement	<input type="checkbox"/>
School	<input type="checkbox"/>	Facebook	<input type="checkbox"/>

Other: _____

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

Education

Year completed High School:	
Highest Qualification Obtained:	Year Obtained:

CAMPUS LOCATION

☐ Brisbane City ☐ Ipswich ☐ Distance Learning

VOCATIONAL EDUCATION AND TRAINING COURSE

Please write the name of the course you are applying for

Course Start Date: ____/____/____ Weeks: _____

Note: Please attach the following documents your application form:

- documentation showing proof of ID such as birth certificate, passport or drivers licence
- certified copies of your highest level of education.

RECOGNITION OF PRIOR LEARNING

☐ I wish to apply for recognition of prior learning

AGREEMENT

I certify that the information provided on this form, including attachments is true and correct. I have read, understand and agree to the terms and conditions of enrolment as set out overleaf (pages one and two).

Signature ____/____/____
Date

Application forms must be signed and complete.



Brisbane College of Australia

Brisbane Campus 160 Edward St, Brisbane QLD 4000

Postal Address PO BOX 10704 Adelaide St, Brisbane QLD 4000
National Provider Number: 31315

T: (+61 7) 3221 0005
E: study@bc.edu.au
W: www.bc.edu.au
CRICOS Number: 02615G

BRISBANE COLLEGE OF AUSTRALIA - BRISBANE COLLEGE OF ENGLISH - AUSTRALIAN INSTITUTE OF TESOL

