BRISBANE COLLEGE

Brisbane College of Australia

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

Australian Institute of TESOL

TESOL Courses
# Table of contents

ACM40418 Certificate IV in Veterinary Nursing ................................................................. 5
ACM50219 Diploma of Veterinary Nursing ................................................................. 7
Distance Study ............................................................................................................. 9
Enrolment Procedure .............................................................................................. 11
Application Checklist ............................................................................................. 12
Visa Requirements .................................................................................................. 12
Terms and Conditions of Enrolment ............................................................................. 13
About Veterinary Nursing Studies

Do you want to take the next step toward your veterinary nursing career?

Want hands on experience and knowledge of working and caring with animals? Want to broaden your understanding and develop leadership skills in this area?

Our nationally accredited and recognised Certificate and Diploma courses in Veterinary Nursing provide graduates with a broad range of skills across various areas of veterinary nursing including identify animal anatomy and physiology for animal care work, nurse animals, apply imaging routines, perform clinical pathology procedures, perform practice office procedures, coordinate and perform surgical nursing routines and lead and manage team effectiveness.

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

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

http://bc.edu.au/Testimonials
ACM40418 CERTIFICATE IV IN VETERINARY NURSING

About this course
This qualification reflects the role of a veterinary nurse who works under the supervision of a registered veterinarian to provide nursing care to animals, to support veterinarians to carry out medical and surgical procedures and to support clients to maintain health of animals.

The course consists of 21 units of competency ranging from perform clinical procedures, nurse animals, carry out medical nursing routines, provide specific animal care advice, carry out veterinary dental nursing procedures and prepare for anaesthesia and monitor animal anaesthesia and analgesia.

Career and study pathway
Successful completion of this qualification may lead to further study, such as the Diploma of Veterinary Nursing (ACM50219), that defines higher level job functions, or find employment within the veterinary nursing field such as a veterinary nurse.

Learning Outcomes
Upon completion of this course, a Certificate IV in Veterinary Nursing will be issued. Students will gain knowledge of a variety of veterinary nursing functions. Students may continue on to the Diploma of Veterinary Nursing or gain a position as a veterinary nurse.

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

Forms of assessment may include: written tasks, multiple choice tests, projects/assignments/reports, feedback given and response, role plays and questioning/interview/discussion. This may vary per unit of competency.

ENTRY REQUIREMENTS
INTERNATIONAL STUDENTS
The pre-requisite for entering this course is:
- IELTS score of 5.5 with no band less than 5.0 (or equivalent).
- High school certificate (or equivalent) OR highest level of qualification.
- Certificate III in Animal Technology

DOMESTIC STUDENTS
- Certificate III in Animal Technology

COURSE COST AND DURATION
Please refer to our tuition page or application forms for latest course cost and duration.
http://bc.edu.au/Tuition-Fees

COURSE DELIVERY
Internal - Brisbane City Campus
External – Correspondence/Distance Learning (Domestic Students)

APPLY
Download our application form at our website:
http://bc.edu.au/Enrolment/Forms-

Send your application with the required documents to:
study@bc.edu.au
Units of Competency
Students must complete 17 (seventeen) core units plus a further 4 (four) electives chosen from the list below.

The units of competency that will be offered have been listed below.

Core Units
ACMGAS307 Identify animal anatomy and physiology for animal care work
ACMGAS308 Communicate effectively with clients and team members
ACMINF301 Comply with infection control policies and procedures in animal care work
ACMVET202 Carry out daily practice routines
ACMVET401 Coordinate veterinary reception duties
ACMVET402 Apply imaging routines
ACMVET403 Perform clinical pathology procedures
ACMVET404 Perform practice office procedures
ACMVET405 Coordinate and perform surgical nursing routines
ACMVET406 Nurse animals
ACMVET407 Carry out medical nursing routines
ACMVET408 Provide nutritional advice and support for animals
ACMVET409 Provide specific animal care advice
ACMVET410 Carry out veterinary dental nursing procedures
ACMVET413 Prepare for anaesthesia and monitor animal anaesthesia and analgesia
ACMVET416 Assist with the preparation of veterinary drugs and poisons
ACMWHS301 Contribute to workplace health and safety processes

Elective Units
ACMSPE302 Provide basic care of birds
ACMSPE304 Provide basic care of domestic dogs
ACMSPE305 Provide basic care of domestic cats
ACMSPE310 Provide basic care of mammals
ACMSUS301A Implement and monitor environmentally sustainable work practices
ACM50219 DIPLOMA OF VETERINARY NURSING

About this course
This qualification reflects the role of a senior veterinary nurse who works under the supervision of a registered veterinarian, to provide leadership to staff and advanced nursing care for animals including applying specialist skills and in-depth knowledge to patient assessment, care and management within a veterinary workplace.

The course consists of 9 units of competency in areas such as support veterinary practice communication and professional development, manage quality customer service, lead and manage team effectiveness, implement and monitor environmentally sustainable work practices and plan, organise and facilitate learning in the workplace.

Career and study pathway
After completing the Diploma of Animal Technology (ACM50219), students may gain employment as veterinary nurse or gain credit towards graduate level study to further advance their education at university.

Learning Outcomes
Upon completion of this course, a Diploma of Veterinary Nursing will be issued. Students will gain a substantial knowledge and depth in a variety of veterinary nursing areas. Students may continue on to the Advanced Diploma of Leadership and Management or gain a position as a veterinary nurse.

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

Forms of assessment may include: written tasks, multiple choice tests, projects/assignments/reports, feedback given and response, role plays and questioning/interview/discussion. This may vary per unit of competency.

ENTRY REQUIREMENTS
INTERNATIONAL STUDENTS
The pre-requisite for entering this course is:
- IELTS score of 5.5 with no band less than 5.0 (or equivalent)
- High school certificate OR copy of highest level of qualification
- Certificate IV in Veterinary Nursing

DOMESTIC STUDENTS
The pre-requisite for entering this course is:
- High school certificate (or equivalent)
- OR copy of highest level of qualification
- Certificate IV in Veterinary Nursing

COST AND DURATION
Please refer to our tuition page or application forms for latest course cost and duration.
http://bc.edu.au/Tuition-Fees

COURSE DELIVERY
Internal - Brisbane City Campus
External - Correspondece/Distance Learning (Domestic Students)

APPLY
Download our application form at our website:
http://bc.edu.au/Enrolment/Forms-
Send your application with the required documents to:
study@bc.edu.au
Units of Competency
Students must complete the 6 (six) core units plus a further 3 (three) electives. Students who have completed any eligible units of competency may credit those units towards this qualification.

Core Units

ACMSUS401  Implement and monitor environmentally sustainable work practices
ACMVET508  Support veterinary practice communication and professional development
ACMWHS501  Manage workplace health and safety processes
BSBCUS501  Manage quality customer service
BSBWOR502  Lead and manage team effectiveness
TAEDEL402  Plan, organise and facilitate learning in the workplace

Elective Units

ACMVET501  Manage nursing requirements for specialised surgical procedures
ACMVET502  Carry out post-operative nursing routines
ACMVET503  Produce veterinary dental oral cavity images
ACMVET504  Provide veterinary dental nursing support for advanced veterinary dental surgery
ACMVET505  Prepare for veterinary emergency response
ACMVET506  Perform emergency procedures to sustain life
ACMVET507  Provide nursing support for critical care surgery
ACMVET509  Manage veterinary nursing procedures
ACMVET510  Apply veterinary nursing pathophysiology
ACMVET511  Apply principles of animal behaviour
Distance Study

Distance study mode is available for both the Certificate III and Diploma of Animal Technology and Certificate IV and Diploma of Veterinary Nursing courses. Distance study provides the opportunity for you to complete your course work externally; either at home or anywhere else in the world.

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

Who is distance study for?

The distance study option is best suited to those looking to study while working full-time or looking for a flexible study option as it allows you to learn at your own pace. It is also ideal for individuals who live in remote areas or prefer not to travel to our city campus to attend classes.

Is support still available while I study?

Yes there is still study support available for our distance study programs. A designated trainer will be available to via email correspondence to respond to any questions or queries you have during your studies.

How does distance study work?

There is a maximum duration set for each course where the Assessment requirements for each Unit of Competency must be submitted and marked competent within the maximum time frame to complete the course. This requires prioritising your time so that you can complete all the Units within the maximum time frame. If you need more time to complete your studies, we can look at options to extend your course end date.

What happens when I complete my course?

Once you completed all units of competency and have received confirmation from the college that you have completed all your course requirements, you will be sent a Course Completion Form. Once you have filled out and returned the form to the college, you will be issued your Certificate of Completion and Academic Transcript up to 14 days from the date we finish processing your form.
# Key dates and information

## 2021 COURSE STARTING DATES

<table>
<thead>
<tr>
<th>Date</th>
<th>18 Jan 21</th>
<th>1 Feb 21</th>
<th>1 Mar 21</th>
<th>12 Apr 21</th>
<th>7 Jun 2021</th>
<th>12 Jul 2021</th>
<th>6 Sep 2021</th>
<th>5 Oct 2021</th>
</tr>
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</table>

## 2021 ACADEMIC CALENDAR

<table>
<thead>
<tr>
<th>Term</th>
<th>Term Dates</th>
<th>Holidays</th>
</tr>
</thead>
<tbody>
<tr>
<td>Term 1 2021</td>
<td>18 January 2021 – 26 March 2021</td>
<td>29 March 2021 - 9 April 2021</td>
</tr>
<tr>
<td>Term 3 2021</td>
<td>12 June 2021 – 17 September 2021</td>
<td>20 September 2021 – 1 October 2021</td>
</tr>
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</table>

## INTERNATIONAL STUDENT INFORMATION

### OVERSEAS STUDENT HEALTH COVER (subject to change)

<table>
<thead>
<tr>
<th>Length of Policy</th>
<th>Single</th>
<th>Couples</th>
<th>Family</th>
</tr>
</thead>
<tbody>
<tr>
<td>Up to 4 months</td>
<td>$202</td>
<td>$643</td>
<td>$937</td>
</tr>
<tr>
<td>Up to 8 months</td>
<td>$404</td>
<td>$1,285</td>
<td>$1,873</td>
</tr>
<tr>
<td>Up to 14 months</td>
<td>$729</td>
<td>$2,301</td>
<td>$3,559</td>
</tr>
<tr>
<td>Up to 20 months</td>
<td>$1,041</td>
<td>$3,287</td>
<td>$5,085</td>
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## ACCOMMODATION

<table>
<thead>
<tr>
<th>Type</th>
<th>Price ($AU)</th>
<th>Provided</th>
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</thead>
<tbody>
<tr>
<td>Placement Fees</td>
<td>$100</td>
<td>N/A</td>
</tr>
<tr>
<td>Homestay (4 weeks min)</td>
<td>$240 p/wk</td>
<td>3 Meals/day &amp; Utilities</td>
</tr>
<tr>
<td>Additional Nights</td>
<td>$35 per night</td>
<td>3 Meals/day &amp; Utilities</td>
</tr>
</tbody>
</table>
Enrolment procedure

**International Students**

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

**Domestic Students**

1. Student emails or posts application to Brisbane College
2. Application is assessed within 1 working day
3. Letter of offer is sent to the student
4. Pay course fee
5. Student begins course
Prior to submitting your application form, please ensure that you have all the supporting documents by completing the application checklist

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/ Driver’s licence
- Copy of High School Certificate or highest level of qualification
- Check for course prerequisites

BC recommends all that applicants visit the Department of Immigration and Multicultural Affairs website at: www.immi.gov.au 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
- Paid Overseas Student Health Cover
- Obtained Electronic Confirmation of Enrolment (COE) from the College
- Health check
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:
   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.

TRANSFER POLICY

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 EDUCATIONAL INSTITUTION

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


### 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.