Brisbane College of Australia
Welcome to BCA

Brisbane College of Australia

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

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

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

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

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

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

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

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

Counselling and Welfare

BCA 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 BCA Counsellor can assist students with:

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

Social and Recreational Activities

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

Accommodation

Homestay

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

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

Apartments and Houses

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

www.domain.com.au
**Mission Statement**

Brisbane College of Australia has a passion for assisting International Students to become proficient users of the English language so that learners can achieve their individual goals.

BCA will strive to achieve this by:

- Valuing each individual who studies at the College; respecting every BCE 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.

**Language, Literacy and Numeracy Assistance**

Language, literacy and numeracy does not just refer to reading, writing and mathematics, it includes many other things (for example understanding the language, what specific words mean in different situations and understanding signs and symbols). The staff at BCA are focussed on you and your learning, and are equipped to help you with any language, literacy and numeracy or other learning needs you may have. If you feel that you have any areas of difficulty that you would like assistance with during your studies at BCA please let our staff know.

**Access and Equity**

The Brisbane College of Australia welcome students from all around the world with varying abilities. We recognise the need to provide non-discriminatory access to vocational and educational training to all groups in society. Providing accessible and equitable vocational and educational training programs at BCE & BCA will enable all prospective students the opportunity, advice and support to reach their learning goals. BCE & BCA will effectively provide students with the necessary information on all matters that may effect the achievement of these goals.

**Recognition of Prior Learning**

Recognition of prior learning allows students to receive recognition for skills, knowledge and/or training that students may have already achieved. Some training, skills and/or knowledge that you have may be used as credit towards your qualification.

**For More Information**

For more information about courses, elective units, recognition of prior learning, support available or anything else covered in this brochure please visit our website at [www.bce.qld.edu.au](http://www.bce.qld.edu.au), email us at study@bce.qld.edu.au or telephone us to speak to our staff in person on +61 3221 0005.
This program emphasises the development of communications skills in speaking, listening, reading and writing as well as grammar skills. Students will be involved in active participation in classroom discussions of various topics as well as improving their presentation skills.

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

**Business English**

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

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

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

**Cambridge Exam Preparation Courses**

Course Length: 10 – 12 weeks

The Cambridge Exam Preparation courses are ideal for students wishing to sit the internationally recognised Cambridge Certificate Exams. Courses are available to prepare students for the Preliminary English Test (PET), First Certificate in English (FCE), Certificate in Advanced English (CAE) or Certificate of Proficiency in English (CPE). The exams vary in difficulty level from intermediate (PTE) to very advanced (CPE). The BCE Cambridge Exam Preparation Courses focus on each of the areas that make up the exams, including reading, writing, speaking, listening and use of English. Students will sit a practice exam every week make sure they know what to expect when the time to sit their exam comes. The official examinations must be taken externally.

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

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

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

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

**Course Length:** 4 - 12 weeks

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

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

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**Level Placement**

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

<table>
<thead>
<tr>
<th>Level</th>
<th>TOEIC</th>
<th>IELTS Scores</th>
<th>TOEFL (CBT)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advanced Level</td>
<td>750 - 900</td>
<td>6 - 9</td>
<td>580 - 680</td>
</tr>
<tr>
<td>Intermediate Level</td>
<td>600 - 650</td>
<td>4 – 5</td>
<td>475 – 525</td>
</tr>
<tr>
<td>Pre Intermediate Level</td>
<td>500 – 600</td>
<td>3 - 4</td>
<td>425 - 475</td>
</tr>
<tr>
<td>Elementary Level</td>
<td>300 – 500</td>
<td>N/A</td>
<td>300 - 425</td>
</tr>
</tbody>
</table>

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**Example Timetable**

<table>
<thead>
<tr>
<th>DAY/TIME</th>
<th>MONDAY</th>
<th>TUESDAY</th>
<th>WEDNESDAY</th>
<th>THURSDAY</th>
<th>FRIDAY</th>
</tr>
</thead>
<tbody>
<tr>
<td>9:00 – 10:30</td>
<td>Speaking &amp; Listening</td>
<td>Integrated Communication</td>
<td>Reading &amp; Writing</td>
<td>Speaking &amp; Listening</td>
<td>Reading &amp; Writing</td>
</tr>
<tr>
<td>10:30 – 10:45</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10:45 – 12:00</td>
<td>Reading &amp; Writing</td>
<td>Pronunciation &amp; Vocabulary</td>
<td>Integrated Communication</td>
<td>Integrated Communication</td>
<td>Culture</td>
</tr>
<tr>
<td>12:00 – 1:00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1:00 – 2:00</td>
<td>Pronunciation &amp; Vocabulary</td>
<td>Speaking &amp; Listening</td>
<td>Excursion</td>
<td>Reading &amp; Writing</td>
<td>Pronunciation &amp; Vocabulary</td>
</tr>
<tr>
<td>2:00 – 2:10</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Speaking &amp; Listening</td>
</tr>
<tr>
<td>2:10 – 3:30</td>
<td>Integrated Communication</td>
<td>Reading &amp; Writing</td>
<td>Excursion</td>
<td>Pronunciation &amp; Vocabulary</td>
<td></td>
</tr>
</tbody>
</table>

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

This is a course specifically designed for people wishing to teach English to speakers of other languages in Australia or Internationally. The course involves an introduction to techniques of classroom management and assessment, and a more thorough introduction to presentation techniques, lesson preparation and analysing language for communicative purposes. The course is highly practical with a major emphasis on practice teaching, which will be delivered through a combination of workshops, lesson observation and lesson delivery.

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

Entry Requirement
The pre-requisite for entering this course is either the satisfactory completion of General English at Upper Intermediate (GE4) or an IELTS score of 5.0 (or higher) or undergo the BCE placement test.

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

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

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

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

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

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

Program content
- Assessing Learning
- Evaluating Resources
- Curriculum Design
- Traditional and Functional Grammar
- Phonetics
- Teaching Genre
- Traditional Grammar
- Practical Teaching Skills
- And choose electives that best suit you
Certificate IV in Business

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

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

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

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

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

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 in Business qualification. Students will gain a substantial depth of understanding across a broad range of business areas. We offer specialties in Front-line Management, Strategic Management, International Trade, and Marketing.

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

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

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

Program Content
- Choose from topics such as
  - Profile international markets
  - Evaluate marketing opportunities
  - Develop a marketing communications plan
  - Implement a marketing solution
  - Build client relationships
  - Build business networks
  - Manage quality customer service
  - Develop a workplace learning environment
  - Ensure team effectiveness
  - Prepare budgets and financial plans
  - Recruit, select and induct staff
  - Develop a business opportunity
  - Manage people performance
  - Plan and manage growth of a business
  - Manage relationships in business
  - And much more!
Going on a study tour is a great way for overseas students to learn English, and get the opportunity to explore a new culture. Tours are offered for groups from primary to university levels, and include Home-stay accommodation with an Australian family, loads of exciting activities and excursions (which can be customised to suit your group), course materials, collection from airport and return to airport and a guardian where necessary.

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

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

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

**EXAMPLE STUDY TOUR - Seven Days**

<table>
<thead>
<tr>
<th>TIME</th>
<th>MONDAY</th>
<th>TUESDAY</th>
<th>WEDNESDAY</th>
<th>THURSDAY</th>
<th>FRIDAY</th>
<th>SATURDAY</th>
<th>SUNDAY</th>
</tr>
</thead>
<tbody>
<tr>
<td>9:00 am - 10:30 am</td>
<td>Placement Test</td>
<td>English Class</td>
<td>English Class</td>
<td>English Class</td>
<td>English Class</td>
<td>Gold Coast Movie World</td>
<td>Free Day with Homestay family</td>
</tr>
<tr>
<td></td>
<td>MORNING TEA BREAK</td>
<td></td>
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</tr>
<tr>
<td>10:45 am - 12:00 pm</td>
<td>School Orientation-Introduction to the local city area</td>
<td>English Class</td>
<td>English Class</td>
<td>English Class</td>
<td>Gold Coast Movie World</td>
<td>Free Day with Homestay family</td>
<td></td>
</tr>
<tr>
<td></td>
<td>LUNCH BREAK</td>
<td></td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>12:00 -12: 40 pm</td>
<td>Project work in cities-Visit City Hall &amp; City Centre</td>
<td>Project Work in School – Visit University of Queensland by Ferry</td>
<td>Visit Lone Pine Koala Sanctuary</td>
<td>South Bank Museum and Australian Art</td>
<td>Visit a local Australian School</td>
<td>Gold Coast Surfers Paradise Beach</td>
<td>Free Day with Homestay family</td>
</tr>
</tbody>
</table>
## Personal Information

<table>
<thead>
<tr>
<th>Field</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Family Name</td>
<td></td>
</tr>
<tr>
<td>Given Name/s</td>
<td></td>
</tr>
<tr>
<td>Date of Birth (d/m/y)</td>
<td>/ /</td>
</tr>
<tr>
<td>Sex:</td>
<td>F □ M □</td>
</tr>
<tr>
<td>Nationality</td>
<td></td>
</tr>
<tr>
<td>Language</td>
<td></td>
</tr>
<tr>
<td>Passport Number</td>
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<tr>
<td>Home Address</td>
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<tr>
<td>Current Address</td>
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<tr>
<td>Telephone</td>
<td></td>
</tr>
<tr>
<td>E-mail Address</td>
<td></td>
</tr>
</tbody>
</table>

## Under 18 Applicants

Do you require a guardian? Yes □ No □
Guardian fee is $750.00

## Airport Transfer Fees

Transfer from airport to accommodation $100.00
Do you require Airport Transfer service? On arrival? Yes □ No □
On departure? Yes □ No □

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

## Visa Status in Australia

<table>
<thead>
<tr>
<th>Status</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Working Holiday</td>
<td></td>
</tr>
<tr>
<td>Visitor</td>
<td></td>
</tr>
<tr>
<td>Student</td>
<td></td>
</tr>
<tr>
<td>Other (specify)</td>
<td></td>
</tr>
</tbody>
</table>

Student Visa Students MUST:
- Request OSHC (below) or obtain your own insurance
- Include local address, above (if you are in Australia now)

## Health Insurance (OSHC)

Yes □ No □

## Student’s English Level

- Elementary □
- Pre-Intermediate □
- Intermediate □
- Upper Intermediate □
- Advanced □

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

## Accommodation

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

## Program Selection

### English Programs

- General English* □
- IELTS Preparation* □
- Business English* □
- FCE* □
- CAE* □

### Certificate Programs

Please write the name of the course you are applying for

### Diploma Programs

Please write the name of the course you are applying for

Note: if enrolling in a diploma course please attach certified copies of your highest level of education

## Recognition of Prior Learning

- I wish to apply for recognition of prior learning □

## Part Time Program Selection

### Morning

- Business English* □
- Conversational English* □
- General English* □
- IELTS* □

Start Date: / / Weeks: __________

*You must pass a Brisbane College of English level test before your enrolment in these programs will be confirmed

## Agreement

Read Page 1

All information given on this application is correct.
I accept Brisbane College of English’s terms and conditions, including the refund policy, as described on page 1 of this application.

Signature / / Date

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

Signature / / Date

Where to send your Application

Brisbane College of Australia
PO Box 10704 Adelaide Street
Brisbane, QLD, Australia 4000
Fax: +617-3221-0002
Email: study@bce.qld.edu.au
Terms & Conditions

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

REFUND POLICY, TERMS & CONDITIONS

1. All requests for cancellations, transfers and refunds must be made in writing and require the presentation of relevant supporting documentation.
2. The Enrolment fee is non-refundable.
3. All fees are non-transferable.
4. All fees must be paid in accordance with the invoice issued and are due a minimum of four (4) weeks prior to the beginning of the program.
5. If the College cannot deliver the course, we will refund your full tuition fee (including your enrolment fee).
6. Any expulsion due to violation of Brisbane College of Australia (BCA) and Brisbane College of English (BCE) policies is subject to the Refund Policy.
7. Cancellations and withdrawals are subject to the conditions of the college’s refund policy.
8. All bank charges incurred in sending money to the college or for refunds issued by the college will be invoiced to the student.
9. No refunds will be given to students who are expelled for unacceptable behaviour or non-compliance with visa conditions.
10. The time frames for refunds are: default by the provider is two weeks and by the student is four weeks.
11. If you choose to withdraw from BCA and/or BCE, it must be from your entire program; you cannot withdraw from selected parts of your program (i.e., the last month).
12. You must leave the BCA & BCE on the date you have agreed to withdraw.
13. Your program is indicated by the start and end dates on your BCA/BCE acceptance letter.
14. This agreement does not remove the right to take action under Australia’s consumer protection laws.
15. The registered provider’s dispute resolution processes do not circumscribe the student’s right to pursue other legal remedies.
16. BCA & BCE 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.

THE CALCULATION OF REFUNDS BEFORE THE COMMENCEMENT OF THE PROGRAM IS AS FOLLOWS:

a  If a student has been denied a visa, a minimum of 75% of the total program fees will be refunded.

b  If a student withdraws within one week of signing the contract, a minimum of 75% of the total program fees will be refunded.

c  If a student withdraws within 30 days of signing the contract, 75% of the total program fees will be refunded.

d  If a student withdraws 1 – 29 days before the start of the program, 60% of the total program fees will be refunded.

CALCULATION OF REFUNDS AFTER THE COMMENCEMENT OF PROGRAM ARE AS FOLLOWS:

a  If 0-10% of the program has been completed, 50% of the total program fees will be refunded.

b  If 11-29% of the program has been completed, 30% of the total program fees will be refunded.

c  If 30 – 100% of the program has been completed there will be no refund.

* Percentage of Program Completed = (number of days completed) ÷ (number of days in program) x 100. Weekends are not included in this calculation.
There are many pathways you can choose to take from your qualification to further study or employment, these are listed below.

Pathway to Employment

- School Leaver or Mature Aged
- Certificate I/II/III/IV
- Diploma
- Advanced Diploma
- Employment

Pathway to Apprenticeship

- Job seeker
- Pre-employment program
- Apprenticeship

Pathway to University

- School Leaver or Mature Aged
- Certificate I/II/III/IV
- Diploma
- Advanced Diploma
- University