



BRISBANE COLLEGE OF AUSTRALIA



TRAINING AND ASSESSMENT
2017 COURSE INFORMATION

BRISBANE COLLEGE



Brisbane College of Australia

Accounting Courses
Business Courses
Early Childhood Education
and Care
Community Services
Hospitality
Animal Technology
TESOL Courses
Training and Assessment



Australian Institute of TESOL

TESOL Courses



Brisbane College of English

Business English
Intensive General English
Preparation for IELTS
English for Academic Purpose

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About Training and Assessment

Industry Trainers and Industry Assessors
Training Advisors or Training Analysts
HR Professionals
Vocational Education & Training and
Secondary Teachers
Supervisors with apprentices or trainees
Team Leaders in high OHS risk workforces
Part-time and full-time practical skills teachers
Coaches and Consultants
Managers leading staff and teams



Training is an essential part of every industry so why not formalise your skills or develop these skill sets in training today with a highly esteemed education provider?

Our Training and Assessment courses are aimed not only within the vocational education and training sector but a wide range of industries by allowing you to choose the electives that best suit your needs.

If you see yourself in any of those positions mentioned above, have a chat with one of our Administration Officers today to see how this course program can be tailored to suit your needs.

TAE40110 CERTIFICATE IV IN TRAINING AND ASSESSMENT

About this course

Certificate IV in Training and Assessment reflects the roles of individuals delivering training and assessment services in the vocational education and training (VET) sector. This qualification, or the skill sets derived from units of competency within it, is also suitable preparation for those engaged in the delivery of training and assessment of competence in a workplace context, as a component of a structured VET program.

Career pathway

Job roles associated with this qualification relate to the delivery of training and assessment of competence within the VET sector. Possible job titles and roles relevant to this qualification include:

- enterprise trainer
- enterprise assessor
- registered training organisation (RTO) trainer
- RTO assessor
- training adviser or training needs analyst
- vocational education teacher.

Study pathway

After achieving TAE40110 Certificate IV in Training and Assessment, candidates may undertake TAA50104 Diploma of Training and Assessment or may choose to undertake TAE70110 Vocational Graduate Certificate in Adult Language, Literacy and Numeracy Practice.

Learning Outcomes

Achievement of this qualification or an equivalent by trainers and assessors is a requirement of the Australian Quality Training Framework *Essential Standards for Registration* (Standard 1 as outlined in Appendix 2 of the *Users' Guide to the Essential Standards for Registration*).

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.



ENTRY REQUIREMENTS

INTERNATIONAL STUDENTS

The pre-requisite for entering this course is:

- Satisfactory completion of General English at Advanced (GE5) or IELTS score of 6.0 (or higher) or undergo the BCE placement test
- High school certificate OR copy of highest level of qualification

DOMESTIC STUDENTS

The pre-requisite for entering this course is:

- High school certificate OR copy of highest level of qualification

COURSE COST AND DURATION

Please refer to our tuition page or application forms for latest course cost and duration.

<http://bc.edu.au/tuition>

COURSE DELIVERY

Internal - Brisbane City Campus

External –Distance Learning

APPLY

Download our application form at our website:

<http://www.bc.edu.au/forms.htm>

Send your application with the required documents to:

study@bc.edu.au

Units of Competency

Students must complete 7 core units of competency and 3 electives compulsory below to successfully complete the Certificate IV in Training and Assessment.

Core Units

TAEASS401B	Plan assessment activities and processes
TAEASS402B	Assess competence
TAEASS403B	Participate in assessment validation
TAEDEL401A	Plan, organise and deliver group-based learning
TAEDEL402A	Plan, organise and facilitate learning in the workplace
TAEDES401A	Design and develop learning programs
TAEDES402A	Use training packages and accredited courses to meet client needs

Elective Units

Assessment

TAEASS502B	Design and develop assessment tools
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Delivery and facilitation

TAEDEL301A	Provide work skill instruction
TAEDEL403A	Coordinate and facilitate distance – based learning
TAEDEL404A	Mentor in the workplace
TAEDEL501A	Facilitate e-learning

Language, literacy and numeracy

TAELLN411	Address language, literacy and numeracy skills
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Training advisory services

TAETAS401A	Maintain training & assessment information
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Imported Units

BSBCM401A	Make a presentation
BSBLE401A	Develop teams and individuals
BSBMKG413A	Promote products and services
BSBREL402A	Build client relationships and business networks
BSBRES401A	Analyse and present research information

Distance Study

Distance study mode is available for the Certificate IV in Training and Assessment. Distance study is done by completing your course work externally. You can even complete the work at home or anywhere else in the world.

Who is distance study for?

The distance study option is for those who are looking to study while working full time or looking for a flexible option for studying. It also gives you the opportunity to study and learn at your own pace.

Is support still available while I study?

There is still study support available for this mode of study through a designated Trainer who will respond to any questions or queries you have during your studies. Correspondence is generally through email.

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 complete the course requirements and have confirmation from the College that you have completed your course requirements, you will be sent a Course Completion Form. Once that Form has been filled out and returned to the College, you will be issued your Certificate and Academic Transcript up to 14 days from the date we finish processing your Form.

Key dates and information

2017 COURSE STARTING DATES

6 Feb 17	6 Mar 17	18 Apr 17	22 May 17	17 Jul 17	21 Aug 17	9 Oct 17
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2017 ACADEMIC CALENDAR

TERM	DATES	HOLIDAY
Term 1 2017	6 February 2017 – 31 March 2017	3 April 2017 – 14 April 2017
Term 2 2017	18 April 2017 – 23 June 2017	26 June 2017 – 7 July 2017
Term 3 2017	17 July 2017 – 22 September 2017	24 September 2017 – 6 October 2017
Term 4 2017	9 October 2017 – 15 December 2017	18 December 2017 – 26 January 2018

INTERNATIONAL STUDENT INFORMATION

OVERSEAS STUDENT HEALTH COVER

LENGTH OF POLICY	SINGLE	COUPLES	FAMILY
Up to 3 months	\$146	\$414	\$598
Up to 6 months	\$292	\$827	\$1195
Up to 9 months	\$437	\$1241	\$1792
Up to 12 months	\$583	\$1654	\$2390

ACCOMMODATION

TYPE	PRICE (\$AU)	PROVIDED
Placement Fees	\$100	N/A
Homestay (4 weeks min)	\$240 p/wk	3 Meals/day & Utilities
Additional Nights	\$35 per night	3 Meals/day & Utilities

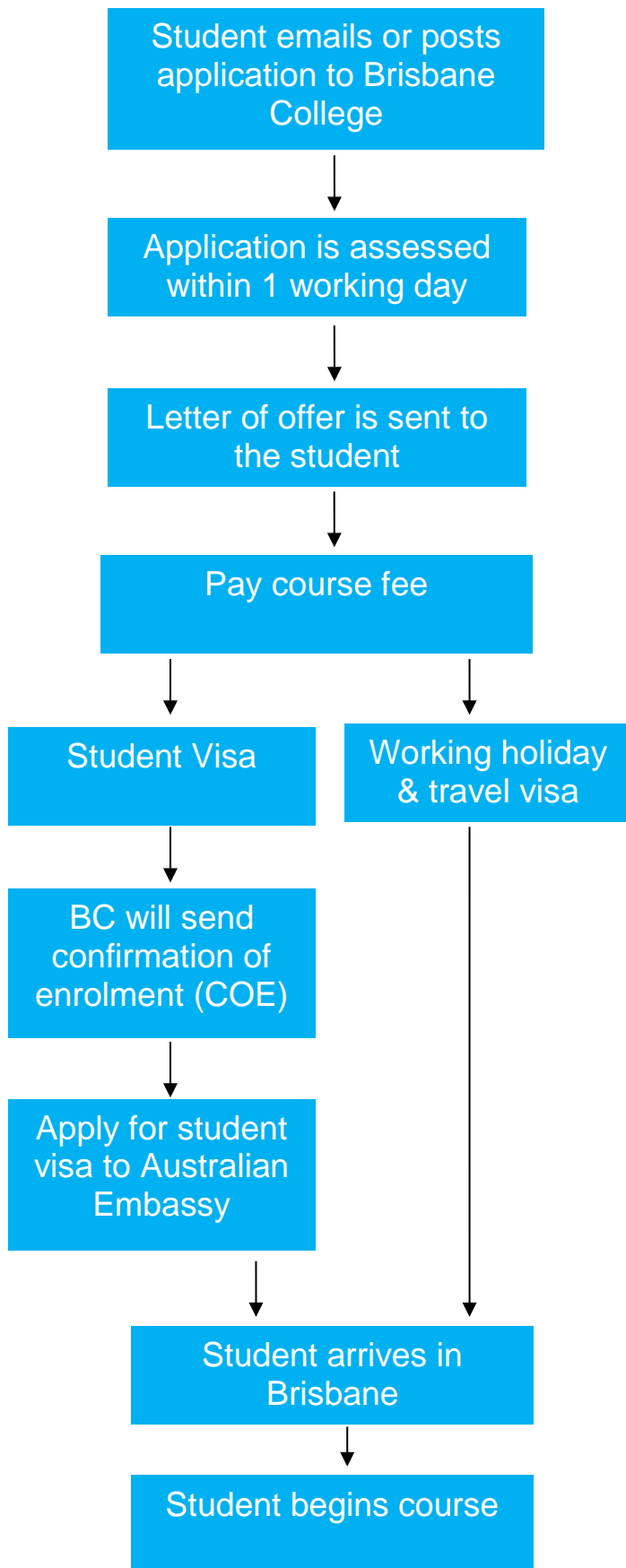
SAMPLE TIMETABLE*

DAY/TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
9:00am -10:20am	TRAINING & ASSESSMENT				TRAINING & ASSESSMENT
10:30am – 10:45am	<i>Morning Break</i>				
10:45am – 12:15pm	TRAINING & ASSESSMENT				TRAINING & ASSESSMENT
12:15pm – 1:15pm	<i>Lunch</i>				
1:15pm – 3:15pm	TRAINING & ASSESSMENT				TRAINING & ASSESSMENT

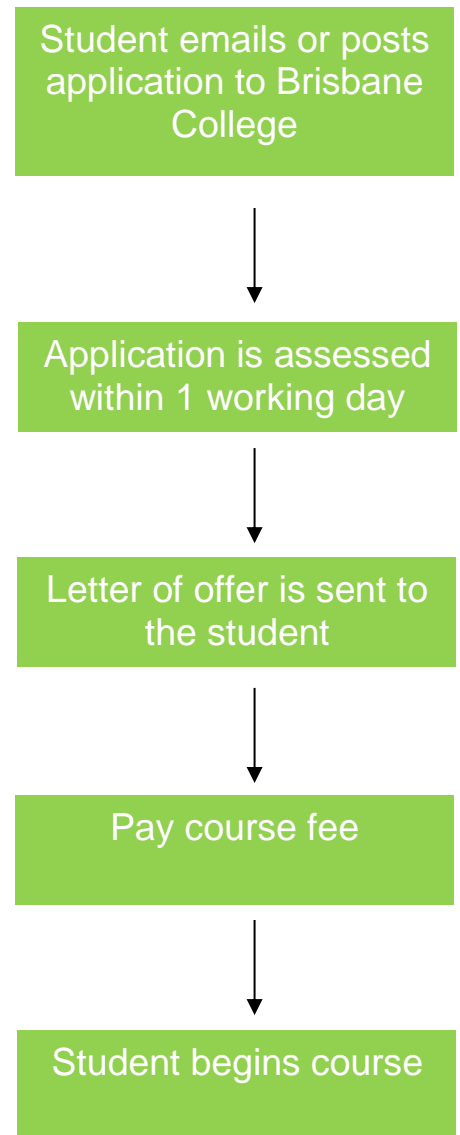
*The sample timetable is subject to change each Term

Enrolment procedure

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
- 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:
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 will be 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

Students studying courses in Australia on a student visa are required by law to attend 80% of all classes. It is mandatory to attend 20 hours of lessons per week. BC is under obligation to report to the Department of Immigration and Citizenship if this requirement is not met.

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. 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)



BRISBANE COLLEGE OF AUSTRALIA

Brisbane Campus 160 Edward St, Brisbane QLD 4000
Ipswich Campus 14 Hill St, Blackstone QLD 4304

T: (07) 3221 0005
E: study@bc.edu.au
CRICOS No. 02615G
National Provider No. 31315

www.bc.edu.au