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Dear Potential Student,

Thank you for your interest in studying Children’s Services at the Brisbane College of Australia.

This document contains our Children’s Services Course information. There are three different Children’s Services courses available at our college:

- Certificate III in Children’s Services
- Diploma of Children’s Services (Early Childhood Education and Care)
- Advanced Diploma of Children’s Services

Brisbane College of Australia is located in the prime position of Brisbane’s Central Business District surrounded by many shops, cafes, entertainment and public transport.

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.

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.

Yours Sincerely

Administration Team
2011 Course Information

ENROLMENT FEE
All fees are Australian Dollars

<table>
<thead>
<tr>
<th>COURSE</th>
<th>FULL TIME TUITION FEE</th>
<th>DURATION</th>
<th>TEXT BOOKS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Certificate III in Children’s Services</td>
<td>$7,250</td>
<td>8 Months</td>
<td>$400</td>
</tr>
<tr>
<td>Diploma of Children’s Services (Early childhood education and care) (Accelerated)</td>
<td>$16,500</td>
<td>1 ½ years</td>
<td>$400</td>
</tr>
<tr>
<td>Diploma of Children’s Services (Early childhood education and care)</td>
<td>$18,500</td>
<td>2 years</td>
<td>$400</td>
</tr>
<tr>
<td>Advanced Diploma of Children’s Services (Accelerated)</td>
<td>$25,000</td>
<td>2 ½ years</td>
<td>$400</td>
</tr>
<tr>
<td>Advanced Diploma of Children’s Services</td>
<td>$26,500</td>
<td>3 years</td>
<td>$400</td>
</tr>
</tbody>
</table>

2011 COURSE STARTING DATES
10 Jan  7 Feb  7 Mar  4 Apr  3 May  6 June  11 July  1 Aug  5 Sept  3 Oct  7 Nov  5 Dec

2011 PUBLIC HOLIDAYS
3 Jan  26 Jan  22 Apr  23 Apr  25 Apr  26 April  2 May  13 June  17 Aug  26 Dec  27 Dec

ACADEMIC CALENDER

<table>
<thead>
<tr>
<th>TERM</th>
<th>TERM DATES</th>
<th>HOLIDAY PERIOD</th>
</tr>
</thead>
</table>

OVERSEAS STUDENT HEALTH COVER

<table>
<thead>
<tr>
<th>Length of policy</th>
<th>Single</th>
<th>Family</th>
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<tbody>
<tr>
<td>Up to 3 months</td>
<td>$105.00</td>
<td>$210.00</td>
</tr>
<tr>
<td>Up to 6 months</td>
<td>$210.00</td>
<td>$420.00</td>
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<tr>
<td>Up to 9 months</td>
<td>$315.00</td>
<td>$630.00</td>
</tr>
<tr>
<td>Up to 12 months</td>
<td>$420.00</td>
<td>$840.00</td>
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</table>

Health Cover is provided by Bupa OSHC. All premiums include GST, are in Australian dollars and may be subject to change.

ACCOMMODATION

<table>
<thead>
<tr>
<th>TYPE</th>
<th>PRICE ($)</th>
<th>PROVIDED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Homestay</td>
<td>$210 p/wk</td>
<td>3 Meals/day &amp; Utilities</td>
</tr>
<tr>
<td>Share Accommodation</td>
<td>$150-250 p/wk</td>
<td>Price includes an estimation of food and utilities costs.</td>
</tr>
</tbody>
</table>

Accommodation requires a $100 placement fee and additional nights for home-stay accommodation is $30 per night.

SAMPLE 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>9:00am - 10:30am</td>
<td>Children’s Services</td>
<td>Children’s Services</td>
<td>Children’s Services</td>
<td>Children’s Services</td>
<td></td>
</tr>
<tr>
<td>10:30am - 10:45am</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10:45am - 12:15pm</td>
<td>Children’s Services</td>
<td>Children’s Services</td>
<td>Children’s Services</td>
<td>Children’s Services</td>
<td></td>
</tr>
<tr>
<td>12:15pm - 1:15pm</td>
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<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1:15pm - 3:15pm</td>
<td>Children’s Services</td>
<td>Children’s Services</td>
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<td>Children’s Services</td>
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</tr>
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</table>

*The sample timetable is subject to change
Certificate III in Children's Services

CHC30708

This qualification is aimed at both new entrants to the Children’s Services sector and those seeking to build on their industry knowledge and experience or those wishing to gain the prerequisite units for the Diploma in Children's Services. This qualification is ideally suited to people who wish to gain knowledge and theory on how to use organisational policies, procedures and individual children’s profiles to plan activities, provide care for children, and provide activities that encourage developmental growth. The course consists of 15 units of competency ranging from first aid to working within a legal and ethical framework, child development, behaviour management as well as interacting with and caring for children.

Entry Requirement
For International Students, the pre-requisite for entering this course is an IELTS score of 5.5 with no band less than 5.0 (or equivalent). A high school certificate is also required for entry to this course.

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

Units of Competency
Students must complete the 11 core units plus a further 4 electives chosen from the list below. Students who have previously completed any units of competency from the lists below, or any other eligible units may have them credited towards this qualification.

Core units
CHCCCHILD401A Identify and respond to children and young people at risk
CHCCCN301A Ensure the health and safety of children
CHCCCN302A Provide care for children
CHCCCN303A Contribute to provision of nutritionally balanced food in a safe and hygienic manner
CHCCS400A Work within a relevant legal and ethical framework
CHCFCC301A Support the development of children
CHCIC301D Interact effectively with children
CHCPR301A Provide experiences to support children’s play and learning
CHCPR303D Develop understanding of children’s interests and developmental needs
HLTFA301B Apply first aid
HLTOHS300A Contribute to OHS processes

Electives
CHCCCHILD301A Support behaviour of children and young people
CHCCCN305A Provide care for babies
CHCCS312A Use electronic learning materials
CHCORG303A Participate effectively in the work environment
CHCRF301D Work effectively with families to care for the child
CHCIC302A Support Aboriginal and/or Torres Strait Islander families to participate in children’s services
HLTHIR403B Work effectively with culturally diverse clients and co-workers
CHCCS310A Support inclusive practice in the workplace

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.

The duration of this course will only be offered as 8 months.
Diploma of Children’s Services (Early childhood education and care)

CHC50908

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

Entry Requirement
For International Students, the pre-requisite for entering this course is an IELTS score of 5.5 with no band less than 5.0 (or equivalent). A high school certificate and the successful completion of Certificate III in Children’s Services is also required.

Career and study pathway
After completing the Diploma of Children’s Services students may gain employment as a Group leader, Team Leader, Qualified Child Care Worker, Program Leader, Kindergarten or Preschool Assistant, Primary School Teacher Aide, Service Manager or Centre Director in a child care facility, or may choose to go onto further study such as the Advanced diploma of Children’s Services or gain credit towards a university degree such as Bachelor of Education (Early Childhood).

Units of Competency
Students must complete the 13 core units plus a further 5 electives from the list below. Students who have completed any eligible units of competency may credit those units towards this qualification.

Core units
- CHCCN511A Establish and maintain a safe and healthy environment for children
- CHCFC502A Foster physical development in early childhood
- CHCFC503A Foster social development in early childhood
- CHCFC504A Support emotional and psychological development in early childhood
- CHCFC505A Foster cognitive development in early childhood
- CHCFC506A Foster children’s language and communication development
- CHCIC501A Manage children’s services workplace practice to address regulations and quality assurance
- CHCIC510A Establish and implement plans for developing cooperative behaviour
- CHCIC512A Plan and implement inclusion of children with additional needs
- CHCPRR502D Organise experiences to facilitate and enhance children’s development
- CHCPR509A Gather, interpret and use information about children
- CHCPR510A Design, implement and evaluate programs and care routines for children
- CHCRF511A Work in partnership with families to provide appropriate care for Children

Electives
- CHCCN520C Advocate for the rights and needs of children and young people
- CHCFC507A Use music to enhance children’s experience and development
- CHCFC508A Foster children’s aesthetic and creative development
- CHCIC511A Implement and promote inclusive policies and practices in children’s services
- CHCINF407C Meet information needs of the community
- CHCPR614C Observe children and interpret observations
- HLTHIR403B Work effectively with culturally diverse clients and co-workers
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.

The duration of this course will only be offered as 2 years.
Advanced Diploma of Children’s Services

CHC60208

Description
This qualification is aimed at people wishing to expand on their Diploma of Children’s Services qualifications, or those wishing further their employment opportunities within the childcare industry to gain employment working as a director of a child care centre. Individuals would likely have supervisory responsibility for staff including volunteers, work intensively with clients, act as a resource to other workers and liaise with the community. This course is ideally suited to people who wish to gain a somewhat in depth awareness and understanding of the child care industry and its range of operations.

Entry Requirement
For International Students, the pre-requisite for entering this course is an IELTS score of 5.5 with no band less than 5.0 (or equivalent). A high school certificate and the successful completion of the Diploma of Children’s Services is also required.

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

Units of Competency
Students must complete the 7 core units plus a further 6 electives from the list below. Students who have completed any eligible units of competency may credit those units towards this qualification.

Core Units
- BSBMGT608B Manage innovation and continuous improvement
- CHCCSS502A Maintain legal and ethical work practices
- CHCCSS604A Manage the delivery of quality services to clients
- CHCOR6611A Lead and develop others in a community sector workplace
- CHCOR620C Promote and represent the service
- CHCOR624C Provide leadership in community services delivery
- CHCOR627B Provide mentoring support to colleagues

Electives
- CHCINF604C Manage the organisation’s information systems
- CHCOR6428A Reflect on and improve own professional practice
- CHCIC511A Implement and promote inclusive policies and practices in children’s services
- HLTHIR403B Work effectively with culturally diverse clients and co-workers
- CHCOR6607C Manage workplace issues
- CHCC6607D Coordinate in-service assessment and response to address client needs
- PSPMNGT605B Manage diversity
- CHCCD420A Work to empower Aboriginal and/or Torres Strait Islander communities
- CHCCM605C Develop practice standards
- CHCCN520C Advocate for the rights and needs of children and young people
- CHCCS414A Provide education and support on parenting, health and well being
- CHCC6607D Coordinate in-service assessment and response to address client needs
- CHCCW503A Work intensively with clients
- CHCFC520C Promote ethical understanding of children
- CHCIC620C Manage complex behavioural situations
CHCINF604C Manage the organisation’s information systems
CHCNET404A Facilitate links with other services
CHCORG502A Work autonomously
CHCPR613C Facilitate the development of programs for children with additional needs
CHCPR614C Observe children and interpret observations
CHCRF621C Promote equity in access to the service
CHCRF622C Plan child care provision with families
CHCRF623C Respond to problems and complaints about the service
CHCRF624C Support parents in their parenting role
CHCSD611C Facilitate the inclusion of children with additional needs
HLTFS309B Oversee the day-to-day implementation of food safety in the workplace
HLTFS310B Apply and monitor food safety requirements

**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.

The duration of this course will only be offered as 3 years.
All Students must read this document carefully before signing the student agreement

REFUND POLICY

1. All requests for cancellations, transfers and refunds must be made in writing and require the presentation of relevant supporting documentation.
2. Upon approval the application will be refunded in accordance with the ESOS regulations.
3. No refunds will be given to students who are expelled for unacceptable behaviour or non-compliance with visa conditions.
4. If, after the full payment of fees a student withdraws an application the following will apply:
   4.1 If written notice is received by BC for more than 28 days before the commencing of the course a cancellation fee of 15% will be deducted from the fees received.
   4.2 If written notice is received by BC up to 28 days, but more than 14 days prior to the course commencing a cancellation fee of 20% will be deducted from fees received.
   4.3 If a student withdraws within 14 days of the commencement of the course, no refund will be made.
   4.4 No refund will be made for that portion of the tuition fee that is payable as counselling fees to the students appointed agent.
5. If the visa is refused by the Australian Authority an administration fee will be deducted and a refund of the tuition fee will be given.
6. If the course has not commenced and BC cannot deliver the course, BC will refund your full tuition fee (including your enrolment fee).
7. If the course has commenced and BC can no longer deliver the course, BC will refund the tuition fees for the portion of the course that has not yet been delivered.
8. The registered provider’s dispute resolution processes do not circumscribe the student’s right to pursue other legal remedies.
9. This agreement does not remove the right to take action under Australia’s consumer protection laws.
10. 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.
11. 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.
**PERSONAL INFORMATION**

<table>
<thead>
<tr>
<th>Family Name</th>
<th>Given Name/s</th>
</tr>
</thead>
<tbody>
<tr>
<td>________________________________</td>
<td>________________________________</td>
</tr>
</tbody>
</table>

Date of Birth (d/m/y) __/__/__

Sex: F ☐ M ☐

Nationality ________________________________

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 completing any of the course requirements? ________________________________

---

**AIRPORT TRANSFER FEES**

Transfer form airport to accommodation AU$100

Do you require Airport Transfer service?

On Arrival? Yes ☐ No ☐

On Departure? Yes ☐ No ☐

Please provide your arrival/departure details, if known, Arrival Date: _______________ Time: _______________

Flight Number: _____________ Airport: _______________

Departure Date: ____________ Time: _______________

Flight Number: ____________ ____________ ____________ ____________ Airport: _______________

---

**VISA STATUS IN AUSTRALIA**

Working Holiday ☐ Visitor ☐ Student ☐

Other (specify) ☐

---

**HEALTH INSURANCE**

Do you require OSHC? Single ☐ Family ☐ No ☐ Student Visa Students must have Overseas Student Health Cover (OSHC).

---

**ACCOMMODATION**

BC accommodation placement fee AU$ 100

☐ I prefer BCE home-stay for ____ weeks

☐ I will make my own living arrangements.

---

**STUDENT’S ENGLISH LEVEL**

Elementary ☐ Pre–Intermediate ☐

Intermediate ☐ Upper Intermediate ☐

Pre–Advanced ☐ Advanced ☐

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

---

**Program Selection**

**English Programs**

- General English ☐
- Business English ☐
- IELTS Preparation ☐
- 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

---

**Recognition Of Prior Learning**

☐ I wish to apply for recognition of prior learning

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

---

**AGREEMENT**

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

Signature / / Date

---

**UNDER 18 APPLICANTS**

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

If no, College Guardian fee is $750.00

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

Signature / / Date

---

**AGENT DETAILS**

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

Name of Consultant ________________________________

Business Name of Agent _________________________

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**Where to send your application:**

Brisbane College of Australia
PO Box 10704 Adelaide Street
Brisbane Qld Australia 4000
Email: study@bc.edu.au