

# INTERNATIONAL STUDENT PROSPECTUS



**Community  
Colleges  
Australia**



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This prospectus must be read in conjunction with BCC Institute's Student Handbook.

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## About us

Founded in 1986, we are a Registered Training Organisation (RTO) that puts student goals first.

### Education & Training - it's what we do!

BCC Institute is a Registered Training Organisation delivering nationally recognised courses and accredited Australian Qualifications Framework (AQF) VET qualifications. BCC Institute is not-for-profit and a welcoming and safe place to study. We pride ourselves on offering a caring and supportive environment for our students.

With industry trainers, personal support, work experience programs and flexible delivery, we help adult learners gain employment, get a promotion or switch careers. We are committed to adult education and for us this means recognising your needs and delivering courses which are engaging, practical and flexible.

We deliver nationally recognised qualifications in:

- Accounting
- Applied Digital Technologies
- Community Services
- Disability Support
- Early Childhood Education and Care
- Individual Support (Ageing & Disability)
- Leadership and Management
- Project Management Practice
- Skills for Work and Vocational Pathways

Every BCC Institute student will be supported by a student support officer on campus as well as the trainer in the classroom. The trainer works with students to monitor progress and communicate with you about your learning, while your student support officer may assist you in work placement should your course require it, and information about employment prospects.



Bankstown Keating Park. Named after one of Australia's Prime Ministers



Bankstown Library

## Location

### Chapel Road, Bankstown Campus

Located 20 kilometres west of Sydney's central business district, Bankstown merged with its neighbour Canterbury in 2016, forming the new city of Canterbury Bankstown. It is a vibrant and culturally diverse city at the same time as providing a cheaper alternative than living in the centre of Sydney with excellent amenities and quality of life, large expanses of native bushland, quality sporting facilities and a great shopping district.

Canterbury Bankstown has a range of unique characteristics in terms of its location, economic geography, population, demographics, and industry structure. Visit <https://www.cbccity.nsw.gov.au/> for more information.

### Wentworth Street, Surry Hills Sydney Campus

Surry Hills is immediately south-east of the Sydney central business district in the local government area of the City of Sydney. It is an evolving area known for its stylish cultural and cafe scene. Terraced houses on Crown and Cleveland streets showcase hip coffee joints, fashion boutiques and global eateries. Cool pubs, wine bars and galleries dot the area around Surry Hills Library, a community hub with a contemporary, sustainable design. Held once a month, Surry Hills Markets are popular with locals and tourists for snacks and vintage goods.

Central Station is the closest station to Surry Hills and can be reached easily by foot or bus. Being directly near Central Station provides the ability to reach most other locations around Sydney City and suburbs without the need to change trains in the process.



Surry Hills

# Facilities for students

## Classrooms

Classrooms are fully equipped with whiteboards, data projectors and internet connection. Rooms are fully airconditioned and well furnished.

## Computer labs

Computer labs are networked and fitted with high-speed computers using Windows operating systems and Microsoft Office.

## Wireless campus

Classrooms and open study areas have wireless access to the internet.

## Printing and photocopying facilities

All students have access to printing and photocopying facilities for course related materials. These facilities are available on a user pays basis.

## Resource centre/ library

Reference books are available at the college; however, students are encouraged to join Bankstown's Library and Knowledge Centre which offers a wide range of resources which can be borrowed.

## Student support and learning assistance.

Learning assistance is available for students requiring additional support or English language assistance. One-on-one assistance with assignments and assessment tasks are provided to students by appointment. Personal counselling for social matters is available by appointment from the principal.

## Airport pickup and accommodation support

Arrangements can be made for airport pickup on a user pays basis as well as accommodation. Students must notify BCC Institute at the time of accepting the offer for any accommodation or airport pickup.



## Vocational Education and Training Courses

### **FSK20119 – CERTIFICATE II IN SKILLS FOR WORK AND VOCATIONAL PATHWAYS INTERNATIONAL**

#### Course Information

**Qualification Code: FSK20119 | CRICOS Course Code: 105670M**

This qualification enables learners to build on existing foundation skills in preparation for undertaking further vocational study or employment.

This qualification aims to help participants to gain the skills required to:

- communicate verbally with clients and colleagues
- use basic digital technology
- work in a team environment
- conduct routine administrative tasks
- organise work priorities
- commence a dedicated higher-level VET course of study

#### Course Duration

**International** – 22 weeks (20 weeks of classes + 2 weeks of holidays).

#### Attendance

**International** – 20 contact hours per week.

#### Entry Requirements

##### **International**

- Successful completion of Australian Year 12 or equivalent
- IELTS 6.0 overall or equivalent or successful completion of 12 weeks of EAP, Exam Preparation or General English at Upper- Intermediate level from approved providers, or educated for 5 years in an English-speaking country
- Be 18 years of age or over
- Unique Student Identifier (USI)

Students must also have access to:

- A PC or equivalent running or capable of running Microsoft Windows 2010 and Microsoft Office 2010 and above
- Internet connection

#### Training Options

Since July 20, 2020, BCC Institute has been using a mixed delivery mode, delivering sessions face to face and online via the Zoom platform.

##### **Face to face training**

Face to face classes at BCC Institute are kept small with a maximum of 15 students per class, allowing more quality time with their trainer. Each trainer has extensive experience in their industry, providing first-hand knowledge and learning techniques for their students.

#### Course Structure

14 units (1 core + 13 electives)

### Units of Competency

FSKLRG011 Use routine strategies for work-related learning  
FSKLRG009 Use strategies to respond to routine workplace problems\*  
FSKLRG015 Manage own work-related learning\*  
FSKNUM014 Calculate with whole numbers and familiar fractions decimals and percentages for work\*  
FSKNUM015 Estimate measure and calculate routine metric measurements for work\*  
FSKOCM007 Interact effectively with others at work\*  
FSKRDG010 Read and respond to routine workplace information\*  
FSKNUM018 Collect data and construct routine tables and graphs for work\*  
FSKNUM021 Apply an expanding range of mathematical calculations for work\*  
FSKNUM026 Read, interpret and use detailed plans, drawings and diagrams for work\*  
FSKWTG008 Complete routine workplace formatted texts\*  
FSKWTG003 Write short and simple workplace information\*  
BSBWHS211 Contribute to health and safety of self and others\*  
FSKDIG003 Use digital technology for non-routine workplace tasks\*  
\*Unit is an elective. All other units are core units of competency.

### Further Study Pathways

Students who obtain the FSK20119 Certificate II in Skills for Work and Vocational Pathways may progress to a VET course of their choice after receiving careers advice from a government registered training organisation, Careers Advisor, or a Job Services Australia agency.

## ICT20120 CERTIFICATE II IN APPLIED DIGITAL TECHNOLOGIES

### Course Information

**Qualification Code: ICT20120 | CRICOS Course Code: 105671K**

This qualification trains learners to safely perform foundation digital literacy tasks using a personal computer and a range of software applications and digital devices.

### Course Duration

**International** – 24 weeks (20 weeks of classes + 4 weeks of holidays).

### Attendance

**International** – 20 contact hours per week.

### Entry Requirements

#### International

- Successful completion of Australian Year 12 or equivalent
- IELTS 6.0 overall or equivalent or successful completion of 12 weeks of EAP, Exam Preparation or General English at Upper- Intermediate level from approved providers, or educated for 5 years in an English-speaking country
- Be 18 years of age or over
- Unique Student Identifier (USI)

Students must also have access to:

- A PC or equivalent running or capable of running Microsoft Windows 2010 and Microsoft Office 2010 and above
- Internet connection

### Training Options

Since July 20, 2020, BCC Institute has been using a mixed delivery mode, delivering sessions face to face and online via the Zoom platform.

### Face to face training

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### Online learning

Some training and assessments are delivered online. Students will also be required to complete some self-directed learning tasks.

### Course Structure

12 units (6 core + 6 electives)

### Units of Competency

BSBSUS211 Participate in sustainable work practices  
BSBTEC202 Use digital technologies to communicate in a work environment  
BSBWHS211 Contribute to the health and safety of self and others  
ICTICT213 Use computer operating systems and hardware  
ICTICT214 Operate application software packages  
ICTICT215 Operate digital media technology packages  
BSBTEC101 Operate digital devices\*  
BSBTEC203 Research using the internet\*  
BSBTEC301 Design and produce business documents\*  
BSBPEF202 Plan and apply time management\*  
BSBOPS202 Engage with customers\*  
BSBOPS201 Work effectively in business environments\*  
\*Unit is an elective. All other units are core units of competency.

### Further Study Pathways

Students who obtain ICT20120 Certificate II in Applied Digital Technologies may progress to the next qualification level from the ICT Package.

## FNS40222 - CERTIFICATE IV IN ACCOUNTING AND BOOKKEEPING

### Course Information

**Qualification Code: FNS40222 | CRICOS Code: 109994C**

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. Individuals in these roles apply theoretical and specialist knowledge and skills to work autonomously, and exercise judgement in completing routine and non-routine activities.

### Course Duration

**International** – 52 weeks (40 weeks of classes + 12 weeks of holidays).

### Attendance

**International** - 20 contact hours per week.

### Entry Requirements

#### **International**

- Successful completion of Australian Year 12 or equivalent
- IELTS 6.0 overall or equivalent or successful completion of 12 weeks of EAP, Exam Preparation or General English at Upper- Intermediate level from approved providers or educated for 5 years in an English speaking country.
- Be 18 years of age or over
- Computer literacy and skills
- Unique Student Identifier (USI)

### Training Options

Since July 20, 2020, BCC Institute has been using a mixed delivery mode, delivering sessions face to face and online via the Zoom platform.

#### **Face to face training**

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### Course Structure

Total number of units: 13 units (10 core units + 3 elective units).

#### **Units of Competency**

FNSACC321 Process financial transactions and extract interim reports  
FNSACC322 Administer subsidiary accounts and ledgers  
FNSACC426 Set up and operate computerised accounting systems  
BSBFIA421 Prepare financial reports  
BSBTEC301 Design and produce business documents\*  
FNSTPB411 Complete business activity and instalment activity statements  
FNSTPB412 Establish and maintain payroll systems  
BSBPEF501 Manage personal and professional development  
BSBTEC404 Use digital technologies to collaborate in a work environment\*  
BSBTEC402 Design and produce complex spreadsheets  
FNSACC418 Work effectively in the accounting and bookkeeping industry  
FNSACC323 Perform financial calculations\*  
FNSACC412 Prepare operational budgets

\*Unit is an elective. All other units are core units of competency.

### Employment Opportunities

- Accounts receivable and payable clerks
- Bookkeeper
- Payroll clerks
- General clerical assistants
- Trainee accountants
- Financial clerks

### Further Study Pathways

The FNS40222 Certificate IV in Accounting and Bookkeeping is a great pathway to the FNS50222 Diploma of Accounting.

## FNS50222 - DIPLOMA OF ACCOUNTING

### Course Information

**Qualification Code: FNS50222 | CRICOS Code: 111418F**

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.

### Course Duration

**International** – 64 weeks (50 weeks of classes + 14 weeks of holidays).

### Attendance

**International** - 20 contact hours per week.

### Entry Requirements

- Successful completion of Australian Year 12 or equivalent
- IELTS 6.0 overall or equivalent or successful completion of 12 weeks of EAP, Exam Preparation or General English at Upper- Intermediate level from approved providers or educated for 5 years in an English-speaking country
- Be 18 years of age or over
- Unique Student Identifier (USI)
- Computer literacy and skills
- Some exposure to accounting is beneficial
- Completion of the FNSSS00014 Accounting Principles Skill Set OR
- Completion of FNS40222 Certificate IV in Accounting and Bookkeeping or equivalent

### Training Options

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### Face to face training

Face to face classes at BCC Institute are kept small with a maximum of 15 students per class, allowing more quality time with their trainer. Each trainer has extensive experience in their industry, providing first-hand knowledge and learning techniques for their students.

### Course Structure

11 Units (7 core units + 4 elective units).

### Units of Competency

BSBTEC402 Design and produce complex spreadsheets  
FNSACC521 Provide financial and business performance information  
FNSACC526 Implement and maintain internal control procedures  
FNSACC523 Manage budgets and forecasts  
FNSACC524 Prepare financial reports for corporate entities  
FNSACC522 Prepare tax documentation for individuals  
FNSACC527 Provide management accounting information  
BSBLDR413 Lead effective workplace relationships\*  
FNSORG506 Prepare financial forecasts and projections\*  
FNSACC418 Work effectively in the accounting and bookkeeping industry \*  
FNSACC601 Prepare and administer tax documentation for legal entities\*

\*Unit is an elective. All other units are core units of competency.

### Employment Opportunities

- Assistant Accountant
- Bookkeeper
- Payroll Manager
- Accounts Supervisor
- 

### Further Study Pathways

The FNS50222 Diploma of Accounting is a great pathway to the FNS60222 Advanced Diploma of Accounting and bachelor's degree in accounting.

## BSB40920 – CERTIFICATE IV IN PROJECT MANAGEMENT PRACTICE

### Course Information

**Qualification Code: BSB40920 | CRICOS Course Code: 105668E**

This qualification reflects the role of individuals who apply project management skills and knowledge in a wide variety of contexts. The job roles that relate to this qualification may include Contracts Officer, Project Administrator and Quality Officer.

Individuals in these roles work autonomously, and might be members of a project team, with no direct responsibility for overall project outcomes. Primarily, these roles would support wider project operations. They may use project tools and methodologies selectively to support organisational or business activities.

### Course Duration

**International** – 40 weeks (34 weeks of classes + 6 weeks of holidays).

### Attendance

**International** – 20 contact hours per week.

### Entry Requirements

#### **International**

- Verified evidence of IELTS 6.0 overall or equivalent or successful completion of 12 weeks of EAP, Exam Preparation or General English at Upper- Intermediate level from approved providers or educated for 5 years in an English-speaking country.
- Computer literacy skills
- Be 18 years of age or over
- Unique Student Identifier (USI)

### Training Options

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### Face to face training

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### Course Structure

9 units (3 core + 6 electives)

### Units of Competency

BSBPMG420 Apply project scope management techniques  
BSBPMG421 Apply project time management techniques  
BSBPMG422 Apply project quality management techniques  
BSBPMG423 Apply project cost management techniques\*  
BSBPMG424 Apply project human resources management approaches\*  
BSBPMG429 Apply project stakeholder engagement techniques\*  
BSBPEF402 Develop personal work priorities\*  
BSBPEF401 Manage personal health and wellbeing\*  
BSBWH5411 Implement and monitor WHS policies, procedures and programs\*  
\*Unit is an elective. All other units are core units of competency.

### Employment Opportunities

Contracts Officer or Project Administrator.

### Further Study Pathways

After achieving BSB40920 Certificate IV in Project Management Practice, learners may undertake BSB50420 Diploma of Leadership and Management.

## BSB50420 - DIPLOMA OF LEADERSHIP AND MANAGEMENT

### Course information

**Qualification Code: BSB50420 | CRICOS Course Code: 104274J**

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

Individuals at this level display initiative and judgement in planning, organising, implementing and monitoring their own workload and the workload of others. They use communication skills to support individuals and teams to meet organisational or enterprise requirements.

They plan, design, apply and evaluate solutions to unpredictable problems, and identify, analyse and synthesise information from a variety of sources.

### Course Duration

**International** – 52 weeks (40 weeks of classes + 12 weeks of holidays).

### Attendance

**International** - 20 contact hours per week.

### Entry Requirements

**International**

- No minimum education standard is set as a pre-requisite. Preferred pathways include after achieving the BSB40120 Certificate IV in Business or other relevant qualification/s OR demonstrate a minimum

of 1-year work experience in a range of management roles.  
AND

- Verified evidence of IELTS 6.0 overall or equivalent or successful completion of 12 weeks of EAP, Exam Preparation or General English at Upper- Intermediate level from approved providers or educated for 5 years in an English-speaking country.
- Computer literacy skills
- Be 18 years of age or over
- Unique Student Identifier (USI)

### Training Options

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### Face to face training

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### Course Structure

12 units (6 core + 6 electives)

### Units of Competency

BSBCMM511 Communicate with influence  
BSBCRT511 Develop critical thinking in others  
BSBLDR523 Lead and manage effective workplace relationships  
BSBOPS502 Manage business operational plans  
BSBPEF502 Develop and use emotional intelligence  
BSBTWK502 Manage team effectiveness  
BSBLDR522 Manage people performance\*  
BSBOPS504 Manage business risk\*  
BSBTWK503 Manage meetings\*  
BSBPEF501 Manage personal and professional development\*  
BSBOPS505 Manage organisational customer service\*  
BSBTWK501 Lead diversity and inclusion\*

\*Unit is an elective. All other units are core units of competency.

### Employment Opportunities

- Frontline Manager
- Middle Manager
- Supervisor
- Business Administrator

### Further Study Pathways

After achieving BSB50420 Diploma of Leadership and Management, learners may undertake BSB60420 Advanced Diploma of Leadership and Management or pursue higher education in the tertiary sector.

## BSB60420 - ADVANCED DIPLOMA OF LEADERSHIP AND MANAGEMENT

### Course Information

**Qualification Code: BSB60420 | CRICOS Course Code: 105030K**

This course is designed for students looking to develop a senior management skill set and leadership attributes across a range of areas, including business administration and management, general administration and business communication. Students will learn leadership and management strategies and techniques to help them excel in the workplace, including how to manage finances, how to create business development plans and how to plan and facilitate change within the organisation. To enable an accelerated path to a chosen career, students will be at the cutting edge of human resources, company innovation and learn how to communicate with influence.

### Course Duration

**International** – 64 weeks (50 weeks of classes + 14 weeks of holidays).

### Attendance

**International** - 20 contact hours per week.

### Entry Requirements

#### **International**

No minimum education standard is set as a pre-requisite to entry to this course. Preferred pathways include:

- After achieving the BSB50420 Diploma of Leadership and Management or other relevant qualification
- OR**
- Demonstrate a minimum of 6 months full-time vocational work in a range of work environments
- AND**
- IELTS 6.0 overall or equivalent or successful completion of 12 weeks of EAP, Exam Preparation or General English at Upper- Intermediate level from approved providers, or educated for 5 years in an English-speaking country
  - Computer literacy and skills
  - Be 18 years of age or over
  - Unique Student Identifier (USI)

### Training Options

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### Course Structure

10 units (5 core + 5 electives)

#### **Units of Competency**

BSBCRT611 Apply critical thinking for complex problem solving  
BSBLDR601 Lead and manage organisational change  
BSBLDR602 Provide leadership across the organisation  
BSBOPS601 Develop and implement business plans  
BSBSTR601 Manage innovation and continuous improvement  
BSBSUS601 Lead corporate social responsibility\*  
BSBSTR602 Develop organisational strategies\*  
BSBSTR802 Lead strategic planning processes for an organisation\*

BSBSTR801 Lead innovative thinking and practice\*

BSBHRM615 Contribute to the development of diversity and inclusion strategies\*

\*Unit is an elective. All other units are core units of competency.

#### Employment Opportunities

- Team leader
- Product manager
- Service manager
- Business development manager
- Head of innovation
- Senior manager

#### Further Study Pathways

Upon completion of BSB60420 Advanced Diploma of Leadership and Management, students may be granted entry into the Australian Catholic University (ACU) into Bachelor of Business Administration.

## CHC30121 – CERTIFICATE III IN EARLY CHILDHOOD EDUCATION AND CARE

#### Course Information

**Qualification Code: CHC30121 | CRICOS Course Code: 107223G**

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 Standards. They support the implementation of an approved learning framework, and support children's well-being, learning and development. Depending on the setting, educators may work under direct supervision or autonomously.

Students will learn about:

- Provide care for babies and toddlers
- Health, safety and quality
- Culture and diversity
- Emergency First Aid
- Programming for children 0-5 years

#### Course Duration

**International** – 40 + 12 = 52

#### Attendance

**International** – 20 contact hours per week plus 160 hours mandatory work placement.

#### Entry Requirements

**International**

- Successful completion of Australian Year 12 or equivalent
- IELTS 6.0 overall or equivalent or successful completion of 12 weeks of EAP, Exam Preparation or General English at Upper- Intermediate level from approved providers, or educated for 5 years in an English-speaking country
- Be 18 years of age or over
- Unique Student Identifier (USI)

Before commencement of work placement, students are required to:

- Provide a Working with Children Check

- Provide a Police Clearance Check
- Have a reasonable level of fitness to cope with standing, lifting, bending, twisting and reaching
- Be physically, mentally and emotionally healthy to respond appropriately to personal needs

Students must also have access to:

- A PC or equivalent running or capable of running Microsoft Windows 2010 and Microsoft Office 2010 and above
- Internet connection

### Training Options

Since July 20, 2020, BCC Institute has been using a mixed delivery mode, delivering sessions face to face and online via the Zoom platform.

#### Face to face training

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#### Virtual classroom

Some training and assessment are delivered in a virtual classroom platform via Zoom. Students will also be required to complete some self-directed learning tasks.

#### Work placement

All students will experience 160 hours of work placement. This is a compulsory part of the course.

### Course Structure

17 units (15 core + 2 electives)

#### Units of Competency

- CHCECE030 Support inclusion and diversity
- CHCECE031 Support children's health, safety and wellbeing
- CHCECE032 Nurture babies and toddlers
- CHCECE033 Develop positive and respectful relationships with children
- CHCECE034 Use an approved learning framework to guide practice
- CHCECE035 Support the holistic learning and development of children
- CHCECE036 Provide experiences to support children's play and learning
- CHCECE037 Support children to connect with the natural environment
- CHCECE038 Observe children to inform practice
- CHCECE054 Encourage understanding of Aboriginal and/or Torres Strait Islander peoples' cultures
- CHCECE055 Meet legal and ethical obligations in children's education and care
- CHCECE056 Work effectively in children's education and care
- CHCPRT001 Identify and respond to children and young people at risk
- HLTAID012 Provide First Aid in an education and care setting
- HLTWHS001 Participate in workplace health and safety
- CHCDIV001 Work with diverse people\*
- CHCPRP003 Reflect on and improve own professional practice\*

\*Unit is an elective. All other units are core units of competency.

#### Employment Opportunities

- Early Childhood Educator
- Family Day Care Educator
- Childhood Educator
- Outside School Hours Care Assistant
- Recreation Assistant
- Childhood Educator Assistant

### Further Study Pathways

Upon completion of CHC30121 Certificate III in Early Childhood Education and Care 107223G, students may be interested in completing the CHC50121 Diploma of Early Childhood Education and Care 107029J to gain work in leadership roles.



## CHC50121 – DIPLOMA OF EARLY CHILDHOOD EDUCATION AND CARE

### Course information

**Qualification Code: CHC50121 | CRICOS Code: 107029J**

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 Standards.

They may have responsibility for supervision of volunteers or other staff.

Students will learn about:

- Provide care for babies and toddlers
- Health, safety and quality
- Working with children
- Culture and diversity
- Emergency first aid
- Workplace practices

### Course Duration

**International** – 76 weeks (60 weeks of classes + 16 weeks of holidays) includes work placement.

### Attendance

**International** – 20 contact hours per week plus 280 hours mandatory work placement.

### Entry Requirements

**International**

- Hold a CHC30121 Certificate III in Early Childhood Education and Care
- OR**
- Hold a CHC30113 Certificate III in Early Childhood Education and Care
- AND**
- Successful completion of Australian Year 12 or equivalent
  - IELTS 6.0 overall or equivalent or successful completion of 12 weeks of EAP, Exam Preparation or General English at Upper-Intermediate level from approved providers or educated for 5 years in an English-speaking country.

- Be 18 years of age or over
- Unique Student Identifier (USI)

Before commencement of work placement, students are required to:  
Provide a Working with Children Check

- Provide a Police Clearance Check
- Have a reasonable level of fitness to cope with standing, lifting, bending, twisting and reaching
- Be physically, mentally and emotionally healthy to respond appropriately to personal needs

Students must also have access to:

- A PC or equivalent running or capable of running Microsoft Windows 2010 and Microsoft Office 2010 and above
- Internet connection

### Training Options

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#### Face to face training

Face to face classes at BCC Institute are kept small with a maximum of 15 students per class, allowing more quality time with their trainer. Each trainer has extensive experience in their industry, providing first-hand knowledge and learning techniques for their students.

#### Virtual classroom

Some training and assessment are delivered in a virtual classroom platform via Zoom. Students will also be required to complete some self-directed learning tasks.

#### Work placement

All students will experience 280 hours of work placement. This is a compulsory part of the course.

### Course Structure

15 units (12 core + 3 electives)

#### Units of Competency

- CHCECE041 Maintain a safe and healthy environment for children
- CHCECE042 Foster holistic early childhood learning, development and wellbeing
- CHCECE050 Work in partnership with children's families
- CHCECE043 Nurture creativity in children
- CHCECE044 Facilitate compliance in a children's education and care service
- CHCECE045 Foster positive and respectful interactions and behaviour in children
- CHCECE046 Implement strategies for the inclusion of all children
- CHCECE047 Analyse information to inform children's learning
- CHCECE048 Plan and implement children's education and care curriculum
- CHCECE049 Embed environmental responsibility in service operations
- BSBTWK502 Manage team effectiveness
- CHCPRP003 Reflect on and improve own professional practice
- CHCDIV003 Manage and promote diversity\*
- BSBHRM413 Support the learning and development of teams and individuals\*
- CHCPOL002 Develop and implement policy\*

\*Unit is an elective. All other units are core units of competency.

#### Employment Opportunities

- Childcare Centre Director/Owner
- Childcare Centre Manager
- Childcare Centre Supervisor

- Family Day Care Supervisor
- Outside School Hours Care Supervisor

### Further Study Pathways

Upon completion of CHC50121 Diploma of Early Childhood Education and Care 107029J, students may apply for entry into Australian Catholic University (ACU) into Bachelor of Early Childhood Education (Birth to Five Years).

## CHC33021- CERTIFICATE III IN INDIVIDUAL SUPPORT (AGEING AND DISABILITY)

### Course Information

**Qualification Code: CHC33021 | CRICOS Course Code: 114163M**

This qualification reflects the role of individuals in the community, home or residential care setting who work under supervision and delegation as a part of a multi-disciplinary team, following an individualised plan to provide person-centred support to people who may require support due to ageing, disability or some other reason.

These individuals take responsibility for their own outputs within the scope of their job role and delegation. Workers have a range of factual, technical and procedural knowledge, as well as some theoretical knowledge of the concepts and practices required to provide person-centred support.

The skills in this qualification must be applied in accordance with Commonwealth and State/Territory legislation, Australian standards, and industry codes of practice.

To achieve this qualification, the candidate must have completed at least 120 hours of work as detailed in the Assessment Requirements of the units of competency.

No licensing, legislative, regulatory or certification requirements apply to this qualification at the time of publication.

### Learning outcomes include being able to:

- Communicate effectively with people from diverse backgrounds
- Respond appropriately to clients needing assistance
- Support independence and wellbeing
- Follow safe work practices
- Work effectively in aged and disability care

### Course Duration

**International** – 52 weeks (40 weeks of classes + 12 weeks of holidays).

### Attendance

**International** – 2 days per week plus self-directed learning (20hrs per week). Plus 120 hours mandatory work placement.

### Entry Requirements

#### International

Successful completion of Australian Year 12 or equivalent

- Successful completion of Australian Year 12 or equivalent
- IELTS 6.0 overall or equivalent or successful completion of 12 weeks of EAP, Exam Preparation or General English at Upper- Intermediate level from approved providers, or educated for 5 years in an English-speaking country
- Be 18 years of age or over
- Unique Student Identifier (USI)

Students must also have access to:

- A PC or equivalent running or capable of running Microsoft Windows 2010 and Microsoft Office 2010 and above
- Internet connection

### Training Options

Since July 20, 2020, BCC Institute has been using a mixed delivery mode, delivering sessions face to face and online via the Zoom platform.

### Face to face training

Face to face classes at BCC Institute are kept small with a maximum of 15 students per class, allowing more quality time with their trainer. Each trainer has extensive experience in their industry, providing first-hand knowledge and learning techniques for their students.

### Work placement

All students will experience 120 hours of work placement. This is a compulsory part of the course.

### Course Structure

15 units (9 core + 6 electives)

### Units of Competency

- CHCCCS031 Provide individualised support
  - CHCCCS038 Facilitate the empowerment of people receiving support
  - CHCCCS040 Support independence and wellbeing
  - CHCCCS041 Recognise healthy body systems
  - CHCCOM005 Communicate and work in health or community services
  - CHCDIV001 Work with diverse people
  - CHCLEG001 Work legally and ethically
  - HLTINF006 Apply basic principles and practices of infection prevention and control
  - HLTWHS002 Follow safe work practices for direct client care
  - CHCDIS012 Support community participation and social inclusion\*
  - CHCDIS011 Contribute to ongoing skills development using a strengths-based approach\*
  - CHCDIS020 Work effectively in disability support\*
  - CHCAGE013 Work effectively in aged care\*
  - CHCAGE011 Provide support to people living with dementia\*
  - CHCMHS001 Work with people with mental health issues\*
- \*Unit is an elective. All other units are core units of competency.

### Employment Opportunities

- Support Worker
- Assistant in Nursing
- Aged Care Support Worker
- Personal Care Assistant
- Disability Support Worker
- Residential Care Worker

### Further Study Pathways

On completion of Certificate III in Individual Support, students may be interested in completing the CHC43121 Certificate IV in Disability Support or CHC52021 Diploma of Community Services at BCC Institute.

## CHC43121 – CERTIFICATE IV IN DISABILITY SUPPORT

### Course Information

**Qualification Code: CHC43121 | CRICOS Course Code: 114164K**

This qualification reflects the role of workers in a range of community settings and clients' homes, who provide training and support in a manner that empowers people with disabilities to achieve greater levels of independence, self-reliance, community participation and wellbeing. Workers promote a person-centred approach, work without direct supervision and may be required to supervise and/or coordinate a small team.

The skills in this qualification must be applied in accordance with Commonwealth and State/Territory legislation, Australian standards, and industry codes of practice.

### Course Duration

**International** – 52 weeks (40 weeks of classes + 12 weeks of holidays).

### Attendance

**International** – 2 days per week plus self-directed learning (20hrs per week). Plus 120 hours mandatory work placement.

### Entry Requirements

Completion of: CHC33021 Certificate III in Individual Support (Disability)

**OR**

Completion of: CHC33015 Certificate III in Individual Support (Disability)

**OR**

Completion of: CHC30408 Certificate III in Disability **PLUS** the *CHCSS00125 Entry to Certificate IV in Disability Support Skill Set*.

### International

- Successful completion of Australian Year 12 or equivalent
- IELTS 6.0 overall or equivalent or successful completion of 12 weeks of EAP, Exam Preparation or General English at Upper- Intermediate level from approved providers, or educated for 5 years in an English-speaking country
- Be 18 years of age or over
- Unique Student Identifier (USI)

Before commencement of work placement, students are required to:

- Provide a Working with Children Check
- Provide a Police Clearance Check
- Have a reasonable level of fitness to cope with standing, lifting, bending, twisting and reaching
- Be physically, mentally and emotionally healthy to respond appropriately to personal needs
- NDIS Online Module
- NB. BCC Institute highly recommends students complete the immunisation process before practical placements commence as some facilities will not provide placement to students without immunisation

Students must also have access to:

- A PC or equivalent running or capable of running Microsoft Windows 2010 and Microsoft Office 2010 and above
- Internet connection

### Training Options

Since July 20, 2020, BCC Institute has been using a mixed delivery mode, delivering sessions face to face and online via the Zoom platform.

### Face to face training

Face to face classes at BCC Institute are kept small with a maximum of 15 students per class, allowing more quality time with their trainer. Each trainer has extensive experience in their industry, providing first-hand knowledge and learning techniques for their students.

### Work placement

All students will experience 120 hours of work placement. This is a compulsory part of the course.

### Course Structure

10 units (7 core + 3 electives)

### Units of Competency

CHCCS044 Follow established person-centred behaviour supports  
CHCDIS017 Facilitate community participation and social inclusion  
CHCDIS019 Provide person-centred services to people with disability with complex needs  
CHCLEG003 Manage legal and ethical compliance  
CHCDIS018 Facilitate ongoing skills development using a person-centred approach  
CHCMHS001 Work with people with mental health issue  
HLTWHS003 Maintain work health and safety  
CHCADV001 Facilitate the interests and rights of clients\*  
CHCCS002 Assist with movement\*  
CHCCS041 Recognise healthy body systems\*

\*Unit is an elective. All other units are core units of competency.

### Employment Opportunities

- Residential Support Worker
- Disability Support Officer
- Recreational Services Officer
- NDIS Support Worker
- Respite Worker

### Further Study Pathways

On completion of CHC43121 Certificate IV in Disability Support, students may wish to continue their studies and complete the CHC52021 Diploma of Community Services at BCC Institute.

## CHC52021 – DIPLOMA OF COMMUNITY SERVICES

### Course Information

**Qualification Code: CHC52021 | CRICOS Course Code: 114165J**

This qualification reflects the role of community services workers involved in the delivery, management and coordination of person-centred services to individuals, groups, and communities.

At this level, workers have specialised skills in community services and work autonomously within their scope of practice under broad directions from senior management.

Workers support people to make change in their lives to improve personal and social wellbeing and may also have responsibility for the supervision of other workers and volunteers. They may also undertake case management and program coordination.

To achieve this qualification, the candidate must have completed at least 200 hours of work as detailed in the Assessment Requirements of units of competency.

The skills in this qualification must be applied in accordance with Commonwealth and State or Territory legislation, Australian standards and industry codes of practice.

### Course Duration

#### **International**

– 104 weeks (80 weeks of classes + 24 weeks of holidays).

### Attendance

**International** – 2 days per week plus self-directed learning (20hrs per week). Plus 200 hours mandatory work placement.

### Entry Requirements

#### **International**

- Successful completion of Australian Year 12 or equivalent
- IELTS 6.0 overall or equivalent or successful completion of 12 weeks of EAP, Exam Preparation or General English at Upper- Intermediate level from approved providers, or educated for 5 years in an English-speaking country
- Be 18 years of age or over
- Unique Student Identifier (USI)

Before commencement of work placement, students are required to:

- Provide a Working with Children Check
- Provide a Police Clearance Check
- Have a reasonable level of fitness to cope with standing, lifting, bending, twisting and reaching
- Be physically, mentally and emotionally healthy to respond appropriately to personal needs
- NDIS Online Module
- NB. BCC Institute highly recommends students complete the immunisation process before practical placements commence as some facilities will not provide placement to students without immunisation.

Students must also have access to:

- A PC or equivalent running or capable of running Microsoft Windows 2010 and Microsoft Office 2010 and above
- Internet connection

### Training Options

Since July 20, 2020, BCC Institute has been using a mixed delivery mode, delivering sessions face to face and online via the Zoom platform.

### Face to face training

Face to face classes at BCC Institute are kept small with a maximum of 15 students per class, allowing more quality time with their trainer. Each trainer has extensive experience in their industry, providing first-hand knowledge and learning techniques for their students.

### Work placement

All students will experience 200 hours of work placement. This is a compulsory part of the course.

NB: ACWA endorsement requires 400 hours of supervised fieldwork placement.

### Course Structure

20 units (12 core + 8 electives)

### Units of Competency

CHCCCS004 Assess co-existing needs

CHCCCS007 Develop and implement service programs

CHCCCS019 Recognise and respond to crisis situations

CHCCSM013 Facilitate and review case management

CHCDEV005 Analyse impacts of sociological factors on people in community work and services

CHCDFV001 Recognise and respond appropriately to domestic and family violence

CHCDIV001 Work with diverse people

CHCDIV002 Promote Aboriginal and/or Torres Strait Islander cultural safety

CHCLEG003 Manage legal and ethical compliance  
CHCMGT005 Facilitate workplace debriefing and support processes  
CHCPRP003 Reflect on and improve own professional practice  
HLTWHS003 Maintain work health and safety  
CHCCSM009 Facilitate goal-directed planning\*  
CHCCCS009 Facilitate responsible behaviour\*  
BSBPEF401 Manage personal health and wellbeing\*  
CHCCDE023 Develop and deliver community projects\*  
CHCGRP002 Plan and conduct group activities\*  
CHCMHS001 Work with people with mental health issues\*  
CHCMHS002 Establish self-directed recovery relationships\*  
CHCMHS011 Assess and promote social, emotional and physical wellbeing\*  
\*Unit is an elective. All other units are core units of competency.

#### Employment Opportunities

- Case Worker
- Community Support Worker
- Group Facilitator
- Indigenous Youth Worker
- Program Coordinator
- Welfare Worker
- Youth and Family Support Officer
- Youth Worker

#### Further Study Pathways

On completion of CHC52021 Diploma of Community Services, students may wish to continue their studies and complete the CHC62015 Advanced Diploma of Community Sector Management or CHC82015 Graduate Certificate in Client Assessment and Case Management at a government-registered training provider.

## Fees & intake dates for VET courses

Course title	CRICOS Course code	Course Duration	Tuition Fee	Enrolment Fee	Materials Fee	Intake Months
FSK20119 Certificate II in Skills for Work and Vocational Pathways	105670M	22 Weeks	\$4,500	\$400	\$200	Feb, April, July, October
ICT20120 Certificate II in Applied Digital Technologies	105671K	24 Weeks	\$3,000	\$400	\$200	Feb, April, July, October
CHC30121 Cert III in Early Childhood Education and Care	107223G	52 Weeks	\$10,000	\$400	\$300	Feb, April, July, October
CHC50121 Diploma of Early Childhood Education and Care	107029J	76 Weeks	\$17,000	\$400	\$300	Feb, April, July, October
FNS40222 Certificate IV in Accounting and Bookkeeping	109994C	52 Weeks	\$10,000	\$400	\$300	Feb, April, July, October
FNS5022 Diploma of Accounting	111418F	64 Weeks	\$10,000	\$400	\$300	Feb, April, July, October
CHC32015 Certificate III in Community Services	105669D	64 Weeks	\$9,000	\$400	\$300	Feb, April, July, October
CHC33021 Certificate III in Individual Support	114163M	52 Weeks	\$10,000	\$400	\$300	Feb, April, July, October
CHC43121 Certificate IV in Disability Support	114164K	52 Weeks	\$10,000	\$400	\$300	Feb, April, July, October
CHC52021 Diploma of Community Services	114165J	104 Weeks	\$20,000	\$400	\$300	Feb, April, July, October
BSB40920 Certificate IV in Project Management	105668E	40 Weeks	\$5,800	\$400	\$300	Feb, April, July, October
BSB50420 Diploma of Leadership and Management	104274J	52 Weeks	\$11,000	\$400	\$300	Feb, April, July, October
BSB60420 Advanced Diploma of Leadership & Management	105030K	64 Weeks	\$15,00	\$400	\$300	Feb, April, July, October

# Short courses



## HLTAID012 PROVIDE FIRST AID IN AN EDUCATION AND CARE SETTING

### Course Information

This unit of competency has been approved by Australian Children's Education and Care Quality Authority (ACECQA) who have deemed it to satisfy all requirements for first aid, anaphylaxis management and emergency asthma training under the Education and Care Services National Law, and the Education and Care Services National Regulations.

This course is suitable for anyone working in long day care, family day care, preschool and outside of school hours (OOSH) care services.

### Course Covers

- Anaphylaxis
- Asthma
- CPR techniques on adults, children and infants
- Compliance with first aid sections of the Education and Care Services National Law and the Education and Care Services National Regulations
- Incident reporting in a child care setting
- Child physiology
- How to properly assess an emergency situation
- DRSABCD
- Using an Automated External Defibrillator (AED)
- First aid procedures for bleeding, burns and fractures
- Managing medical conditions such as epilepsy
- Managing medical emergencies such as snake/spider bites, poisons and choking
- Infection control procedures
- Managing exposure to extreme temperatures
- Administering first aid for eye & soft tissue injuries
- Assessing and moving sick and injured
- Legal responsibilities of a first aider
- Basic anatomy
- Managing shock

### Course Duration

- Online: Pre-course theory
- Face-to-face: Practical observations (1 day Practical in classroom with prior online learning).

### ENTRY REQUIREMENTS

- Language, Literacy and Numeracy (LLN) course pre-assessment test
- Be 18 years of age or over
- Unique Student Identifier (USI)

## HLTAID011 PROVIDE FIRST AID (INCLUDING CPR)

### Course Information

This unit describes the skills and knowledge required to provide a first aid response to a casualty. The unit applies to all workers who may be required to provide a first aid response in a range of situations, including community and workplace settings. This unit can be contextualised to the workplace as required. Learners can be completing first aid for the first time or completing it as part of their three (3) yearly requalification. The CPR component of the course is valid for 12 months and will need to be updated annually for you to keep the certification current. The identified target groups for the unit are broad ranging from those who may be required to provide first aid response and CPR in a range of situations including community and workplace setting. For many candidates it is a requirement to gain or maintain employment.

### Course Content

- Respond to an emergency situation
- Identify and handle hazards
- Assess casualty
- Perform CPR procedures in accordance with ARC guidelines
- Operate AED device
- Apply appropriate first aid procedures
- Operate first aid equipment
- Monitor casualty's condition
- Communicate details of the incident
- Evaluate the incident and own performance
- Abdominal injuries
- Allergic reactions
- Bleeding and wound care
- Burns and scalds
- Envenomation
- Eye and ear injuries
- Poisoning and toxic substances

### Course Duration

- Online: Pre-course theory
- Face-to-face: Practical observations (1 day Practical in classroom with prior online learning).

### ENTRY REQUIREMENTS

- Language, Literacy and Numeracy (LLN) course pre-assessment test
- Be 18 years of age or over
- Unique Student Identifier (USI)

## How to enrol

### STEP 1:

Submit your application with:

- A certified true copy of your passport
- A certified true copy of your evidence of English language level (IELTS 6.0 or equivalent)
- A certified true copy of your overseas equivalent to an Australian Senior Secondary Certificate (Year 12)
- Certified true copy of any other relevant degree's certificates/testamurs or professional qualifications

### STEP 2:

If your application is successful, a letter of offer including the following documents will be made to you:

- Your Letter Of Offer (LOO) and Written Agreement
- Name, course, commencement date and duration of the course for which you are offered a place
- Tuition fees and other costs

### STEP 3:

Once you receive your letter of offer, you will need to forward the following to BCC Institute:

- Signed international Written Agreement
- Copy of receipt of payment of fees
- Copy of Overseas Student Health Cover (unless arranged by BCC Institute)
- Copy of police check (if required)

BCC Institute will issue you with a Confirmation of Enrolment (CoE). This is required to obtain a visa to study in Australia. You will be ready to begin your studies once your student visa has been issued.

## Student visa

Student Visas are administered by the Department of Home Affairs.

For information, please visit the [DHA website](#).

For periods of study greater than 3 months, a Student (Subclass 500) Visa is required by non-Australian residents and is granted only if they enrol in a registered, full-time course in Australia. To maintain enrolment in a registered course a student must:

- Maintain Overseas Student Health Cover (OSHC) during your stay in Australia;
- Continue to have sufficient financial capacity to support your study and stay in Australia;
- Maintain satisfactory attendance in your course and course progress for each study period as required by your education provider.
- Notify BCC Institute of any changes in your residential address within 7 days

All courses for international students, and the Australian education and training institutions that offer them, must be registered with the Australian government on CRICOS.

Generally, an international student is issued with a multiple entry visa for the duration of their course in Australia. This allows students to travel back and forth to Australia within the period for which the visa has been granted.

If students wish to extend their stay in Australia for further study, they will need to lodge an application for a further visa.



### Student health and safety

Australia is a very safe place to live and study. Australians are usually very friendly and welcoming to international students. As in all big cities, it is sensible to be careful. You can find lots of useful information on student safety at the official Australian Government website for international students. [studyinaustralia.gov.au](http://studyinaustralia.gov.au)

The city of Sydney has dedicated web pages for international students where you can download an international student's guide and many other orientation resources to help you ease into your new city. [Sydney cityofsydney.nsw.gov.au/community/community-support/internationalstudents](http://Sydney.cityofsydney.nsw.gov.au/community/community-support/internationalstudents)

### Budget and living costs

While there is no set amount, the Australian government estimates a single international student will spend AUD \$20,290 annually for living expenses such as accommodation, food, and transport. That is approximately AUD \$1,600 to \$1,800 per month.

If you would like to know more about living costs, you can also visit the Insider Guides at [insiderguides.com.au](http://insiderguides.com.au), where you will find a useful application to estimate your living costs.

Transport information and fares for international students can be found at [transportnsw.info/internationalstudents](http://transportnsw.info/internationalstudents)

Discount vouchers, coupons and deals are an efficient way of enjoying yourself on a budget.

Below are two popular websites to access a range of vouchers, coupons, and deals. Shop a Docket [shopadocket.com.au/regions/Sydney](http://shopadocket.com.au/regions/Sydney) Student Edge [studentedge.com.au](http://studentedge.com.au)

### Our learning support team is behind you

When you enrol with us, you will be supported by a professional learning support team which includes a dedicated trainer, VET officer and student support officer.

Your trainer is your first point of contact at BCC Institute and is also available via email and phone throughout your course outside of class hours. Contact details are provided at orientation.

### Important policies

All policies relevant to international students studying with BCC Institute are located on the International Student Download Page on the BCC Institute Website at [bcc.edu.au](http://bcc.edu.au)

### Education agents

According to the Department of Education and Training, the term education agent refers to 'a person or organisation (in or outside Australia) who recruits overseas students and refers them to education providers. In doing so, the education agent may provide education counseling to overseas students as well as marketing and promotion services to education providers.'

For your convenience BCC Institute publishes a list of its approved education agents at [bcc.edu.au](http://bcc.edu.au)

## Employment opportunities

At BCC Institute, we recognise the importance of finding paid employment while you are studying. Our student support officer works closely with industry partners and can provide you with information on finding work placement and/or paid employment. Students holding a valid student visa can work 40 hours per fortnight while your course is in session, starting from the course commencement date. You can work unlimited hours during scheduled course breaks (full-time work is generally 38 hours per week). This provides you with opportunities to improve your English and to integrate into the community.

For more information relating to your permission to work, please visit [www.homeaffairs.gov.au](http://www.homeaffairs.gov.au).

We include work-based training components in some of our courses to ensure that you are job-ready at graduation and have competitive advantages over peers in your job search. This work-based training provides you with opportunities to prove yourself in the workplace and to learn about workplace cultures. Students who have performed well during work-based training are often offered jobs upon or even before graduation.

Our student support team can assist you in your job search:

- Providing feedback on your resume and cover letter
- Coaching you in job interview techniques
- Setting up online job alerts
- Assisting you to send resumes to employers

### Real workplace experience

You may need to complete work placement as part of your qualification, putting into practice your newly acquired skills and building valuable networks with employers and other learners who are undertaking the same qualification. These placements are conducted with early childhood education and care centres outside the BCC Institute campuses but are all within the Sydney Metropolitan area.

BCC Institute will source a suitable work placement venue for all international students enrolled in a qualification which includes a work placement component. Students may wish to suggest an organisation they want to undertake placement at, however this will be subject to BCC Institute's approval. Students cannot refuse a practical placement opportunity provided to them by BCC Institute unless there are compelling and special circumstances that would prevent them from working in such a placement (for example, conflict of interest, or religious/cultural protocols.)

Note: For most work placements you will require a Working With Children Check (WWCC). The WWCC will need to be conducted in Australia.

You will be provided with a work placement logbook outlining tasks relating to your qualification if it requires work placement. You will be required to complete the workbook during your placement, logging the hours of practical work you have undertaken during your studies.

Your trainer will come to visit you during your placement, and you will be allocated a supervisor at the placement organisation who will confirm your tasks.

When signed by your supervisor or supervisor/s, this logbook will become a record of activities that you have participated in and will help to confirm the theory you are learning during your face-to-face training sessions.

There is a section to outline or provide additional evidence that will confirm your learning such as simulations from face-to-face classes or previous experience – your trainer will be able to assist you in filling out this section.

Your work placement agreement forms are an integral part of this process. It will contain the placement address, approval, etc. Please ensure that you are familiar with the content in the work placement agreement. For further assistance contact your trainer.

### Industry based learning

We teach you skills and knowledge for the workforce. Industry (competency) based training is centred on the concept of learning and using new, transferable skills and knowledge. Vocational training emphasises job readiness and the ability to do a first-class job in a workplace.

When completing an accredited training course with BCC Institute, you will be studying units from nationally recognised training packages – the qualification will be accepted everywhere in Australia.

Australian competency standards are universal and describe the specific work activities, skills and types of evidence which demonstrate your competence. The assessment of these units of competency confirm that you have relevant skills and knowledge and will be able to use what you have learnt in different contexts.

If you receive a mark of 'not yet competent' you will be given suggestions for improvement and the opportunity to resubmit evidence of your competency.

## Do you have a question?

### Please contact us at

[info@bcc.edu.au](mailto:info@bcc.edu.au) or call us on +61 2 9793 8155

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City campus

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