AUSTRALIAN CAREERS COLLEGE

ACADEMIC PROSPECTUS 2015

BRISBANE

DARWIN
WELCOME FUTURE STUDENTS

Government Subsidies:
• FREE FEES for 2014 Year 12 Graduates
• Cert 3 Guarantee funding available

Orientation
Our orientation program provides students with important and valuable information and assistance. All students are scheduled for an orientation program in accordance with their course program. These include:
• Campus Information
• Student Services
• Introduction to Staff
• Medical Insurance Membership
• Opening Bank Accounts
• Academic issues including course attendance and progress requirements
• Compliance and appeals policy and procedures
• Purchasing Text Books
CEO’s Welcome

I am pleased to welcome you to Australian Careers College located in Brisbane and Darwin, Australia.

We are one of the nation’s leading providers of Vocational Training, with more than 7 years of experience in training and preparing students for careers in Brisbane and now in Darwin. Australian Careers College offers a variety of hands-on training programs across key industries and we are confident that regardless of your goals and objectives, we have the resources to help reach them and make your dreams a reality. Australian Careers College cares about the future of our students. If you are new to Australia and want to experience the lifestyle and culture embedded in a modern learning environment, then Australian Careers College is the right place to get your nationally recognised qualification.

Changing your career, and your life, is always an exciting decision to make but it is rarely an easy one. By exploring your options for career training, you have already taken the first step towards realising your dream.

Along the way, our students will be guided by skilled trainers who are capable of delivering nationally recognised curriculum incorporating industry-specific training facilities mirroring the real-world workplace environment where students work after their graduation. I can proudly say that all our staff members including our language specialists, trainers, tutors and administrative staff are here to help you to be successful in your course and future careers.

Australian Careers College is here to help you to reach your true potential and to reshape your future. We are here to match the leading employers with the best-trained candidates. This is our tradition—and we look forward to welcoming you into that tradition and into the Australian Careers College family.

I wish you every success in your future studies.

Mrs Anu Sharma
Bachelor of Nursing Charles Darwin University
Graduate Certificate in Diabetes Deakin University
CEO
<table>
<thead>
<tr>
<th>Brisbane/Darwin</th>
<th>Courses: International Students</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSB40407</td>
<td>Certificate IV in Small Business Management</td>
</tr>
<tr>
<td>BSB51107</td>
<td>Diploma of Management</td>
</tr>
<tr>
<td>BSB60407</td>
<td>Advanced Diploma of Management</td>
</tr>
<tr>
<td>BSB60207</td>
<td>Advanced Diploma of Business</td>
</tr>
<tr>
<td>FNS40611</td>
<td>Certificate IV in Accounting</td>
</tr>
<tr>
<td>FNS50210</td>
<td>Diploma of Accounting</td>
</tr>
<tr>
<td>BSB51207</td>
<td>Diploma of Marketing</td>
</tr>
<tr>
<td>ELICOS</td>
<td>General English</td>
</tr>
<tr>
<td>CHC30212</td>
<td>Certificate III in Aged Care</td>
</tr>
<tr>
<td>CHC30312</td>
<td>Certificate III in Home and Community Care</td>
</tr>
<tr>
<td>CHC30113</td>
<td>Certificate III in early Childhood Education &amp; Care</td>
</tr>
<tr>
<td>CHC50113</td>
<td>Diploma of Early Childhood Education and Care</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Brisbane/Darwin</th>
<th>Courses: Domestic Students</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSB30412</td>
<td>Certificate III in Business Administration</td>
</tr>
<tr>
<td>BSB30112</td>
<td>Certificate III in Business</td>
</tr>
<tr>
<td>CHC30212</td>
<td>Certificate III in Aged Care</td>
</tr>
<tr>
<td>CHC30312</td>
<td>Certificate III in Home and Community Care</td>
</tr>
<tr>
<td>CHC30408</td>
<td>Certificate III in Disability</td>
</tr>
<tr>
<td>CHC40312</td>
<td>Certificate IV in Disability</td>
</tr>
<tr>
<td>CHC30113</td>
<td>Certificate III in Early Childhood Education</td>
</tr>
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</tbody>
</table>

* Funding only available in Queensland
2015 Australian Careers College (ACC) Prospectus

ACC was established in June 2007 and gained registration as a training organization in Feb 2008 to deliver specialised qualifications.

The college aims to provide training and assessment and will continue to pursue the development path through a network of industry linkage.

ACC delivers various courses from Business to Accounting to Aged Care and Early Childhood Education. Successful applicants can qualify for one of the following qualifications.

1. ELICOS English Language Certificate
2. BSB30112 Certificate III in Business
3. BSB30412 Certificate III in Business Administration
4. CHC30212 Certificate III in Aged Care
5. CHC30312 Certificate III in Home and Community Care
6. CHC30408 Certificate III in Disability
7. CHC40312 Certificate IV in Disability
8. CHC30113 Certificate III in Early Childhood Education & Care
9. CHC50113 Diploma of Early Childhood Education & Care
10. BSB40407 Certificate IV in Small Business Management
11. FNS40611 Certificate IV in Accounting
12. FNS50210 Diploma of Accounting
13. BSB51217 Diploma of Marketing
14. BSB51107 Diploma of Management
15. BSB60407 Advanced Diploma of Management
16. BSB60207 Advanced Diploma of Business

The ACC is a Registered Training Organisation and is committed to providing quality training to all its students and are proud to announce that we have successfully fulfilled the 2013 Department of Education and Training audit requirements with flying colours and will remain compliant with the required industry standards.

Entry Requirements:

Our programs have a simple entry requirement and offer the students a chance to start with no previous industry experience. To be eligible for enrolment in any of the courses offered by ACC students should:

- For International students complete and pass high school to grade 12 or equivalent
- For International Students, secure an IELTS overall band of 5.5, but General English is only Band 3 (Unless revised by DIAC)
- Preferably 18 years or over
- View course requirements and/or pre-requisites for each individual course on the following pages.

Mode of Delivery: Face to Face, Distance.
Course Overview
The English Language Certificate comprises five modules, which collectively aim to develop grammar, reading and writing, speaking and listening, as well as the skills and confidence to communicate in English. These modules are detailed below.

<table>
<thead>
<tr>
<th>Entry Requirement</th>
<th>English level</th>
<th>Module title</th>
<th>Estimated study time</th>
<th>Estimated IELTS equivalent</th>
</tr>
</thead>
<tbody>
<tr>
<td>IELTS 3.0 or below</td>
<td>Elementary</td>
<td>English I: Starter English</td>
<td>20 weeks</td>
<td>4.5</td>
</tr>
<tr>
<td>IELTS 4.5 overall or pass in English I</td>
<td>Pre-Intermediate</td>
<td>English II: Living English</td>
<td>10 - 20 weeks</td>
<td>5.0</td>
</tr>
<tr>
<td>IELTS 5.0 or pass in English II</td>
<td>Intermediate</td>
<td>English III: Bridging English</td>
<td>10 - 20 weeks</td>
<td>5.5</td>
</tr>
<tr>
<td>IELTS 5.5 overall or pass in English III</td>
<td>Upper-Intermediate</td>
<td>English IV: Study English</td>
<td>10-20 weeks</td>
<td>6.0</td>
</tr>
<tr>
<td>IELTS 6.0 overall or pass in English IV</td>
<td>Advanced</td>
<td>English V: Focus on IELTS</td>
<td>10 -20 weeks</td>
<td>6.5/7.0</td>
</tr>
</tbody>
</table>

Course entry requirements
English language entry requirements

- Students must demonstrate a basic English proficiency by passing an entry level examination (Placement Test I).
- Alternatively, evidence of attainment of IELTS band 3 and above is required upon application. Those students wishing to enroll in only one module must provide evidence of an equivalent entry level competency with the following IELTS scores; English I (IELTS 3.0 overall), English II (IELTS 4.5 overall), English III (IELTS 5.0 overall), English IV (IELTS 5.5 overall), English V (IELTS 6.0 overall).

Age requirements
Students must be aged over 18 years. Mature students are encouraged to apply.

Modes and methods of delivery
This course will be delivered over a period of 60 weeks. Each course module will be delivered as a 10 week-block on an entirely face-to-face basis.

At designated times throughout the course, students will participate in a blend of self-paced and group-paced activities using the core textbook and other Internet-based technologies. Activities will include writing blogs, participating in discussion forums, constructing emails, conducting surveys, listening lab sessions online as well as projects undertaken with the use of Powerpoint and Prezi.
**Course objectives**

Broadly speaking, the English Language Certificate aims to improve the following general areas of skill development for ESL learners:

- Oral communication skills
- Reading skills
- Writing skills
- Listening skills
- Grammatical, textual and functional knowledge of the English language
- Strategic competence
- Awareness of context-specific vocabulary [e.g. business English, academic language]
- Life skills [e.g. managing time, budgeting, accessing resources]
- Sociocultural competence (understanding cultural expectations in a variety of contexts).

**Learning periods and fees**

<table>
<thead>
<tr>
<th>Module Title</th>
<th>Weekly contact hours</th>
<th>Starting date</th>
<th>Estimated study time</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Elementary/ Starter English</td>
<td>20 Hrs</td>
<td>Check with Student Advisor</td>
<td>1-10 Weeks</td>
<td>$320.00 Per Week</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>11-21 Weeks</td>
<td>$300.00 Per Week</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>22 Weeks Plus</td>
<td>$280.00 Per Week</td>
</tr>
<tr>
<td>Pre-Intermediate: Living English</td>
<td>20 Hrs</td>
<td>Check with Student Advisor</td>
<td>1-10 Weeks</td>
<td>$320.00 Per Week</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>22 Weeks Plus</td>
<td>$280.00 Per Week</td>
</tr>
<tr>
<td>Intermediate: Bridging English</td>
<td>20 Hrs</td>
<td>Check with Student Advisor</td>
<td>1-10 Weeks</td>
<td>$320.00 Per Week</td>
</tr>
<tr>
<td></td>
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<td></td>
<td>11-21 Weeks</td>
<td>$300.00 Per Week</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>22 Weeks Plus</td>
<td>$280.00 Per Week</td>
</tr>
<tr>
<td>Upper Intermediate: Study English</td>
<td>20 Hrs</td>
<td>Check with Student Advisor</td>
<td>1-10 Weeks</td>
<td>$320.00 Per Week</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>22 Weeks Plus</td>
<td>$280.00 Per Week</td>
</tr>
<tr>
<td>Advanced: Focus on IELTS</td>
<td>20 Hrs</td>
<td>Check with Student Advisor</td>
<td>1-10 Weeks</td>
<td>$320.00 Per Week</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>11-21 Weeks</td>
<td>$300.00 Per Week</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>22 Weeks Plus</td>
<td>$280.00 Per Week</td>
</tr>
</tbody>
</table>

| Enrolment Fee | $200.00 |

**NB:** For International students only
Course 2
CERTIFICATE III IN BUSINESS
BSB30112

Who is this business course for?
This course is for students who wish to enter into employment at mid level within the business sector gaining skills and understanding of the fundamentals of Australian Business.

Description
This qualification reflects the role of individuals who apply a broad range of competencies in a varied work context using some discretion, judgment and relevant theoretical knowledge. They may provide technical advice and support to a team.

Employment opportunities
This business course is especially designed for those who are, or wish to take on roles such as:
- Data entry operator
- Customer service advisor
- General Clerk
- Payroll officer
- Typist
- Word processing operator

Aim of course
This nationally accredited Certificate is a comprehensive course designed to give students the edge in the skills to lead to success.

It covers a broad range of business practices necessary to operate in an increasingly complex business environment.

Learning period & fees
Distance: 20 weeks to 12 months.
Certificate 3 Guarantee available.
- Concession: $1
- Non-concession: $2
- Fee for Service: $1500
  Plus: $200 admission fee

This course has been priced per unit of competency, with payment plans available on request. Additional fees may apply for training and assessment based outward of 200km from Brisbane CBD. These charges may include travel/accommodation costs; however, ACC will endeavor to keep these costs to a minimum.

Pathways
After achieving the Certificate III in Business participants could take on a range of Certificate IV and Diploma qualifications.

Prerequisite requirements
There are no prerequisite requirements for individual units of competency.

Recognition of prior learning
Students who have completed any of the units of study or have practical experience that they think can be used for RPL, please contact the Australian Careers College prior to enrolment.

Certificate 3 Guarantee Available
*Conditions Apply.

NB: For International Students Only
Certificate 3 Guarantee Available
This course will prepare students to develop specialised skills and knowledge across a range of business functions. By the end of this course, students will be able to apply the business knowledge to a variety of business opportunities.

Description
This qualification reflects the role of individuals who have senior or managerial responsibilities. They may oversee the work of others or have specialised roles where they do not supervise others but provide strategic leadership. The Advanced Diploma of Business builds on work experience in business or a specialized industry or previous study. The course is designed to deepen your underpinning knowledge of business and management techniques and refine skills in leadership.

Job role
Possible job titles relevant to this qualification include:
• Senior Administrator
• Senior Executive Team Member
• Business Owner

Assessments & learning materials
Assessment for this qualification includes underpinning knowledge questions, work-based projects and third party reports. It is also based on completion of assignments, practical tests and/or examinations for each subject.

Learning period & fees
Duration of this course is 26 teaching weeks plus 6 weeks holiday total of 32 weeks. Fee for this course is $3950.00 and an application fee is $200.00. Installments = 1st study period $1975.00 2nd study period $1975.00

Course entry requirements
For entry at diploma level, satisfactory completion of year 12th or equivalent is required; Certificate IV in Small Business Management or other relevant qualifications is preferred although not a pre-requisite. Overseas students require language proficiency of IELTS level 5.5 or equivalent. Applicants with limited experience in the management area should consider completing the Certificate IV in Business Management to gain the underpinning knowledge required for this Advanced Diploma course.

Pathway
Candidates may enter the qualification through a number of entry points demonstrating potential to undertake vocational education and training at advanced diploma level, including:
• BSB50207 Diploma of Business or other relevant qualification
OR
• With substantial vocational experience in a range of environments, acting in a range of senior support or technical roles.

Prerequisite requirements
There are no prerequisite requirements for individual units of competency.

Course content
Total of 8 units
Total 8 Elective Units

This qualification requires the successful completion of 12 Units of Competency.

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Unit Title</th>
<th>Core/ Elective</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBWHS302A</td>
<td>Apply knowledge of WHS legislation in the workplace</td>
<td>C</td>
</tr>
<tr>
<td>BSBADM311A</td>
<td>Maintain business resources</td>
<td>E</td>
</tr>
<tr>
<td>BSBCMM301B</td>
<td>Process customer complaints</td>
<td>E</td>
</tr>
<tr>
<td>BSBCUS301A</td>
<td>Deliver and monitor a service to customers</td>
<td>E</td>
</tr>
<tr>
<td>BSBFIA301A</td>
<td>Maintain financial records</td>
<td>E</td>
</tr>
<tr>
<td>BSBINM301A</td>
<td>Organise workplace information</td>
<td>E</td>
</tr>
<tr>
<td>BSBITU304A</td>
<td>Produce spreadsheets (Microsoft Office 2010)</td>
<td>E</td>
</tr>
<tr>
<td>BSBITU306A</td>
<td>Design and produce business documents (Microsoft Office 2010)</td>
<td>E</td>
</tr>
<tr>
<td>BSBWOR301A</td>
<td>Organise personal work priorities and development</td>
<td>E</td>
</tr>
<tr>
<td>BSBWRT301A</td>
<td>Write simple documents</td>
<td>E</td>
</tr>
<tr>
<td>BSBCUS401B</td>
<td>Coordinate implementation of customer service strategies</td>
<td>E</td>
</tr>
<tr>
<td>BSBCUS402B</td>
<td>Address customer needs</td>
<td>E</td>
</tr>
</tbody>
</table>

NB: For Domestic On-Shore Students Only
Who is this Business Administration Course for?
This course is for students who wish to enter into employment at mid level within the business sector gaining skills and understanding of the fundamentals of Australian Business.

Description
This qualification reflects the role of individuals who use well-developed skills and a broad knowledge base in a wide variety of contexts. They apply solutions to a defined range of unpredictable problems, and analyses and evaluate information from a variety of sources. They may provide leadership and guidance to others with some responsibility for the output of others.

Employment opportunities
This business course is especially designed for those who are, or wish to take on roles such as:
- Accounts receivable
- Accounts Payable Clerk
- Clerk
- Junior Personal Assistant
- Receptionist
- Office administration Assistant
- Office administrator
- Word Processing Operator

Aim of course
This nationally accredited Certificate is a comprehensive course designed to give students the edge in the skills to lead to success.

It covers a broad range of business practices necessary to operate in an increasingly complex business environment.

Learning period & fees
Distance: 20 weeks -12 months.

Certificate 3 Guarantee available.
- Concession: $1
- Non-concession: $2
- Fee for Service: $1500
  Plus: $200 admission fee

Pathways
After achieving the Certificate III in Business Administration participants could take on a range of Certificate IV and Diploma qualifications.

Prerequisite requirements
There are no prerequisite requirements for individual units of competency.

Recognition of prior learning
Students who have completed any of the units of study or have practical experience that they think can be used for RPL, please contact the Australian Careers College prior to enrolment.

Certificate 3 Guarantee Available
*Conditions Apply.
This course provides competencies in developing and implementing strategic plans, managing organizational change, developing and implementing a business plan, managing finances, providing leadership across the organization, managing innovation and continuous improvement, managing risk, establishing and maintaining strategic networks.

Job role
Job roles and titles vary across different industry sectors. Possible job titles relevant to this qualification include: Area Manager, Department Manager, and Regional Manager.

Assessments & learning material:
Assessment for this qualification includes underpinning knowledge questions, work-based projects. It is also based on completion of assignments, practical tests and/or examinations for each subject.

Learning period & fees
Duration of this course is 26 teaching weeks plus 6 weeks holiday total of 32 weeks. Fee for this course is $3950.00 and an application fee is $200.00. Installments = 1st study period $1975.00, 2nd study period $1975.00.

Course entry requirements
For entry at diploma level, satisfactory completion of year 12th or equivalent is required; Certificate IV in Small Business Management or other relevant qualifications is preferred although not a prerequisite. Overseas students require language proficiency of IELTS level 5.5 or equivalent. Applicants with limited experience in the management area should consider completing the Certificate IV in Business Management to gain the underpinning knowledge required for this advanced diploma course.

Pathway
Candidates may enter the qualification through number of entry points' demonstration potential to undertake vocational and training at advanced diploma level, including:
• After achieving the Diploma of Business or other relevant qualifications OR
• Providing evidence of competency in the majority of units required for the BSB51107 Diploma of Management for other relevant qualifications OR
• With substantial vocational experience, in management but without a formal qualification

Prerequisite requirements
There are no prerequisite requirements for individual units of competency.

Course content
Eight (8) units must be completed: 3 core units and 5 elective units.

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Unit Title</th>
<th>Core/Elective</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBWHS201A</td>
<td>Contribute to health and safety of self and others</td>
<td>C</td>
</tr>
<tr>
<td>BSBITU307A</td>
<td>Develop keyboarding speed and accuracy</td>
<td>C</td>
</tr>
<tr>
<td>BSBADM311A</td>
<td>Maintain business resources</td>
<td>E</td>
</tr>
<tr>
<td>BSBCUS301AB</td>
<td>Deliver and monitor a service to customers</td>
<td>E</td>
</tr>
<tr>
<td>BSBFIA301A</td>
<td>Maintain financial records</td>
<td>E</td>
</tr>
<tr>
<td>BSBINM301A</td>
<td>Organise workplace information</td>
<td>E</td>
</tr>
<tr>
<td>BSBITU306A</td>
<td>Design and produce business documents [Microsoft Office 2010]</td>
<td>E</td>
</tr>
<tr>
<td>BSBWOR301B</td>
<td>Organise personal work priorities and development</td>
<td>E</td>
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<tr>
<td>BSBWRT301A</td>
<td>Write simple documents</td>
<td>E</td>
</tr>
<tr>
<td>BSBFIA304A</td>
<td>Maintain a general ledger</td>
<td>E</td>
</tr>
<tr>
<td>BSBCUS401B</td>
<td>Coordinate implementation of customer service strategies</td>
<td>E</td>
</tr>
<tr>
<td>BSBCUS402B</td>
<td>Address customer needs</td>
<td>E</td>
</tr>
</tbody>
</table>

NB: For Domestic On-Shore Students Only
Course 4

CERTIFICATE III IN AGED CARE

CHC30212

Who is this Certificate III in Aged Care Course for?
This qualification is for those people who want to work in Aged Care. This qualification will give the learner broad knowledge and skills to assist in improving the quality of life of older people in our community.

Description
This qualification addresses work primarily in residential facilities under direct or regular supervision within clearly defined organization guidelines and service plans. These workers:
- Carry out activities to maintain personal care and/or other activities of living for people in an aged care setting
- Carry out activities related to an individualised plan
- Report directly to a supervisor and are not responsible for other workers

What is this course about?
This qualification will help prepare you for work as a carer in residential aged care facilities. It is a standard entry qualification for workers in the aged care sector and will introduce you to broad aspects of a carer’s role including personal care, well-being and assistance with daily activities. Aged Care workers will also gain knowledge and skills about health and safety and assisting aged people to live with dignity, respect and independence for as long as possible.

Employment opportunities
This qualification will help prepare you for work as a carer in residential aged care facilities. Employment opportunities may include, but not limited to:
- Nursing assistant
- Personal care assistant
- In-home respite worker
- Field officer
- Community care worker
- Community support worker
- Residential care worker

Learning period & fees

International Students:
Face to face: 27 teaching weeks
+8 week holidays, total 35 weeks
- Fees: $4500
  +$200 admission fee

Domestic Students:
Face to face: 14 weeks.
Certificate 3 Guarantee available.
- Concession: $1
- Non-concession: $2
- Fee for Service: $2000
  + $200 admission fee

Note: Students are required to obtain a National Police Check to complete this qualification. The cost of the Police Check is payable by the student.

Assessment
Assessment for this qualification includes underpinning knowledge questions, work-based projects and third party reports. It is also based on completion of assignments, Practical tests and/or examinations for each subject. As part of this course it is a requirement that the learner engages in on job training under supervision in a real vocational setting.

The learner is required to complete 120 hours of work placement and a college assessor will observe your development during this period. It is also a requirement that to work in any federally funded care service in Australia that you undergo a criminal record check.

Certificate 3 Guarantee Available
*Conditions Apply.
**Pathways**

After achieving the Certificate III in Aged Care participants could take on a range of Certificate IV qualifications, e.g. Certificate IV in Aged Care.

* Certificate III in Aged Care and Certificate III in Home and Community Care can be offered as a Dual Qualification. Please check your course advisor for more information.

**Recognition of prior learning**

Students who have completed any of the units of study or have practical experience that they think can be used for RPL, please contact the Australian Careers College prior to enrolment.

**Prerequisite requirements**

There are no prerequisite requirements for individual units of competency.

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Unit Title</th>
<th>Core/Elective</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHCAC317A</td>
<td>Support older people to maintain their independence</td>
<td>C</td>
</tr>
<tr>
<td>CHCAC318B</td>
<td>Work effectively with older people</td>
<td>C</td>
</tr>
<tr>
<td>CHCAC319A</td>
<td>Provide support to people living with dementia</td>
<td>C</td>
</tr>
<tr>
<td>CHCCS411C</td>
<td>Work effectively in the community sector</td>
<td>C</td>
</tr>
<tr>
<td>CHCICS301B</td>
<td>Provide support to meet personal care needs</td>
<td>C</td>
</tr>
<tr>
<td>CHCICS302B</td>
<td>Participate in the implementation of individualised plans</td>
<td>C</td>
</tr>
<tr>
<td>CHCICS303A</td>
<td>Support individual health and emotional wellbeing</td>
<td>C</td>
</tr>
<tr>
<td>CHCPA301B</td>
<td>Deliver care services using a palliative approach</td>
<td>C</td>
</tr>
<tr>
<td>CHCWHS312A</td>
<td>Follow WHS safety procedures for direct care</td>
<td>C</td>
</tr>
<tr>
<td>HLTAP301B</td>
<td>Recognise healthy body systems in a health care context</td>
<td>C</td>
</tr>
<tr>
<td>HLTIR403C</td>
<td>Work effectively with culturally diverse clients and co-workers</td>
<td>E</td>
</tr>
<tr>
<td>HLTAID003</td>
<td>Provide first aid</td>
<td>E</td>
</tr>
<tr>
<td>CHCICS304B</td>
<td>Work effectively with carers</td>
<td>E</td>
</tr>
<tr>
<td>HLTN301C</td>
<td>Comply with infection control policies and procedures</td>
<td>E</td>
</tr>
</tbody>
</table>

**NB: For Domestic and International students**
Course 5
CERTIFICATE III IN
HOME AND COMMUNITY CARE
CHC30312

Who is this Certificate III in Aged Care Course for?
This qualification is for those people who want to work in Home and Community Care. This qualification will give the learner broad knowledge and skills to assist in improving the quality of life of people in our community.

Description
This qualification addresses work in client homes and other community settings under regular supervision within clearly defined organisational guidelines and service plans. These workers:

• Carry out activities to maintain personal care and/or other activities of living for people in an aged care setting
• Carry out activities related to an individualised plan
• Report directly to a supervisor and are not responsible for other workers

What is this course about?
This qualification will help prepare you for work as a carer in residential aged care facilities. Employment opportunities may include, but not limited to:

• Care service employees
• Community care worker
• Community support worker
• Disability support worker
• Home care worker
• In-home respite giver
• Personal care assistant
• Personal care giver / worker
• Planned activity assistant
• Care assistant / worker

Employment opportunities
This qualification will help prepare you for work as a carer in residential aged care facilities. Employment opportunities may include, but not limited to:

• Care service employees
• Community care worker
• Community support worker
• Disability support worker
• Home care worker
• In-home respite giver
• Personal care assistant
• Personal care giver / worker
• Planned activity assistant
• Care assistant / worker

Learning period & fees
International Students:
Face to face: 28 teaching weeks +8 week holidays, total 36 weeks
• Fees: $4500 +$200 admission fee

Domestic Students:
Face to face: 14 weeks
Certificate 3 Guarantee available.

• Concession: $1
• Non-concession: $2
• Fee for Service: $2000 + $200 admission fee

Note: Students are required to obtain a National Police Check to complete this qualification. The cost of the Police Check is payable by the student.

Assessment
Assessment for this qualification includes underpinning knowledge questions, work-based projects and third party reports. It is also based on completion of assignments, Practical tests and/or examinations for each subject. As part of this course it is a requirement that the learner engages in on job training under supervision in a real vocational setting. The learner is required to complete 80 hours of work placement and a college assessor will observe your development during this period. It is also a requirement that to work in any federally funded care service in Australia and that you undergo a criminal record check.

Certificate 3 Guarantee Available
*Conditions Apply.

Nationality Recognised Training

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Pathways

After achieving the Certificate III in Home and Community Care participants could take on a range of Certificate IV qualifications, e.g. Certificate IV in Aged Care.

* Certificate III in Aged Care and Certificate III in Home and Community Care can be offered as a Dual Qualification. Please check your course advisor for more information.

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Unit Title</th>
<th>Core/Elective</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHCAC318B</td>
<td>Work effectively with older people</td>
<td>C</td>
</tr>
<tr>
<td>CHCAC319A</td>
<td>Provide support to people living with dementia</td>
<td>C</td>
</tr>
<tr>
<td>CHCCS411C</td>
<td>Work effectively in the community sector</td>
<td>C</td>
</tr>
<tr>
<td>CHCDIS301C</td>
<td>Work effectively with people with a disability</td>
<td>C</td>
</tr>
<tr>
<td>CHCHC311C</td>
<td>Work effectively in home and community care</td>
<td>C</td>
</tr>
<tr>
<td>CHCICS3301B</td>
<td>Provide support to meet personal care needs</td>
<td>C</td>
</tr>
<tr>
<td>CHCICS302B</td>
<td>Participate in the implementation of individualised plans</td>
<td>C</td>
</tr>
<tr>
<td>CHCIC304B</td>
<td>Work effectively with carers</td>
<td>C</td>
</tr>
<tr>
<td>CHCWHS312A</td>
<td>Follow WHS safety procedures for direct care</td>
<td>C</td>
</tr>
<tr>
<td>CHCICS303A</td>
<td>Support individual health and emotional wellbeing</td>
<td>C</td>
</tr>
<tr>
<td>CHCPA301B</td>
<td>Deliver care services using palliative approach</td>
<td>E</td>
</tr>
<tr>
<td>HLTIN301C</td>
<td>Comply with infection control policies and procedures</td>
<td>E</td>
</tr>
<tr>
<td>HLTAP301B</td>
<td>Recognise healthy body systems in a health care context</td>
<td>E</td>
</tr>
<tr>
<td>HLTAID003</td>
<td>Provide first aid</td>
<td>E</td>
</tr>
</tbody>
</table>

NB: For Domestic and International students

Recognition of prior learning

Students who have completed any of the units of study or have practical experience that they think can be used for RPL, please contact the Australian Careers College prior to enrolment.

Prerequisite requirements

There are no prerequisite requirements for individual units of competency.
Course 6

CERTIFICATE III IN DISABILITY

CHC30408

Who is this Certificate III in Disability course for?

This qualification is for those people who want to work in Disability. This qualification will give the learner broad knowledge and skills to assist in improving the quality of life of people with disabilities in our community.

Description

This qualification addresses work in the community and/or residential facilities under direct or regular supervision within clearly defined organisation guidelines and service plans. These workers:

- Carry out activities to maintain personal care and/or other activities of living for people with a disability
- Carry out activities related to an individualised plan
- Report directly to a supervisor and are not responsible for other workers.

What is the course about?

This qualification will help prepare you for work as a carer in residential and/or community disability facilities. It is a standard entry qualification for workers in the disability sector and will introduce you to broad aspects of a carer’s role including personal care, well-being and assistance with daily activities. Disability workers will also gain knowledge and skills about health and safety and assisting people with disabilities to live with dignity, respect and independence for as long as possible.

Employment Opportunities

Employment opportunities may include, but not limited to:

- Accommodation support worker
- Care assistant
- Client assistant
- Community access coordinator
- Community care worker
- Community house worker
- Community support worker
- Disability service officer
- Disability support officer
- In-home respite care worker
- Personal care assistant
- Personal care worker
- Residential care officer
- Residential care support worker
- Disability support worker
- Family support worker

Learning period & fees

Duration: 14 weeks

- Fee for service: $2000
- + $200 admission fee

Assessment

Assessment for this qualification includes underpinning knowledge questions, work-based projects and third party reports. It is also based on completion of assignments. Practical tests and/or examinations for each subject. As part of this course it is a requirement that the learner engages in on job training under supervision in a real vocational setting. The learner is required to complete 80 hours of work placement and a college assessor will observe your development during this period. It is also a requirement that to work in any federally funded care service in Australia that you undergo a criminal record check.

Pathways

After achieving the Certificate III in Disability participants could take on a range of Certificate IV qualifications, e.g. Certificate IV in Disability

Recognition of prior learning

Students who have completed any of the units of study or have practical experience that they think can be used for RPL, please contact the Australian Careers College prior to enrolment.

Prerequisite requirements

There are no prerequisite requirements for individual units of competency.
<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Unit Title</th>
<th>Core/Elective</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHCCS411C</td>
<td>Work effectively in the community sector</td>
<td>C</td>
</tr>
<tr>
<td>CHCDIS301C</td>
<td>Work effectively with people with a disability</td>
<td>C</td>
</tr>
<tr>
<td>CHCDIS302A</td>
<td>Maintain an environment to empower people with disabilities</td>
<td>C</td>
</tr>
<tr>
<td>CHCDIS322A</td>
<td>Support community participation and inclusion</td>
<td>C</td>
</tr>
<tr>
<td>CHCDIS323A</td>
<td>Contribute to skill development and maintenance</td>
<td>C</td>
</tr>
<tr>
<td>CHCICS301B</td>
<td>Provide support to meet personal care needs</td>
<td>C</td>
</tr>
<tr>
<td>CHCICS302B</td>
<td>Participate in the implementation of individualised plans</td>
<td>C</td>
</tr>
<tr>
<td>CHCICS303A</td>
<td>Support individual health and emotional wellbeing</td>
<td>C</td>
</tr>
<tr>
<td>CHCICS305B</td>
<td>Provide behaviour support in the context of individualised plans</td>
<td>C</td>
</tr>
<tr>
<td>CHCWHS312A</td>
<td>Follow safety procedures for direct care work</td>
<td>E</td>
</tr>
<tr>
<td>HLTHIR404D</td>
<td>Work effectively with Aboriginal and/or Torres Strait Islander people</td>
<td>E</td>
</tr>
<tr>
<td>CHCDIS411A</td>
<td>Communicate using augmentative and alternative communication strategies</td>
<td>E</td>
</tr>
<tr>
<td>CHCICS304B</td>
<td>Work effectively with carers</td>
<td>E</td>
</tr>
<tr>
<td>HLTFA311A</td>
<td>Apply first aid</td>
<td>E</td>
</tr>
</tbody>
</table>

**NB: For Domestic Students only**
Course 7
CERTIFICATE IV IN DISABILITY
CHC40312

Who is this Certificate IV in Disability course for?
This qualification is for those people who want to work in Disability. This qualification will give the learner broad knowledge and skills to assist in improving the quality of life of people with disabilities in our community.

Description
This qualification addresses work in the community and/or residential facilities under direct or regular supervision within clearly defined organisation guidelines and service plans. These workers:

- Apply knowledge and skills gained through qualifications and/or previous experience to provide training and support to people with disabilities to enhance their ability to achieve greater levels of independence, self reliance and community participation
- Report to service managers and may liaise with health professionals and other service agencies
- May work without direct supervision and may be required to supervise and/or coordinate a limited number of lower classified workers.

What is the course about?
This qualification will help prepare you for work as a carer in residential and/or community disability facilities. It is a standard entry qualification for workers in the disability sector and will introduce you to broad aspects of a carer’s role including personal care, well-being and assistance with daily activities. Disability workers will also gain knowledge and skills about health and safety and assisting people with disabilities to live with dignity, respect and independence for as long as possible.

Employment Opportunities
Employment opportunities may include, but not limited to:
- Behavioural support officer
- Development officer
- Disability officer - day support
- Disability support officer / worker
- Employment coordinator (disability)
- Job coordinator
- Marketing coordinator
- Project officer (life enhancement team)
- Residential care officer
- Senior personal care assistant
- Social educator
- Social trainer

Learning period & fees
Duration: 15 weeks
- Fee for service: $2200
  + $200 admission fee

Assessment
Assessment for this qualification includes underpinning knowledge questions, work-based projects and third party reports. It is also based on completion of assignments, practical tests and/or examinations for each subject. As part of this course it is a requirement that the learner engages in on job training under supervision in a real vocational setting. The learner is required to complete 80 hours of work placement and a college assessor will observe your development during this period. It is also a requirement that to work in any federally funded care service in Australia that you undergo a criminal record check.

Pathways
After achieving the Certificate IV in Disability participants could take on a range of qualifications, e.g. Diploma in Disability

Recognition of prior learning
Students who have completed any of the units of study or have practical experience that they think can be used for RPL, please contact the Australian Careers College prior to enrolment.

Prerequisite requirements
There are no prerequisite requirements for individual units of competency.
<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Unit Title</th>
<th>Core/Elective</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHCCS400C</td>
<td>Work within a relevant legal and ethical framework</td>
<td>C</td>
</tr>
<tr>
<td>CHCCS411C</td>
<td>Work effectively in the community sector</td>
<td>C</td>
</tr>
<tr>
<td>CHCDIS301C</td>
<td>Work effectively with people with a disability</td>
<td>C</td>
</tr>
<tr>
<td>CHCDIS302A</td>
<td>Maintain an environment to empower people with disabilities</td>
<td>C</td>
</tr>
<tr>
<td>CHCDIS405A</td>
<td>Facilitate skills development and maintenance</td>
<td>C</td>
</tr>
<tr>
<td>CHCDIS410A</td>
<td>Facilitate community participation and inclusion</td>
<td>C</td>
</tr>
<tr>
<td>CHCDIS411A</td>
<td>Communicate using augmentative and alternative communication strategies</td>
<td>C</td>
</tr>
<tr>
<td>CHCICS402B</td>
<td>Facilitate individualised plans</td>
<td>C</td>
</tr>
<tr>
<td>CHCICS305B</td>
<td>Provide behaviour support in the context of individualised plans</td>
<td>C</td>
</tr>
<tr>
<td>CHCWHS312A</td>
<td>Follow safety procedures for direct care work</td>
<td>C</td>
</tr>
<tr>
<td>HLTHIR404D</td>
<td>Work effectively with Aboriginal and/or Torres Strait Islanders</td>
<td>E</td>
</tr>
<tr>
<td>HLTFA311A</td>
<td>Apply First Aid</td>
<td>E</td>
</tr>
<tr>
<td>HLTAP301B</td>
<td>Recognise healthy body systems in a health care context</td>
<td>E</td>
</tr>
<tr>
<td>CHCCS305C</td>
<td>Assist clients with medication</td>
<td>E</td>
</tr>
<tr>
<td>CHCPA301B</td>
<td>Deliver care services using a palliative approach</td>
<td>E</td>
</tr>
</tbody>
</table>

**NB: For Domestic Students only**
Who is this Early Childhood Education and Care Course for?

This qualification is for people who want to work as an early childhood educator in a centre-based service and family day care. This is a nationally regulated entry level qualification for working in early childhood education and care.

Description

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 Standard. They support the implementation of an approved learning framework, and support children’s wellbeing, learning and development. Depending on the setting, educators may work under direct supervision or autonomously.

Employment opportunities

This qualification is for people who want to work as an early childhood educator in a centre-based service and family day care. Employment opportunities may include:

- Early childhood educator
- Family day care educator
- Child care assistant
- Nanny

Aim of course

This nationally accredited Certificate is a comprehensive course designed to give the learner the skills and knowledge in a range of fundamental areas including:

- The support and implementation of approved learning frameworks
- Supporting children’s wellbeing, learning and development
- Ensure children’s health and safety, in a nurturing supportive environment
- Developing positive and respectful relationships with children

Learning period & fees

International Students:
Face to face: 30 teaching weeks
+8 week holidays, total 38 weeks
Fees: $5000
+$200 admission fee

Domestic Students:
Face to face: 20 weeks
Certificate 3 Guarantee available.

- Concession: $1
- Non-concession: $2
- Fee for Service: $3,800

Plus: $200 admission fee applicable for Fee For Service only.

Assessment

Assessment for this qualification includes underpinning knowledge questions, and work-based projects. It is also based on completion of assignments, Practical tests and/or examinations for each subject. This qualification has a work placement requirement. All students are required to complete a placement within the childcare sector.

The assessments you will complete during your placement, including the observation when your trainer visits you in the workplace, are probably the most important part of your course. This is where you are required to demonstrate that you can apply the theory in the real world.
### Pathways

After achieving the Certificate III in Early Childhood Education and Care participants could take on Diploma qualifications, e.g. Diploma of Childhood Education and Care.

### Recognition of prior learning

Students who have completed any of the units of study or have practical experience that they think can be used for RPL, please contact the Australian Careers College prior to enrolment.

### Prerequisite requirements

There are no prerequisite requirements for individual units of competency.

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Unit Title</th>
<th>Core/Elective</th>
</tr>
</thead>
<tbody>
<tr>
<td>HLTWHS001</td>
<td>Participate in workplace health and safety</td>
<td>C</td>
</tr>
<tr>
<td>HLTHIR404D</td>
<td>Work effectively with Aboriginal and/or Torres Strait Islander people</td>
<td>C</td>
</tr>
<tr>
<td>CHCPRT001</td>
<td>Identify and respond to children and young people at risk</td>
<td>C</td>
</tr>
<tr>
<td>CHCECE013</td>
<td>Use information about children to inform practice</td>
<td>C</td>
</tr>
<tr>
<td>CHCECE011</td>
<td>Provide experience to support children’s play and learning</td>
<td>C</td>
</tr>
<tr>
<td>CHCECE010</td>
<td>Support the holistic development of children in early childhood</td>
<td>C</td>
</tr>
<tr>
<td>CHCECE009</td>
<td>Use an approved learning framework to guide practice</td>
<td>C</td>
</tr>
</tbody>
</table>

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<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Unit Title</th>
<th>Core/Elective</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHCECE007</td>
<td>Develop positive and respectful relationships with children</td>
<td>C</td>
</tr>
<tr>
<td>CHCECE005</td>
<td>Provide care for babies and toddlers</td>
<td>C</td>
</tr>
<tr>
<td>CHCECE004</td>
<td>Promote and provide healthy food and drinks</td>
<td>C</td>
</tr>
<tr>
<td>CHCECE003</td>
<td>Provide care for children</td>
<td>C</td>
</tr>
<tr>
<td>CHCECE002</td>
<td>Ensure the health and safety of children</td>
<td>C</td>
</tr>
<tr>
<td>CHCECE001</td>
<td>Develop cultural competence</td>
<td>C</td>
</tr>
<tr>
<td>CHCCS400C</td>
<td>Work within a relevant legal and ethical framework (Children’s Services – Streamlined)</td>
<td>C</td>
</tr>
<tr>
<td>HLTAID004</td>
<td>Provide an emergency first aid response in an education and care setting</td>
<td>C</td>
</tr>
<tr>
<td>CHCORG303C</td>
<td>Participate effectively in the work environment (Children’s Services – Streamlined)</td>
<td>E</td>
</tr>
<tr>
<td>CHCECE012</td>
<td>Support children to connect with their world</td>
<td>E</td>
</tr>
<tr>
<td>CHCECE006</td>
<td>Support behaviour of children and young people</td>
<td>E</td>
</tr>
</tbody>
</table>

**NB: For Domestic and International students**
Course 9

DIPLOMA IN EARLY CHILDHOOD EDUCATION AND CARE

CHC50113

Who is this Early Childhood Education and Care Course for?

This qualification is for people who want to work as an early childhood educator in a centre-based service and family day care. This is a nationally regulated diploma level qualification for working in early childhood education and care.

Description

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 Standard. They support the implementation of an approved learning framework, and support children’s wellbeing, learning and development. Depending on the setting, educators may work under direct supervision or autonomously.

Employment opportunities

This qualification is for people who want to work as an early childhood educator in a centre-based service and family day care. Employment opportunities may include:

- Pre-school educator
- Child care assistant
- Nanny

Aim of course

This nationally accredited Diploma is a comprehensive course designed to give the learner the skills and knowledge in a range of areas including:

- The support and implementation of approved learning frameworks
- Supporting children’s wellbeing, learning and development
- Ensure children’s health and safety, in a nurturing supportive environment
- Developing positive and respectful relationships with children
- Curriculum design and implementation
- Developing cultural acceptance and child inclusion strategies

Learning period and fees

International Students:

Face to face: 60 teaching weeks
+12 week holidays, total 72 weeks
- Fees: $9000
  +$200 admission fee

Domestic Students:

Face to face: 44 weeks + 6 weeks holiday, total 50 weeks
- Fee for Service: $6,500
  Plus: $200 admission fee

Assessment

Assessment for this qualification includes underpinning knowledge questions, work-based projects and third party reports. It is also based on completion of assignments, Practical tests and/or examinations for each subject. This qualification has a work placement requirement. All students are required to complete a placement within the childcare sector. The assessments you will complete during your placement, including the observation when your trainer visits you in the workplace, are probably the most important part of your course. This is where you are required to demonstrate that you can apply the theory in the real world.
Pathways

After achieving the Diploma of Early Childhood Education and Care participants could take on a range of Advanced Diploma qualifications, e.g. Advanced Diploma of Children’s Services.

Recognition of prior learning

Students who have completed any of the units of study or have practical experience that they think can be used for RPL, please contact the Australian Careers College prior to enrolment.

Prerequisite requirements

There are no prerequisite requirements for individual units of competency.

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Unit Title</th>
<th>Core/Elective</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHCCS400C</td>
<td>Work within a relevant legal and ethical framework (Children’s Services – Streamlined)</td>
<td>C</td>
</tr>
<tr>
<td>CHCECE001</td>
<td>Develop cultural competence</td>
<td>C</td>
</tr>
<tr>
<td>CHCECE002</td>
<td>Ensure the health and safety of children</td>
<td>C</td>
</tr>
<tr>
<td>CHCECE003</td>
<td>Provide care for children</td>
<td>C</td>
</tr>
<tr>
<td>CHCECE004</td>
<td>Promote and provide healthy food and drinks</td>
<td>C</td>
</tr>
<tr>
<td>CHCECE005</td>
<td>Provide care for babies and toddlers</td>
<td>C</td>
</tr>
<tr>
<td>CHCECE007</td>
<td>Develop positive and respectful relationships with children</td>
<td>C</td>
</tr>
<tr>
<td>CHCECE009</td>
<td>Use an approved learning framework to guide practice</td>
<td>C</td>
</tr>
</tbody>
</table>
This course is designed to give students the necessary skills to provide a BAS service for business opportunities. Students will be able to perform various duties such as preparing financial statements, tax forms and operational reporting in computer-based systems.

This course is specifically designed to apply such knowledge to a variety of support functions. Students will be able to manage a small office, ensuring relevant legal requirements are adhered to.

The primary pathway from this qualification is employment in business administration roles with duties such as maintaining inventory records, supervising the operation of financial services and compiling budget information.

Qualification Requirements – from further learning pathway utilising the Tax Practitioners Board (TPB). Persons providing a BAS service for business opportunities must be registered by a fee or other reward (other than subsidies available for domestic students).

To achieve a Certificate IV in Accounting, students must complete 13 units of competency, made up of 9 core units and 4 elective units. The list of units of competency have been selected by ACC as being an appropriate combination that can be applied in a variety of work roles in business administration.

This course is organised into 13 units of competency, with a duration of 32 teaching weeks plus 12 weeks holiday total 44 weeks. Fee for this course is $3250.00. Installment = 1st study period $200.00. Second study period $3250.00. NB: For Domestic and International students

The following units of competency have been selected by ACC as being an appropriate combination that can be applied in a variety of work roles.

| CHCECE016 | CHCECE017 | CHCECE018 | CHCECE019 | CHCECE020 | CHCECE021 | CHCECE022 | CHCECE023 | CHCECE024 | CHCECE025 | CHCECE026 | CHCPRT001 | HLTWHS003 | HLTHR404D | CHCORG506E | CHCINF407D | CHCORG428A | CHCORG627B | CHCPOL504B |
|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|
| CHCECE016 | Establish and maintain a safe and healthy environment for children | CHCECE017 | Foster the holistic development and wellbeing of the child in early childhood | CHCECE018 | Nurture creativity in children | CHCECE019 | Facilitate compliance in an education and care service | CHCECE020 | Establish and implement plans for developing cooperative behaviour | CHCECE021 | Implement strategies for the inclusion of all children | CHCECE022 | Promote children’s agency | CHCECE023 | Analyse information to inform learning | CHCECE024 | Design and implement the curriculum to foster children’s learning and development | CHCECE025 | Embed sustainable practices in service operations | CHCECE026 | Work in partnership with families to provide appropriate education and care for children | CHCPRT001 | Identify and respond to children and young people at risk | HLTWHS003 | Maintain work health and safety | HLTHR404D | Work effectively with Aboriginal and/or Torres Strait Islander people (Children’s Services – Streamlined) | CHCORG506E | Coordinate the work environment (Children’s Services – Streamlined) | CHCINF407D | Meet information needs of the community | CHCORG428A | Reflect on and improve own professional practice (Children’s Services – Streamlined) | CHCORG627B | Provide mentoring support to colleagues | CHCPOL504B | Develop and implement policy (Children’s Services – Streamlined) | E | E | E | E | E | E | E | E | E | E | E | E | E | E | E | E | E | E | E |

NB: For Domestic and International students
Course 10
CERTIFICATE IV IN SMALL BUSINESS MANAGEMENT
BSB40407
BSB40407 24 teaching weeks + 6 weeks holiday total 30 weeks 473 N Hours

Who is This Business Management Course for?
Get the skills you need to run your own small business with the Certificate IV in Small Business Management. This course will introduce you to the principles and practice of small business management. This business management course is especially designed for those who are, or wish to become, small business owners. It is also useful for senior employees, farmers, insurance agents, bookkeepers, bank managers and anyone else who needs to learn entrepreneurial skills.

Description
This qualification reflects the role of individuals who use well-developed skills and a broad knowledge base in a wide variety of contexts. They apply solutions to a defined range of unpredictable problems, and analyses and evaluate information from a variety of sources. They may provide leadership and guidance to others with some limited responsibility for the output of others.

Employment Opportunities
This course is designed for existing small business owner/managers and those intending to own their own business some time in the future.

Aim of Course
This nationally accredited Certificate is a comprehensive course designed to give existing and potential small business operators the edge in the skills leading to success.

It covers a range of management practices necessary to operate a small business in an increasingly complex business environment.

Learning period & fees
International Students:
Duration of this course is 24 weeks + 6 weeks holiday.
Fee for this course is $3950.00 and an application fee is $200.00.

Installments = 1st study period $1975.00 2nd study period $1975.00.

Domestic Students:
Face to face: 24 weeks + 2 weeks holiday, total 26 weeks.

Online/Distance: Up to 12 months
Certificate 3 Guarantee is only available for a student who is a owner, manager or employee of a small business in Queensland.

- Concession: $580
- Non-concession: $970
- Fee for Service: $2,800
- Plus: $200 admission fee

Course entry requirement
For entry in this course, satisfactory completion of year 12th and IELTS band 5.5.

Assessment
This is a competency based course and assessment is undertaken. The assessments may be in a one-on-one environment, or through the completion of set tasks / projects for submission. It is also based on completion of assignments, practical tests and/or examinations for each subject. We work with you and assist you to demonstrate your competency.

Qualification rules:
Four (4) core units of competence; and
Six (6) elective units,
473 teaching hours

The below list of units of competency have been selected by ACC as being an appropriate combination that can provide valid, reliable, fair and flexible assessment and is deemed suitable for industry required outcomes.

Certificate 3 Guarantee Available
*Conditions Apply.
Who is This Business Management Course for?
Get the skills you need to run your own small business with the Certificate IV in Small Business Management. This course will introduce you to the principles and practice of small business management. This business management course is especially designed for those who are, or wish to become, small business owners. It is also useful for senior employees, farmers, insurance agents, bookkeepers, bank managers and anyone else who needs to learn entrepreneurial skills.

Description
This qualification reflects the role of individuals who use well-developed skills and a broad knowledge base in a wide variety of contexts. They apply solutions to a defined range of unpredictable problems, and analyses and evaluate information from a variety of sources. They may provide leadership and guidance to others with some limited responsibility for the output of others.

Employment Opportunities
This course is designed for existing small business owner/managers and those intending to own their own business some time in the future.

Aim of Course
This nationally accredited Certificate is a comprehensive course designed to give existing and potential small business operators the edge in the skills leading to success. It covers a range of management practices necessary to operate a small business in an increasingly complex business environment.

Learning period & fees
Duration of this course is 24 weeks + 6 weeks holiday. International Students:
Domestic Students:

 Fee for this course is $3950.00 and an application fee is $200.00. Installments = 1st study period $1975.00 2nd study period $1975.00.

Course entry requirement
For entry in this course, satisfactory completion of year 12th and IELTS band 5.5.

Assessment
This is a competency based course and assessment is undertaken. The assessments may be in a one-on-one environment, or through the completion of set tasks/projects for submission. It is also based on completion of assignments, practical tests and/or examinations for each subject. We work with you and assist you to demonstrate your competency.

Qualification rules:
Four (4) core units of competence;
and
Six (6) elective units,
473 teaching hours
The below list of units of competency have been selected by ACC as being an appropriate combination that can provide valid, reliable, fair and flexible assessment and is deemed suitable for industry required outcomes.

**Course 7**
**CERTIFICATE IV IN SMALL BUSINESS MANAGEMENT**
BSBSMB402A Plan small business
BSBSMB403A Market the small business
BSBSMB404A Undertake small business planning
BSBPM0522A Undertake Project Work
BSBMKG0413A Promote products and services
BSBCUS401B Co-ordinate implementation of customer service strategies
BSBCUS402B Address customer needs
BSBSMB406A Manage small business finances
BSBMGT502B Manage people performance

**NB: For International and Domestic Students**

Pathways
After achieving the Certificate IV in Business participants could take on a range of Diploma qualifications.

Recognition of prior learning
Students who have completed any of the units of study or have practical experience that they think can be used for RPL, please contact the Australian Careers College Pty Ltd prior to enrolment.

Prerequisite requirements
There are no prerequisite requirements for individual units of competency.

This qualification requires the successful completion of 10 Units of Competency.
This course is designed to give students the necessary skills to perform various duties such as preparing financial statements, tax forms and operational reporting in an office environment. By the end of this course, students will be able to apply such knowledge to a variety of business opportunities.

**Description**

This qualification reflects accounting job roles in financial services and other industries requiring accounting support functions.

Persons providing a BAS service for a fee or other reward (other than employees) must be registered by the Tax Practitioners Board (TPB).

Through an excellent combination of conventional theory learning and practical industry experience, this course is specifically designed to help students gain the necessary skills required to pursue a career in today’s fast moving corporate business environment.

**Possible job opportunities relevant to this qualification include:**

The primary pathway from this qualification is employment in accounting job roles with duties such as:

- completing Business Activity Statements (BAS) and other office taxes
- Operational reporting
- Producing non-complex management reports including compiling budget information
- compiling data for job costing reports

Also, students the necessary skills to apply such knowledge to a variety of business opportunities.

**Assessments & learning material:**

Assessment for this qualification includes underpinning knowledge questions, work-based projects and written assessments.

It is also based on completion of assignments, practical tests and/or examinations for each subject.

**Learning period & fees**

**International Students:**

Duration of this course is 32 teaching weeks plus 12 weeks holiday total of 44 weeks. Fee for this course is $6500.00 and an application fee is $200.00. Installment = 1st study period $3250.00 2nd study period $3250.00

**Domestic Students:**

Face to face: 30 weeks + 4 weeks holiday, total 34 weeks.

Online/Distance: Up to 18 months

Certificate 3 Guarantee available

- Concession: $1,550
- Non-concession: $1,990
- Fee for Service: $3,600
  Plus: $200 admission fee

This qualification may be suited to an Australian Apprenticeship pathway for domestic students. A further learning pathway utilising qualifications such as FNS50210 Diploma of Accounting would support career progression.

**Prerequisite requirements**

Preferred pathways for candidates entering this qualification include:

- FNS30310 Certificate III in Accounts Administration

**Course content**

This course is organised into 13 units of competency, made up of 9 core units and 4 elective units. The list of units of competency have been selected by ACC as being an appropriate combination that can provide valid, reliable, fair and flexible assessment and is deemed suitable for industry required outcomes.

Qualification Requirements – from FNS04 Financial services Training Package

To achieve a Certificate IV in Accounting

- 13 Units
- 9 Core units
- 4 elective units
Recognition of prior learning

Students who have completed any of the units of study or have practical experience that they think can be used for RPL, please contact the Australian Careers College Pty Ltd prior to enrolment. This qualification requires the successful completion of 13 units of competency.

Assessment requirement

This is a competency based course and assessment is undertaken. The assessments may be in a one-on-one environment, or through the completion of set tasks / projects for submission. It is also based on completion of assignments, practical tests and/or examinations for each subject. We work with you and assist you to demonstrate your competency.

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Unit Title</th>
<th>Core/Elective</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBFIA401A</td>
<td>Prepare financial reports</td>
<td>C</td>
</tr>
<tr>
<td>BSBITU306A</td>
<td>Design and produce business documents</td>
<td>C</td>
</tr>
<tr>
<td>BSBWH5201A</td>
<td>Contribute to health and safety of self and others</td>
<td>C</td>
</tr>
<tr>
<td>FNSACC301A</td>
<td>Process financial transactions and extract interim reports</td>
<td>C</td>
</tr>
<tr>
<td>FNSACC403B</td>
<td>Make decisions in a legal context</td>
<td>C</td>
</tr>
<tr>
<td>FNSACC404A</td>
<td>Prepare financial statements for non-reporting entities</td>
<td>C</td>
</tr>
<tr>
<td>FNSACC406A</td>
<td>Set up and operate a computerised accounting system</td>
<td>C</td>
</tr>
<tr>
<td>FNSBK404A</td>
<td>Carry out business activity and installment activity statement tasks</td>
<td>C</td>
</tr>
<tr>
<td>FNSINC401A</td>
<td>Apply principles of professional practice to work in the financial services industry</td>
<td>C</td>
</tr>
<tr>
<td>BSBWRT301A</td>
<td>Write simple documents</td>
<td>E</td>
</tr>
<tr>
<td>FNSACC303A</td>
<td>Perform financial calculations</td>
<td>E</td>
</tr>
<tr>
<td>FNSACC401A</td>
<td>Process business tax requirements</td>
<td>E</td>
</tr>
<tr>
<td>FNSACC402A</td>
<td>Prepare operational budgets</td>
<td>E</td>
</tr>
</tbody>
</table>

NB: For International and Domestic Students
This course will prepare students to develop specialized skills and knowledge of all facets of a modern organization’s financial responsibilities. By the end of this course, students will be able to apply such knowledge to a variety of business opportunities.

**Description**

This qualification reflects professional accounting job roles in financial services and other industries. It contributes to, but does not encompass, educational requirements for providing tax agent services. A tax agent service is any service that relates to:

- ascertaining or advising about the liabilities, obligations or entitlements of an entity under a taxation law; or
- representing an entity in their dealings with the Commissioner of Taxation.

Through an excellent combination of conventional theory learning and practical industry experience, this course is specifically designed to help students gain the necessary skills required to pursue a career in today’s fast moving corporate business environment.

**Job role**

The primary pathway from this qualification is employment in accounting job roles with duties such as:

- introducing and maintaining accounting systems
- maintaining internal control systems
- preparing financial statements for a non-reporting entity
- preparing tax returns
- reporting on business performance
- managing small teams
- developing business plans
- repairing accounting reports for management

**Assessments & learning material:**

Assessment for this qualification includes underpinning knowledge questions, and work-based projects.

It is also based on completion of assignments, practical tests and/or examinations for each subject.

**Learning period & fees**

**International Students:**

Duration of this course is 26 teaching weeks plus 12 weeks holiday total of 38 weeks. Fee for this course is $5500.00 and an application fee of $200. Installments = 1st study period $2750.00 2nd study period $2750.00

**Domestic Students:**

Face to face: 24 weeks + 2 weeks holiday, total 26 weeks.

Online/Distance: Up to 12 months

Certificate 3 Guarantee available

- Concession: $1,550
- Non-concession: $1,990
- Fee for Service: $3,300 + $200 admission fee

**Pathway**

A further learning pathway utilising qualifications such as FNS60210 Advanced Diploma of Accounting would support career progression.

**Prerequisite**

The entry requirement for this qualification is completion of the 9 units which comprise the core from the FNS40611 Certificate IV in Accounting or Completion of the 10 units which comprise the core from the FNS40604 Certificate IV in Accounting.

The entry requirement can be met by evidence of equivalent competency to either of the above through recognition of prior learning (RPL).
Recognition of prior learning

Students who have completed any of the units of study or have practical experience that they think can be used for RPL, please contact the Australian Careers College Pty Ltd prior to enrolment. This qualification requires the successful completion of 9 units of competency.

Assessment requirement

This is a competency based course and assessment is undertaken. The assessments may be in a one-on-one environment, or through the completion of set tasks / projects for submission. It is also based on completion of assignments, practical tests and/or examinations for each subject. We work with you and assist you to demonstrate your competency.

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Unit Title</th>
<th>Core/Elective</th>
</tr>
</thead>
<tbody>
<tr>
<td>FNSACC501A</td>
<td>Provide financial and business performance information</td>
<td>C</td>
</tr>
<tr>
<td>FNSACC502B</td>
<td>Prepare legally compliant tax returns for individuals</td>
<td>C</td>
</tr>
<tr>
<td>FNSACC503A</td>
<td>Manage budgets and forecasts</td>
<td>C</td>
</tr>
<tr>
<td>FNSACC504A</td>
<td>Prepare financial reports for corporate entities</td>
<td>C</td>
</tr>
<tr>
<td>FNSACC506A</td>
<td>Implement and maintain internal control procedures</td>
<td>C</td>
</tr>
<tr>
<td>FNSACC507A</td>
<td>Provide management accounting information</td>
<td>C</td>
</tr>
<tr>
<td>BSBWOR401A</td>
<td>Establish effective workplace relationships</td>
<td>E</td>
</tr>
<tr>
<td>FNSACC505A</td>
<td>Establish and maintain accounting information systems</td>
<td>E</td>
</tr>
<tr>
<td>FNSACC403B</td>
<td>Make decisions in a legal context</td>
<td>E</td>
</tr>
</tbody>
</table>

NB: For International and Domestic Students
Course 13

DIPLOMA OF MARKETING

BSB51207

21 teaching weeks + 6 weeks holiday total 27 weeks 418 N Hours

This course will prepare students to develop specialised skills and knowledge required to apply in direct marketing, public relations or international marketing.

Description
This qualification reflects the role of individuals who possess a sound theoretical knowledge base in marketing management and demonstrate a range of managerial skills to ensure that marketing functions are effectively conducted in an organisation or business area. Typically they would have responsibility for the work of other staff and lead teams in conducting marketing campaigns.

Job role
Job roles and titles vary across different industry sectors. Possible job titles relevant to this qualification include:
- Marketing Manager
- Marketing Team Leader
- Product Manager
- Public Relations Manager

Assessments & learning material
Assessment for this qualification includes underpinning knowledge questions, work-based projects and third party reports.

It is also based on completion of assignments, Practical tests and/or examinations for each subject.

Learning period & fees
International Students:
Duration of this course is 21 teaching weeks plus 6 weeks holiday total of 27 weeks. Fee for this course is $3950.00 and an application fee is $200.00. Installments = 1st study period $1975.00 2nd study period $1975.00.

Domestic Students:
Online/Distance: Up to 12 months
- Fee for Service: $1,800 Plus: $200 admission fee

Course entry requirements
For entry at diploma level, satisfactory completion of year 12th or equivalent is required; Certificate IV in Small Business Management or other relevant qualifications is preferred although not a prerequisite. Overseas students require language proficiency of IELTS level 5.5 or equivalent. Applicants with limited experience in the management area should consider completing the Certificate IV in Business Management to gain the underpinning knowledge required for this Advanced Diploma course.

Prerequisite requirements
There are no prerequisite requirements for individual units of competency.

Course content
Total number of units = 8 elective units 5 marketing units plus 3 elective units

The list of units of competency have been selected by ACC as being an appropriate combination that can provide valid, reliable, fair and flexible assessment and is deemed suitable for industry required outcomes.
Who is this Early Childhood Education and Care Course for?

This qualification is for people who want to work as an early childhood educator in a centre-based service and family day care. This is a nationally regulated entry level qualification for working in early childhood education and care.

Description

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 Standard. They support the implementation of an approved learning framework, and support children’s wellbeing, learning and development. Depending on the setting, educators may work under direct supervision or autonomously.

Employment opportunities

Employment opportunities may include:

• Early childhood educator
• Family day care educator
• Child care assistant
• Nanny

Aim of course

This nationally accredited Certificate is a comprehensive course designed to give the learner the skills and knowledge in a range of fundamental areas including:

• The support and implementation of approved learning frameworks
• Supporting children’s wellbeing, learning and development
• Ensure children’s health and safety, in a nurturing supportive environment
• Developing positive and respectful relationships with children

Learning period & fees

Face to face: 20 weeks
Online/Distance: Up to 9 months

Cert 3 Guarantee government subsidies available.

• Concession: $1
• Non-concession: $2
• Fee for Service: $3,800

Plus: $200 admission fee applicable for Fee For Service only.

Assessment

Assessment for this qualification includes underpinning knowledge questions, and work-based projects. It is also based on completion of assignments, practical tests and/or examinations for each subject. This qualification has a work placement requirement. All students are required to complete a placement within the childcare sector.

The assessments you will complete during your placement, including the observation when your trainer visits you in the workplace, are probably the most important part of your course. This is where you are required to demonstrate that you can apply the theory in the real world.

Course 5

CERTIFICATE III IN EARLY CHILDHOOD EDUCATION AND CARE

CHC30113

Cert 3 Guarantee Funding Available

*Conditions Apply.

Recognition of prior learning

Students who have completed any of the units of study or have practical experience that they think can be used for RPL, please contact the Australian Careers College Pty Ltd prior to enrolment. This qualification requires the successful completion of 8 units of competency.

Assessment requirement

This is a competency based course and assessment is undertaken. The assessments may be in a one-on-one environment, or through the completion of set tasks / projects for submission. It is also based on completion of assignments, practical tests and/or examinations for each subject. We work with you and assist you to demonstrate your competency.

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Unit Title</th>
<th>Core/ Elective</th>
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</tr>
</thead>
<tbody>
<tr>
<td>BSBMKG501B</td>
<td>Identify and evaluate marketing opportunities</td>
<td></td>
<td>E</td>
</tr>
<tr>
<td>BSBMKG501B</td>
<td>Establish and adjust the marketing mix</td>
<td></td>
<td>E</td>
</tr>
<tr>
<td>BSBMKG506B</td>
<td>Plan market research</td>
<td></td>
<td>E</td>
</tr>
<tr>
<td>BSBMKG507A</td>
<td>Interpret market trends and developments</td>
<td></td>
<td>E</td>
</tr>
<tr>
<td>BSBMKG514A</td>
<td>Implement and monitor marketing activities</td>
<td></td>
<td>E</td>
</tr>
<tr>
<td>BSBFIM501A</td>
<td>Manage budgets and financial plans</td>
<td></td>
<td>E</td>
</tr>
<tr>
<td>BSBMKG512A</td>
<td>Forecast international market and business needs</td>
<td></td>
<td>E</td>
</tr>
<tr>
<td>BSBMGT502B</td>
<td>Manage people performance</td>
<td></td>
<td>E</td>
</tr>
</tbody>
</table>

**NB: For International and Domestic Students**
Course 14

DIPLOMA OF MANAGEMENT

BSB51107

24 teaching weeks + 6 weeks holiday total 30 weeks 473 N Hours

This high quality business management program is designed to give students the ability to manage your own activities and supervise the activities of others, so that the overall productivity, performance and effectiveness of the business can be improved. Blending theory with practice, this program focuses on workplace learning to ensure its relevance to your particular situation and business. The knowledge and skills students will acquire during this course will give them an understanding of the dynamics and principles underlying the effective operations of small and large businesses. The purpose of this powerful and challenging program is to develop, through learning and practical workplace practice, recognized competencies for frontline and other managers.

Description

The BSB51107 Diploma of Management reflects the role of individuals who are engaged to manage the work of others or to add value to or review management practices. This qualification provides skills and knowledge required to perform effectively as a manager, team leader or supervisor managing a workplace. It will develop skill base and knowledge and awareness of management practice. Graduates of the Diploma of Management will develop an understanding of the dynamics and principles underlying effective functioning of work groups, as well as the necessary skills to competently function within small and/or large organizations.

Job role

Job roles and titles vary across different industry sectors. Job titles relevant to this qualification include:

- Frontline Managers, Middle Managers, Supervisors, Business Operators, Manager, Owner or Supervisor, Trainee Manager, Administration Manager, Project Leader, Team Leader, Project Coordinator and Project Manager.

Learning period & fees

Duration of this course is 24 weeks plus 6 weeks holiday. Fee for this course is $3950.00 and an application fee is $200.00. Installments = 1st study period $1975.00 2nd study period $1975.00

Course entry requirements

For entry at diploma level, satisfactory completion of year 12th or equivalent is required; Certificate IV in Small Business Management or other relevant qualifications is preferred although not a prerequisite. Overseas students require language proficiency of IELTS level 5.5 or equivalent. Applicants with limited experience in the management area should consider completing the Certificate IV in Business Management to gain the underpinning knowledge required for this Diploma course.

Course content

Eight (8) units must be completed: 5 core units and 3 elective units

Coordinator and Project Manager.

Five (5) core units of competence from the core units listed below plus

Three (3) elective units of competence

470 teaching hours

The list of units of competency have been selected by ACC as being an appropriate combination that can provide valid, reliable, fair and flexible assessment and is deemed suitable for industry required outcomes.

Assessment requirement

This is a competency based course and assessment is undertaken. The assessments may be in a one-on-one environment, or through the completion of set tasks / projects for submission. It is also based on completion of assignments, practical tests and/or examinations for each subject. We work with you and assist you to demonstrate your competency.
Who is this Certificate III in Aged Care Course for?

This qualification is for those people who want to work in Aged Care. This qualification will give the learner broad knowledge and skills to assist in improving the quality of life of older people in our community.

Description

This qualification addresses work primarily in residential facilities under direct or regular supervision within clearly defined organization guidelines and service plans.

These workers:

• Carry out activities to maintain personal care and/or other activities of living for people in an aged care setting
• Carry out activities related to an individualised plan
• Report directly to a supervisor and are not responsible for other workers

What is this course about?

This qualification will help prepare you for work as a carer in residential aged care facilities. It is a standard entry qualification for workers in the aged care sector and will introduce you to broad aspects of a carer's role including personal care, well-being and assistance with daily activities. Aged care workers will also gain knowledge and skills about health and safety and assisting aged people to live with dignity, respect and independence for as long as possible.

Employment opportunities

This qualification will help prepare you for work as a carer in residential aged care facilities. Employment opportunities may include, but not limited to:

• Nursing assistant
• Personal care assistant
• Disability service worker
• Field officer
• Community care worker
• Community support worker
• Residential care worker

Learning period & fees

Face to face: 14 weeks
Online/Distance: Up to 6 months
Cert 3 Guarantee government subsidies available.

• Concession: $1
• Non-concession: $2
• Fee for Service: $3,000

Plus: $200 admission fee applicable for Fee For Service only.

Assessment

Assessment for this qualification includes underpinning knowledge questions, work-based projects and third party reports. It is also based on completion of assignments, practical tests and/or examinations for each subject. As part of this course it is a requirement that the learner engages in on job training under supervision in a real vocational setting.

The learner is required to complete 120 hours of work placement and a college assessor will observe your development during this period. It is also a requirement that to work in any federally funded care service in Australia that you undergo a criminal record check.

Pathways

After achieving the BSB51107 Diploma of Management, candidates may undertake the BSB60407 Advanced Diploma of Management or a range of Advanced Diploma qualifications.

Recognition of prior learning

Students who have completed any of the units of study or have practical experience that they think can be used for RPL, please contact the Australian Careers College Pty Ltd prior to enrolment.

Prerequisite requirements

There are no prerequisite requirements for individual units of competency.

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Unit Title</th>
<th>Core/Elective</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBFIM501A</td>
<td>Manage budgets and financial plans</td>
<td>C</td>
</tr>
<tr>
<td>BSBMG502B</td>
<td>Manage people performance</td>
<td>C</td>
</tr>
<tr>
<td>BSBWH501A</td>
<td>Ensure a safe workplace</td>
<td>C</td>
</tr>
<tr>
<td>BSBPMG522A</td>
<td>Undertake Project Work</td>
<td>C</td>
</tr>
<tr>
<td>BSBRSK501B</td>
<td>Manage risk</td>
<td>C</td>
</tr>
<tr>
<td>BSBCUS501C</td>
<td>Manage quality customer service</td>
<td>E</td>
</tr>
<tr>
<td>BSBWOR501B</td>
<td>Manage personal work priorities and professional development</td>
<td>E</td>
</tr>
<tr>
<td>BSBWOR502B</td>
<td>Ensure team effectiveness</td>
<td>E</td>
</tr>
</tbody>
</table>

NB: For International Students Only
This course will prepare students to develop skills and knowledge needed to operate effectively as an area manager, department manager and Regional Manager. By the end of this course, students will be able to oversee the work of others and provide strategic leadership.

**Description**

This course provides competencies in developing and implementing strategic plans, managing organizational change, developing and implementing a business plan, managing finances, providing leadership across the organization, managing innovation and continuous improvement, managing risk, establishing and maintaining strategic networks.

**Job role**

Job roles and titles vary across different industry sectors. Possible job titles relevant to this qualification include: Area Manager, Department Manager, and Regional Manager.

**Assessments & learning material:**

Assessment for this qualification includes underpinning knowledge questions, work-based projects.

It is also based on completion of assignments, Practical tests and/or examinations for each subject.

**Learning period & fees**

Duration of this course is 26 teaching weeks plus 6 weeks holiday total of 32 weeks. Fee for this course is $3950.00 and an application fee is $200.00. Installments = 1st study period $1975.00 2nd study period $1975.00.

**Course entry requirements**

For entry at diploma level, satisfactory completion of year 12th or equivalent is required; Certificate IV in Small Business Management or other relevant qualifications is preferred although not a prerequisite. Overseas students require language proficiency of IELTS level 5.5 or equivalent. Applicants with limited experience in the management area should consider completing the Certificate IV in Business Management to gain the underpinning knowledge required for this Advanced Diploma course.

**Prerequisite requirements**

There are no prerequisite requirements for individual units of competency.

**Course content**

Eight (8) units must be completed: 3 core units and 5 elective units

Three (3) core units of competence from the core units listed below plus

Five (5) elective units of competence

520 teaching hours

The list of units of competency have been selected by ACC as being an appropriate combination that can provide valid, reliable, fair and flexible assessment and is deemed suitable for industry required outcomes

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Unit Title</th>
<th>Core/Elective</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBWHS201A</td>
<td>Contribute to health and safety of self and others</td>
<td>C</td>
</tr>
<tr>
<td>BSBITU307A</td>
<td>Develop keyboarding speed and accuracy</td>
<td>C</td>
</tr>
<tr>
<td>BSBADM311A</td>
<td>Maintain business resources</td>
<td>E</td>
</tr>
<tr>
<td>BSBCUS301AB</td>
<td>Deliver and monitor a service to customers</td>
<td>E</td>
</tr>
<tr>
<td>BSBFIA301A</td>
<td>Maintain financial records</td>
<td>E</td>
</tr>
<tr>
<td>BSBINM301A</td>
<td>Organise workplace information</td>
<td>E</td>
</tr>
<tr>
<td>BSBITU306A</td>
<td>Design and produce business documents (Microsoft Office 2010)</td>
<td>E</td>
</tr>
<tr>
<td>BSBWOR301B</td>
<td>Organise personal work priorities and development</td>
<td>E</td>
</tr>
<tr>
<td>BSBWRT301A</td>
<td>Write simple documents</td>
<td>E</td>
</tr>
<tr>
<td>BSBFIA304A</td>
<td>Maintain a general ledger</td>
<td>E</td>
</tr>
<tr>
<td>BSBCUS401B</td>
<td>Coordinate implementation of customer service strategies</td>
<td>E</td>
</tr>
<tr>
<td>BSBCUS402B</td>
<td>Address customer needs</td>
<td>E</td>
</tr>
</tbody>
</table>
Who is this Business Administration Course for?

This course is for students who wish to enter into employment at mid level within the business sector gaining skills and understanding of the fundamentals of Australian Business.

Description

This qualification reflects the role of individuals who use well-developed skills and a broad knowledge base in a wide variety of contexts. They apply solutions to a defined range of unpredictable problems, and analyses and evaluate information from a variety of sources. They may provide leadership and guidance to others with some responsibility for the output of others.

Employment opportunities

This business course is especially designed for those who are, or wish to take on roles such as:

- Accounts receivable
- Accounts Payable Clerk
- Clerk
- Junior Personal Assistant
- Receptionist
- Office administration Assistant
- Office administrator
- Word Processing Operator

Aim of course

This nationally accredited Certificate is a comprehensive course designed to give students the edge in the skills to lead to success. It covers a broad range of business practices necessary to operate in an increasingly complex business environment.

Learning period & fees

Face to face: 24 weeks + 2 weeks holiday total 26 weeks.

Online/Distance: Up to 12 months

Cert 3 Guarantee government subsidies available.

- Concession: $1
- Non-concession: $525
- Fee for Service: $2,300

Plus: $200 admission fee

This course has been priced per unit of competency, with payment plans available on request. Additional fees may apply for training and assessment based outward of 200km from Brisbane CBD. These charges may include travel/accommodation costs; however, ACC will endeavor to keep these costs to a minimum.

Pathways

After achieving the Certificate III in Business Administration participants could take on a range of Certificate IV and Diploma qualifications.

Prerequisite requirements

There are no prerequisite requirements for individual units of competency.

Recognition of prior learning

Students who have completed any of the units of study or have practical experience that they think can be used for RPL, please contact the Australian Careers College Pty Ltd prior to enrolment. This qualification requires the successful completion of 8 units of competency.

Assessment requirement

This is a competency based course and assessment is undertaken. The assessments may be in a one-on-one environment, or through the completion of set tasks / projects for submission. It is also based on completion of assignments, practical tests and/or examinations for each subject. We work with you and assist you to demonstrate your competency.

This qualification requires the successful completion of 12 Units of Competency.

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Unit Name</th>
<th>Core</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBINN601B</td>
<td>Manage organisational change</td>
<td></td>
</tr>
<tr>
<td>BSBMG0605B</td>
<td>Provide leadership across the organisation</td>
<td></td>
</tr>
<tr>
<td>BSBMGT616A</td>
<td>Develop and implement strategic plans</td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Elective Code</th>
<th>Unit Code</th>
<th>Unit Name</th>
<th>Elective</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>BSBRSK501B</td>
<td>Manage risk</td>
<td>E</td>
</tr>
<tr>
<td></td>
<td>BSBFIM601A</td>
<td>Manage finances</td>
<td>E</td>
</tr>
<tr>
<td></td>
<td>BSBWOR501B</td>
<td>Develop a marketing plan</td>
<td>E</td>
</tr>
<tr>
<td></td>
<td>BSBMGT617A</td>
<td>Develop and implement a business plan</td>
<td>E</td>
</tr>
<tr>
<td></td>
<td>BSBMGT608C</td>
<td>Manage innovation and continuous improvement</td>
<td>E</td>
</tr>
</tbody>
</table>

NB: For International Students Only
Course 16
ADVANCED DIPLOMA OF BUSINESS
BSB60207
26 teaching weeks + 6 weeks holiday total 32 weeks 505 N Hours

This course will prepare students to develop specialised skills and knowledge across a range of business functions. By the end of this course, students will be able to apply the business knowledge to a variety of business opportunities.

Description
This qualification reflects the role of individuals who have senior or managerial responsibilities. They may oversee the work of others or have specialised roles where they do not supervise others but provide strategic leadership. The Advanced Diploma of Business builds on work experience in business or a specialized industry or previous study. The course is designed to deepen your underpinning knowledge of business and management techniques and refine skills in leadership.

Job role
Possible job titles relevant to this qualification include:
- Senior Administrator
- Senior Executive Team Member
- Business Owner

Assessments & learning materials
Assessment for this qualification includes underpinning knowledge questions, work-based projects and third party reports.
It is also based on completion of assignments, practical tests and/or examinations for each subject.

Learning period & fees
Duration of this course is 26 teaching weeks plus 6 weeks holiday total of 32 weeks. Fee for this course is $3950.00 and an application fee is $200.00. Installments = 1st study period $1975.00 2nd study period $1975.00

Course entry requirements
For entry at diploma level, satisfactory completion of year 12th or equivalent is required; Certificate IV in Small Business Management or other relevant qualifications is preferred although not a prerequisite. Overseas students require language proficiency of IELTS level 5.5 or equivalent. Applicants with limited experience in the management area should consider completing the Certificate IV in Business Management to gain the underpinning knowledge required for this Advanced Diploma course.

Pathway
Candidates may enter the qualification through a number of entry points demonstrating potential to undertake vocational education and training at advanced diploma level, including:
- BSB50207 Diploma of Business or other relevant qualification OR
- With substantial vocational experience in a range of environments, acting in a range of senior support or technical roles.

Prerequisite requirements
There are no prerequisite requirements for individual units of competency.

Course content
Total of 8 units
Total 8 Elective Units
The list of units of competency have been selected by ACC as being an appropriate combination that can provide valid, reliable, fair and flexible assessment and is deemed suitable for industry required outcomes.
This course is for students who wish to enter into employment at mid level within the business sector gaining skills and understanding of the fundamentals of Australian Business.

**Description**

This qualification reflects the role of individuals who apply a broad range of competencies in a varied work context using some discretion, judgment and relevant theoretical knowledge. They may provide technical advice and support to a team.

**Employment opportunities**

This business course is especially designed for those who are, or wish to take on roles such as:

- Data entry operator
- Customer service advisor
- General Clerk
- Payroll officer
- Typist
- Word processing operator

**Aim of course**

This nationally accredited Certificate is a comprehensive course designed to give students the edge in the skills to lead to success. It covers a broad range of business practices necessary to operate in an increasingly complex business environment.

**Learning period & fees**

- Face to face: 24 weeks + 2 weeks holiday total 26 weeks.
- Online/Distance: Up to 12 months

Cert 3 Guarantee government subsidies available.

- Concession: $1
- Non-concession: $525
- Fee for Service: $2,300

Plus: $200 admission fee

This course has been priced per unit of competency, with payment plans available on request. Additional fees may apply for training and assessment based outward of 200km from Brisbane CBD. These charges may include travel/accommodation costs; however, ACC will endeavor to keep these costs to a minimum.

**Course 2**

**CERTIFICATE III IN BUSINESS**

**BSBADV602B**

- Develop an advertising campaign

**BSBINN601B**

- Develop an advertising campaign

**BSBMKG605B**

- Evaluate international marketing opportunities

**BSBMKG607B**

- Manage Market research

**BSBMKG609A**

- Develop a marketing plan

**BSBFIM601A**

- Manage finances

**BSBMGT502B**

- Manage people performance

**BSBCUS501C**

- Manage quality customer service

**Recognition of prior learning**

Students who have completed any of the units of study or have practical experience that they think can be used for RPL, please contact the Australian Careers College Pty Ltd prior to enrolment. This qualification requires the successful completion of 8 units of competency.

**Assessment requirement**

This is a competency based course and assessment is undertaken. The assessments may be in a one-on-one environment, or through the completion of set tasks / projects for submission. It is also based on completion of assignments, practical tests and/or examinations for each subject. We work with you and assist you to demonstrate your competency.

### Recognition of prior learning

Students who have completed any of the units of study or have practical experience that they think can be used for RPL, please contact the Australian Careers College Pty Ltd prior to enrolment. This qualification requires the successful completion of 8 units of competency.

### Assessment requirement

This is a competency based course and assessment is undertaken. The assessments may be in a one-on-one environment, or through the completion of set tasks / projects for submission. It is also based on completion of assignments, practical tests and/or examinations for each subject. We work with you and assist you to demonstrate your competency.

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<tr>
<th>Unit Code</th>
<th>Unit Title</th>
<th>Core/ Elective</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBADV602B</td>
<td>Develop an advertising campaign</td>
<td>E</td>
</tr>
<tr>
<td>BSBINN601B</td>
<td>Develop an advertising campaign</td>
<td>E</td>
</tr>
<tr>
<td>BSBMKG605B</td>
<td>Evaluate international marketing opportunities</td>
<td>E</td>
</tr>
<tr>
<td>BSBMKG607B</td>
<td>Manage Market research</td>
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<td>BSBMKG609A</td>
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</tr>
<tr>
<td>BSBMGT502B</td>
<td>Manage people performance</td>
<td>E</td>
</tr>
<tr>
<td>BSBCUS501C</td>
<td>Manage quality customer service</td>
<td>E</td>
</tr>
</tbody>
</table>

**NB: For International Students Only**
Brisbane is the capital city of Queensland and is known as Australia’s most livable city. Brisbane offers you clear skies, warm sunny days and mild nights creating a tropical ambience perfect for soaking up Brisbane’s outdoor lifestyle.

Brisbane has the excitement and diversity of a big city combined with the relaxed pace of life and benefits of living in a friendly, safe, and multicultural city. Brisbane is a gateway to many of Queensland’s finest tourist destinations, including the Great Barrier Reef and islands of Moreton Bay.

Brisbane is only one hour’s drive from the famous Gold Coast and theme parks like Sea World, Dreamworld and Movieworld. To the north are the Sunshine Coast and the beautiful heritage-listed beaches and rainforests of Fraser Island.

Population and culture
Brisbane has a population of 2.24 million people and is Australia’s third largest city. Over twenty-six per cent of Brisbane’s population was born overseas, making our city culturally diverse. This diversity is reflected in many of the exciting features Brisbane has to offer its residents and visitors, including festivals, events, restaurants, arts and community facilities.

Living costs
Living cost per year in Australia is for a single student is $23,000 for the main applicant. Student with dependants living off-campus (two adults, one child) is approx. $52,500.

For further information please visit www.immi.gov.au

Accommodation
A wide range of accommodation is available in Brisbane. Types of accommodation include:

- Inner-city and suburban apartments
- Houses in Brisbane suburbs
- Homestay with Brisbane families
- Share housing with other students

www.uniresort.com.au
located at 80 Tryon Street,
Upper Mount Gravatt QLD 4122
P: (07) 3457 5588
Course entry requirements

English language entry requirements

• Students must demonstrate a basic English proficiency by passing an entry level examination (Placement Test I).
• Alternatively, evidence of attainment of IELTS band 3 and above is required upon application. Those students wishing to enroll in only one module must provide evidence of an equivalent entry level competency with the following IELTS scores: English I (IELTS 3.0 overall), English II (IELTS 4.5 overall), English III (IELTS 5.0 overall), English IV (IELTS 5.5 overall), English V (IELTS 6.0 overall).

Age requirements

Students must be aged over 18 years.
Mature students are encouraged to apply.

Modes and methods of delivery

This course will be delivered over a period of 60 weeks. Each course module will be delivered as a 10 week-block on an entirely face-to-face basis. At designated times throughout the course, students will participate in a blend of self-paced and group-paced activities using the core textbook and other Internet-based technologies. Activities will include writing blogs, participating in discussion forums, constructing emails, conducting surveys, listening lab sessions online as well as projects undertaken with the use of Powerpoint and Prezi.

Course overview

The English Language Certificate comprises five modules, which collectively aim to develop grammar, reading and writing, speaking and listening, as well as the skills and confidence to communicate in English. These modules are detailed below.

<table>
<thead>
<tr>
<th>Module Title</th>
<th>Estimated Study Time</th>
<th>Estimated IELTS Equivalent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Elementary English I: Starter English</td>
<td>20 weeks</td>
<td>4.5</td>
</tr>
<tr>
<td>Pre-Intermediate English II: Living English</td>
<td>10-20 weeks</td>
<td>5.0</td>
</tr>
<tr>
<td>Intermediate English III: Bridging English</td>
<td>10-20 weeks</td>
<td>5.5</td>
</tr>
<tr>
<td>Upper-Intermediate English IV: Study English</td>
<td>10-20 weeks</td>
<td>6.0</td>
</tr>
<tr>
<td>Advanced English V: Focus on IELTS</td>
<td>10-20 weeks</td>
<td>6.5/7.0</td>
</tr>
</tbody>
</table>

Public transport

You’ll find Brisbane offers a range of transport appropriate for Brisbane’s diverse geography. You can get more information from their website www.translink.com.au or call 13 12 30 (24 hours, 7 days a week).

FERRIES Brisbane’s ferries are a useful way of getting across the city and its river precincts.

BUSES For bus information regarding local and travel services, visit the Brisbane Buses web page.

TRAINS Queensland Rail offers both Brisbane based and Traveltrain services, which link Brisbane with destinations throughout the state. For information on Citytrain call 13 12 30 or Traveltrain call 13 22 32.

AIRPORTS Brisbane has both an international and domestic airport. These are easy to get to via public transport such as buses, taxis and the Airtrain service.

There is free on street car parking next to the Australian Careers College Brisbane Campus.

No matter where you live, there is also really easy to get to public transport. We have buses and trains all within an easy walk. Check out the www.translink.com.au website to find the best option for you.

Brisbane:

Unit 2C 1990 Logan Road,
Upper Mount Gravatt, Qld 4122
Ph: 07 33433318
Fax: 07 33433118
Mobile: 0455824212
Website: www.accollege.edu.au
E mail: info@accollege.edu.au and admissions@accollege.edu.au
LIVING IN DARWIN

Darwin, the capital of the Northern Territory, is dynamic, different, diverse and constantly evolving as Australia’s most cosmopolitan city. Its relaxed tropical lifestyle is enjoyed by a population of approximately 81,670. Darwin is home to people from more than 60 nationalities and 70 different ethnic backgrounds. The city’s multicultural mix is particularly highlighted by its many exciting ethnic cultural festivals and weekly food and craft markets. Darwin’s traditional owners, the Larrakia people, are prominent and active members of the community, and many still adhere closely to their traditional beliefs and customs.

Darwin’s weather is perfect from May to September when mild and sunny days are followed by balmy nights - wonderful weather for enjoying the great outdoors, day and night. The dry season is also the peak tourist season when Darwin receives the most visitors. Being a monsoonal climate there is a distinctive wet season period, with most rain falling between December and March. There can be high intensity storms at this time, often providing spectacular lightning displays. Visit: http://www.darwin.nt.gov.au/live for more information.

Accommodation
A wide range of accommodation is available in Darwin. Types of accommodation include:
- Inner-city and suburban apartments
- Houses in the Darwin suburbs
- Homestay with Darwin families
- Share housing with other students

Shared Housing
Most students prefer to stay in shared housing (joint accommodation) so they can share living costs such as rent, power, phone, and other utilities. Students can opt for a private room in a shared house (single) or if you prefer to save more money by sharing rooms (twin-share).

How do I find shared housing accommodation?
- NT News printed paper
- Ask your fellow students.
- Easyroommate.com
- Gumtree.com.au
- realestate.com.au

Estimated Cost
Private room: $150-250 per week.
Shared room: $70-150 per week.
Private accommodation

This would suit a student who is bringing their family or wants a private residence. Private accommodation can be houses, flats, units, apartments and townhouses. Privacy will come at an extra cost to you as you will be required to pay bond, rent and utilities for the entire residence.

Where do I find private accommodation?

- NT News
- Darwin Rentals
- realestate.com.au

Estimated Cost

$350 – $1000 per week depending on the size of house, the location and the facilities included.

Public transport

There is a range of public and private transport facilities available for you to use across Darwin and the surrounding areas. We’ve compiled an extensive list including air, rail, bus & taxi services. Just follow this link for more information on all public transport needs: https://www.newcomersaustralia.com.au/living/living-in-darwin/public-transport/

Darwin:

3A 66 Coonwarra Road, Building 2
Winnellie NT 0820
Ph: 08 89470302
M: 0455824212
Fax: 08 89470407
Website: www.accollege.edu.au
E-mail: info@accollege.edu.au and admissions@accollege.edu.au
COURSE ENROLMENT FORM

**FORM: 021A**

### COURSE DETAILS

<table>
<thead>
<tr>
<th>CODE:</th>
<th>TITLE:</th>
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### PERSONAL DETAILS

**Please use BLOCK letters and print details in full.**

<table>
<thead>
<tr>
<th>RTO NO 31642</th>
<th>CRICOS NO:03029G</th>
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<table>
<thead>
<tr>
<th>TITLE:</th>
<th>FAMILY NAME:</th>
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<tr>
<th>GIVEN NAME/s:</th>
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<tr>
<th>DATE OF BIRTH:</th>
<th>MALE/FEMALE:</th>
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<tr>
<th>SUBURB:</th>
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<th>POST CODE:</th>
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<tr>
<th>TELEPHONE - HOME:</th>
<th>WORK:</th>
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<table>
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<tr>
<th>MOBILE:</th>
<th>FAX:</th>
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<tr>
<th>EMAIL:</th>
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<thead>
<tr>
<th>EMERGENCY CONTACT DETAILS: (NAME AND TELEPHONE)</th>
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<table>
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<tr>
<th>EMPLOYER:</th>
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<table>
<thead>
<tr>
<th>EMPLOYER ADDRESS:</th>
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<table>
<thead>
<tr>
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<table>
<thead>
<tr>
<th>EMPLOYER CONTACT: TELEPHONE:</th>
<th>FAX:</th>
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</table>

### EEO TARGET GROUP / SPECIAL ASSISTANCE (OPTIONAL) PLEASE CIRCLE

<table>
<thead>
<tr>
<th>WOMEN</th>
<th>- YES</th>
<th>NO</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUSTRALIAN ABORIGINAL OR TORRES STRAIT ISLANDER ORIGIN</td>
<td>- YES</td>
<td>NO</td>
</tr>
<tr>
<td>PERSON WITH A PERMANENT DISABILITY</td>
<td>- YES</td>
<td>NO</td>
</tr>
</tbody>
</table>

**If YES, do you require any special assistance (please specify):**

<table>
<thead>
<tr>
<th>A PERSON FROM A NON-ENGLISH SPEAKING BACKGROUND</th>
<th>- YES</th>
<th>NO</th>
</tr>
</thead>
<tbody>
<tr>
<td>IF YES, IS ENGLISH YOUR FIRST LANGUAGE</td>
<td>- YES</td>
<td>NO</td>
</tr>
<tr>
<td>IF NO, IS YOUR ENGLISH EASILY UNDERSTOOD BY OTHERS?</td>
<td>- YES</td>
<td>NO</td>
</tr>
<tr>
<td>IF NO, ARE YOU INTERESTED IN ASSISTANCE TO SPEAK ENGLISH</td>
<td>- YES</td>
<td>NO</td>
</tr>
</tbody>
</table>
## Recognition of Prior Learning

<table>
<thead>
<tr>
<th>ARE YOU ELIGIBLE FOR RECOGNITION OF PRIOR LEARNING (RPL)? (PLEASE READ OUR RPL BROCHURE OR SEEK ASSISTANCE FROM AN INSTRUCTOR)</th>
</tr>
</thead>
<tbody>
<tr>
<td>- YES  No</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>DO YOU WANT ASSISTANCE IN ASSESSING YOUR ELIGIBILITY FOR RPL?</th>
</tr>
</thead>
<tbody>
<tr>
<td>- YES  No</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>HAVE YOU MADE APPLICATION FOR RPL?</th>
</tr>
</thead>
<tbody>
<tr>
<td>- YES  No</td>
</tr>
</tbody>
</table>

## Other Information/Assistance Required

- 

## Student Declaration

(Please read carefully before signing)

- Applications made by students under the age of 18 years must be signed by a parent/guardian.

- I hereby certify that the particulars herein are correct and I agree to abide by Australian Careers College policy and procedures and acknowledge that the facilities made available for my use will be used only in accordance with the principles of proper use and in compliance with any relevant operating standards.

Applicant Signature: __________________________ Date: ______________

Parent/Guardian Signature: __________________________ Date: ______________

(If applicable)

## Office Use Only

<table>
<thead>
<tr>
<th>Application Received: ____________</th>
<th>Course Co-ordinator: __________________________</th>
</tr>
</thead>
<tbody>
<tr>
<td>Special Requirements: ____________</td>
<td>Course Date: __________________________</td>
</tr>
<tr>
<td>RPL: __________________________</td>
<td>Course Location: __________________________</td>
</tr>
<tr>
<td>Fee Payment Details: ____________</td>
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</tbody>
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REF: QUALITY – FORM: 021A
Version 4 OCTOBER 2012
**Visa and study information**

**Tuition Fee Payment**

1. Pay in full prior to commencing the course.
2. Payment in full at the commencement of each term.

Please contact us for further information.

**Visa procedures**

You will require a student visa if you are an overseas student. Further information regarding visas can be obtained from the Australian Embassy, Consulate General or an Education Agent in your country. If you are already in Australia you may be able to apply to change your visa on-shore, please contact DIAC for further information. [www.immi.gov.au](http://www.immi.gov.au)

Please Note: International students are limited to 20 hours work per week while they are studying their preferred course and they can work full time during study vacation. For more information please visit the DIAC website.

**Medical insurance**

International students must have acceptable health cover for the period of your intended stay in Australia. To meet the requirement, you should pay the overseas student health cover (OSHC), which will provide you with medical and hospital insurance. Information on OSHC and the providers can be found [www.immi.gov.au](http://www.immi.gov.au)

**School-aged dependants**

Be advised that your school-aged dependants who accompany you to Australia will be required to pay full fees if they are enrolled in either a government or non-government School. Information of visa for your dependants can be found on the DIAC website.

**Airport pick-up**

ACC provides Airport pick up services. Our representative is available to welcome international students on arrival at the airport and transfer them to their accommodation. Prior notification and confirmation is required.
WELCOME FUTURE STUDENTS

Government Subsidies:
• FREE FEES for 2014 Year 12 Graduates
• Certificate 3 Guarantee

Orientation
Our orientation program provides students with important and valuable information and assistance. All students are scheduled for an orientation program in accordance with their course program.

These include:
• Campus Information
• Student Services
• Introduction to Staff
• Medical Insurance Membership
• Opening Bank Accounts
• Academic issues including course attendance and progress requirements
• Compliance and appeals policy and procedures
• Purchasing Text Books

DOMESTIC STUDENTS

Government Subsidies:
• FREE FEES for 2014 Year 12 Graduates
• Certificate 3 Guarantee
CALL US

Brisbane Campus
P: 1300 886 334 or 07 33433318
M: 0455824212
F: 07 33433118
E: info@accollege.edu.au and admissions@accollege.edu.au
W: www.accollege.edu.au
A: Unit 2C 1990 Logan Road, Upper Mount Gravatt, Qld 4122

Darwin Campus
P: 08 8947 0302
M: 0455824212
F: 08 8947 0407
E: darwin@accollege.edu.au and admissions@accollege.edu.au
W: www.accollege.edu.au
A: 3A 66 Coonawarra Road, Building 2, Winnellie NT 0820

CRICOS Code: 03029G RTO Code: 31642