TRAINING PROVIDER OF THE YEAR

BCA National won the prestigious award for National Vocational Education Training Provider of the Year for 2012-13

In August 2012, BCA National was awarded Vocational Education Training Provider of the Year at the Australian Council for Private Education & Training (ACPET) Awards for Excellence. We pride ourselves on working with our students to get Australia’s highest levels of completion and deliver real career results for them.

The award recognised BCA National’s commitment to high quality training, employment outcomes for students, and its high level of learner support and student satisfaction, which is all incorporated into training which fits your individual needs.

The award also recognised our achievements in delivering programs to Aboriginal and Torres Strait Islander communities, with remarkable student retention and completion.

A MESSAGE FROM THE CEO

Dear Student, Vocational Education and Training (VET) has morphed and changed over the last 15 years. What started as a second or even third tier method of getting a practical qualification has become an entry point for the whole spectrum of educational opportunity in Australia.

VET is not limited to trades; it opens pathways to theory and reflection, and courses now articulate and gain credit in all forms of tertiary education.

A VET course can take you anywhere in your learning and career path. There are no barriers for the motivated student; in vocational courses there is now opportunity to think, exchange ideas and to be part of worldwide knowledge revolution.

Think of your course as your personal revolution. You are breaking out into a new world of freedom, achievement and opportunity.

People who have qualifications do better in their career and they earn more, and you can create this opportunity as you work. Your success is open to hard work and creativity.

See a VET course as an opportunity to explore and to apply knowledge to your life and career. You will have to do the hard work and generate the evidence that will show you have justly earned your qualification, but you can also have fun, build relationships and knowledge, and learn from others.

For your qualification, be endlessly optimistic – you are walking on a pathway to new knowledge, new skills and new opportunities.

BCA National will be delighted to walk with you.

Bruce Callaghan
Chief Executive Officer

OTHER AWARDS AND ACHIEVEMENTS

2012 LearnX Awards
Runner-up for Best Learning Partnership (BCA National and NSW Department of Families & Community Services)

2011 LearnX Awards
Gold Winner for Best Training Provider

2010 NSW Training Awards
Finalist for Small VET Provider of the Year

2010 LearnX Awards
Gold Winners for Best Training Team, Best Training Provider, Best Partnership in a Training Program, Best Training Manager and Best Frontline Management Training Program
ABOUT US

Founded in 1998, we are a multi-award-winning registered training organisation (RTO) that puts student goals first.

With industry trainers, personal support, work experience programs and flexible delivery, we help high-school leavers to make their first career step and adult learners gain employment, get a promotion or switch careers.

We deliver nationally recognised qualifications in:

- **Business & Finance**
  - Management / Bookkeeping / Accounting
- **Community Services**
  - Aged Care / Disability Care / Community Services Work

We strive to develop capability in organisations as well as competence and confidence in our students. We train in capital cities and regional centres in six states and territories, and in addition seek to be a provider of choice in remote and rural communities across Australia.

BCA National is committed to a vision that “knowledge creates a future for individuals, communities and organisations”.

Every BCA National student will be supported by a full time Training Coordinator as well as the Trainer in the classroom. The Training Coordinator works with students to monitor progress and communicate with you about your learning, your employment and your career.

Training Coordinators sort out problems and manage obstacles. They assist and support you in achieving the goal you are pursuing.
STAFF DIVERSITY

At BCA National, we have staff from all walks of life.

Amongst our team, we boast over 10 different nationalities and speak many different languages combined. Our team also has experience delivering courses overseas and in regional Australia to Indigenous communities, and in doing so has acquired invaluable knowledge and insight in recognizing and respecting cultural diversity.

Within the head office, experiencing each other’s cultures on a daily basis enables us to better communicate with International students to ensure you feel welcomed and comfortable throughout your journey with us.

Whilst working in sales and retail I developed an interest in the community services sector and furthering my education. I decided to enrol with BCA and pursue my passion which has broadened my career prospects whilst giving me the skills and confidence to continue learning.

Sharon Maza
BCA National Graduate
THE LEARNING PROCESS

BCA National designs programs to fit with your busy lifestyle and encourages you to put your skills into practice as soon as possible.

It is important for adults to recognise that the most rewarding learning environment is the workplace or sometimes the experience of the people you work with. Part of the secret of education is learning to ask the right questions of the right people at the right time.

We are committed to adult education, and for us this means recognising your needs and delivering courses which are engaging, practical and flexible.
BCA NATIONAL CAMPUS

SYDNEY, NEW SOUTH WALES / YORK STREET CAMPUS

BCA National is conveniently located in the City Business District (CBD) of Sydney. The building is newly fitted out with comfortable classrooms and student breakout areas. The campus is 5-10 minutes’ walk from Town Hall or Wynyard Stations in Sydney. It is very accessible by public transport and is within walking distance to Sydney’s popular tourist attractions. For more information on Sydney and the great attraction it boasts, simply go to sydney.com.

Sydney is Australia’s largest city and is famous for its sunshine and beaches. However, in winter the weather can be quite cool although it never snows. Sydney’s weather in summer (December to February) is sub-tropical; the average daytime temperature is about 26°C but with a few weeks over 30°C. Winters (June to August) are mild, when temperature ranges from 8°C to 22°C. You can find more information on Sydney’s at australia.com.

DARWIN, NORTHERN TERRITORY / PARAP CAMPUS

BCA National is located in Parap, a lovely suburb of Darwin, with markets on the weekend. The office is fitted out with comfortable classrooms, student breakout areas and is easily accessible from Darwin’s city Business District.

Darwin is a tropical City located on the doorstep to Asia. It has a great multicultural lifestyle with food markets and festivals. The weather has two distinct seasons, the ‘wet’ and the ‘dry’. The ‘wet’ runs from November until April, and is characterised by humidity, monsoonal rains and storms. Temperatures range from 25°C to 33°C. The ‘dry’ season, from May until October, is characterised by warm, dry sunny days and cool nights. Temperatures typically range from 21°C to 32°C, and humidity levels are low. You can learn more about Darwin and the Northern Territory at tourismtopend.com.au.
STUDENT SUPPORT SERVICES

In order to help you settle smoothly in Australia, BCA National will assist you with the following services.

STUDENT ACCOMMODATION

BCA National can introduce homestay services to students coming to Sydney and Darwin. Homestay provides a short term or long term accommodation solution and services like airport pick up. This is ideal for students who do not have any family or friends living in Sydney or Darwin. Students start in homestay and can then find further options in share houses or renting – BCA National can provide advice to students when looking at different accommodation options.

Some popular websites for other types of temporary or permanent accommodation are:

- realestate.com.au
- domain.com.au
- wakeup.com.au
- urbanest.com.au
- flatmatefinders.com.au
- fatmates.com.au

STUDENT WELFARE

The International Student Officer (ISO) is available to help students when they need to access academic or other help. The ISO will help to make arrangements or appointments for:

- Academic counselling
- Welfare counselling
- Grievances procedures
- Work placement
- Further study options

Staff can assist students with advice and information about their course, their attendance, their results and student activities. On top of these academic related enquiries, the team can also assist you with more personal matters such as where to go to for medical, dental or legal advice.

STUDENT SAFETY AND HEALTH

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

The City of Sydney also has a dedicated web page for International students where you can download an international student’s guide and many other orientation resources to help you ease into your new city. You can find it at cityofsydney.nsw.gov.au/community/community-support/international-students

BUDGET AND LIVING COSTS

There is no set amount, but in 2015 the Australian government estimates a single international student will spend AUD $18,610 annually for living expenses such as accommodation, food and transport. That is approximately AUD $1,200 to $1,500 per month.

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

Transport information and fares for international students can be found at transportnsw.info/international-students [Sydney] or transport.nt.gov.au/public/bus/darwin [Darwin]

Discount vouchers, coupons and deals are an efficient way of enjoying yourself on a budget. Below are two popular websites to access a range of vouchers, coupons and deals.

Shop a Docket shopadocket.com.au/regions/sydney

Student Edge studentedge.com.au

OUR LEARNING SUPPORT TEAM IS BEHIND YOU

When you enrol with us, you will be supported by a professional learning support team which includes a dedicated International Student Officer, Trainer, Training Coordinator and Training Officer.

Your International Student Officer is your first point of contact at BCA National and is available via email and phone throughout your course. You are provided with your Student Officer’s contact details at orientation.
IMPORTANT POLICIES

All policies relevant to international students studying with BCA National are located on the International Student Download Page on the BCA National Website at bcanational.edu.au/international

EDUCATION AGENTS

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

For your convenience BCA National publishes a list of its approved education agents at bcanational.edu.au/international

ENGLISH LANGUAGE REQUIREMENT

In addition to meeting any qualification pre-requisites, to study at BCA National, we require you to have the appropriate English Language proficiency to thrive in your course. An English Language proficiency level of one of the following is required:

• IELTS band score of 5.5 or equivalent internationally recognised exam result in line with DIBP regulations. For more information refer to immi.gov.au/students/english-requirements.htm;
• Satisfactorily completing ELICOS with a recognised pathway partner;
• Completed secondary studies in English in your home country equivalent to an Australian Year 12 qualification or;
• Completed Senior Secondary Certificate of Education in Australia with a satisfactory pass in ‘English’ or completed a recognised foundation course in Australia or other country with a pass in all subjects.

Note: All documents that are presented when applying for enrolment into a BCA National course must be translated and submitted in English.

HOW TO ENROL

STEP /01.
Submit your application with:
• A certified true copy of your passport
• A certified true copy of your evidence of English language level (IELTS 5.5 or equiv)
• A certified true copy of your overseas equivalent to an Australian Senior Secondary Certificate (Year 12)
• Certified true copy of any other relevant degrees certificates/testamurs or professional qualifications

STEP /02.
If your application is successful, an offer including the following documents will be made to you:
• Letter of Enrolment Offer and Student Acceptance Agreement
• Name, course, commencement date and duration of the course for which you are offered a place
• Tuition fees and other costs

STEP /03.
Once you receive your offer, you will need to forward the following to BCA National:
• Signed International Student Acceptance Agreement
• Copy of receipt of Payment of fees
• Copy of Overseas Student Health Cover
• Copy of police check (if required)

BCA National will issue you with an electronic Confirmation of Enrolment (eCoE). This is required to obtain a visa to study in Australia. You will be ready to begin your studies once your student visa has been issued.
STUDENT VISA

Student Visas are administered by the Department of Immigration and Border Protection (DIBP). For information, please visit the DIBP website.

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

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

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

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

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

BRINGING MY FAMILY

Most student Visas allow you to bring your family members to Australia as your dependants (check your individual circumstances with the Department of Immigration and Border Protection See: 2.3 Arranging Visas). Family members include your spouse, and you and your spouse’s dependent children. Before bringing your spouse or children to Australia, you will have to prove that you can support them financially. The cost of supporting a family in Australia is very high. You may have to consider and discuss many issues with your family. For more information visit immi.gov.au

Issues to Consider

Rather than bringing your family together with you to Australia, some students may find it useful to arrive first, settle into studies, find appropriate accommodation, adjust to living in Australia and then arrange for their family to join them.

Before making a decision to bring your family to Australia it is important to consider the following issues:

• The cost of airfares for your family to and from Australia;
• Possible higher rent for a larger home;
• Limited employment opportunities for your spouse;
• Extra costs for food, clothing and other necessities;
• The effect on you/studies if your family is not happy in Australia;
• Whether your children will adjust to school in Australia;
• Waiting lists for child care centres; and
• Whether to come alone to Australia first and arrange things for your family, or to all come at the same time.
**MODES OF DELIVERY**

BCA National delivers face-to-face training at our campuses in Sydney and Darwin, with employment based practical training (for some qualifications).

**REAL WORKPLACE EXPERIENCE**

You may need to complete work placement as part of your qualification, putting into practice your newly acquired skills and building valuable networks with employers and other learners who are undertaking the same qualification. These placements are conducted with centres and businesses outside the BCA National campuses but are all within the Sydney Metropolitan area in NSW or within Darwin in the Northern Territory.

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

**Note:** For most work placements you will require a Police Check and potentially a Working With Children’s (WWC) check. The WWC will need to be conducted in Australia, however you will need to get a Police Check in your home country prior to arriving in Australia and bring it with you.

You will be provided with a work placement log book outlining tasks relating to your qualification if it requires work placement.

You will be required to complete the workbook during your placement, logging the hours of practical work you have undertaken during your studies. Your trainer will come to visit you during your placement and you will be allocated a supervisor at the placement organisation who will confirm your tasks.

Qualifications that require work placement will have a minimum number of hours you will have to complete. For example, for the Diploma of Community Services Work, you will be required to complete 200 hours of work placement during your studies. This time is scheduled within the duration of the course. For details of the qualifications that require work placements, visit our website bcanational.edu.au/international

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

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

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

For further assistance or to request an additional logbook, contact your Training Coordinator.

**INDUSTRY BASED LEARNING**

We teach you skills and knowledge for the workforce.

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

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

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

If you receive a mark of ‘not yet competent’ you will be given suggestions for improvement and the opportunity to resubmit evidence of your competency.
### ALL COURSES AT A GLANCE

<table>
<thead>
<tr>
<th>Course Name</th>
<th>CRICOS Code</th>
<th>Duration (terms)</th>
<th>Mode</th>
<th>Assessments</th>
<th>Pre-req.</th>
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<td>BSB51915</td>
<td>4 Terms</td>
<td>Face-to-face on campus</td>
<td>Assignments + in-class activities</td>
<td>None</td>
<td>IELTS 5.5 or equiv.</td>
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<td>15 face-to-face hrs + 5 hrs online</td>
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<tr>
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<tr>
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<td>Diploma of Community Services Work</td>
<td>CHC50612</td>
<td>6 Terms</td>
<td>Face to face on campus</td>
<td>Assignments, in-class activities + workplace assessment</td>
<td>Pre-requisite applies</td>
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<tr>
<td></td>
<td></td>
<td>15 face-to-face hrs + 5 hrs online</td>
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<tr>
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<td>CHC50108</td>
<td>6 Terms</td>
<td>Face to face on campus</td>
<td>Assignments, in-class activities + workplace assessment</td>
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<tr>
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<td></td>
<td>15 face-to-face hrs + 5 hrs online</td>
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<td>4 Terms</td>
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<td>Assignments, in-class activities + workplace assessment</td>
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<td></td>
<td>15 face-to-face hrs + 5 hrs online</td>
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</tr>
</tbody>
</table>

### UNIVERSITY ARTICULATION

BCA National has agreements with Australian universities for our qualifications to articulate into undergraduate bachelor degrees. We are also in negotiations with other universities to expand this offering.

Upon successful application to partner universities, students who have completed certain diploma and advanced diploma qualifications can have their BCA National studies recognised as equivalent to a certain number of credit points towards their university studies. This can equate to up to a full year off the regular degree completion time.

Note: BCA National cannot guarantee students a place in a university intake - the University’s regular mature age application processes apply.

<table>
<thead>
<tr>
<th>BCA National Qualification</th>
<th>Tertiary Qualification</th>
<th>Higher Education Provider (HEP)</th>
<th>Potential Credit</th>
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<tbody>
<tr>
<td>Diploma of Management (BSB51107)</td>
<td>Bachelor of Business Studies</td>
<td>Charles Sturt University</td>
<td>64 pts /192</td>
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<tr>
<td></td>
<td>Bachelor of Business</td>
<td>Think Education Group</td>
<td>80 pts /240</td>
</tr>
<tr>
<td></td>
<td>Bachelor of Business</td>
<td>University of Newcastle</td>
<td>30 pts /240</td>
</tr>
<tr>
<td></td>
<td>Bachelor of Business / Bachelor of Business Administration</td>
<td>University of Southern Queensland</td>
<td>8 units /24</td>
</tr>
<tr>
<td>Associate Degree of Business</td>
<td>Bachelor of Business Studies</td>
<td>University of Southern Queensland</td>
<td>8 units /16</td>
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<td></td>
<td>Bachelor of Business</td>
<td>Think Education Group</td>
<td>80 pts /240</td>
</tr>
<tr>
<td></td>
<td>Bachelor of Business</td>
<td>University of Newcastle</td>
<td>30 pts /240</td>
</tr>
<tr>
<td></td>
<td>Bachelor of Business / Bachelor of Business Administration</td>
<td>University of Southern Queensland</td>
<td>8 units /24</td>
</tr>
<tr>
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<td>University of Newcastle</td>
<td>40 pts /240</td>
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<td>Bachelor of Commerce</td>
<td>University of Newcastle</td>
<td>70 pts /240</td>
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<td>Diploma of Community Services Work (CHC50612)</td>
<td>Bachelor of Social Work</td>
<td>University of Sydney</td>
<td>48 pts /192</td>
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<td></td>
<td>Bachelor of Education</td>
<td>University of Southern Queensland</td>
<td>6 units /32</td>
</tr>
</tbody>
</table>
LET US HELP YOU

Do you have a question? Please contact us at international@bcanational.com or by phone on +61 2 9555 4188

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