If you want to work in the aged care sector, this qualification will introduce you to key skills and knowledge for maintaining care and activities for the elderly. Your studies will include training off campus at a local aged care facility.

You will be equipped to work as an assistant in nursing, care assistant, community care worker, in-home respite worker, field officer, personal care giver and support worker.

Career Outcomes
Occupational titles/roles may include:

- Accommodation support worker
- Care supervisor
- Day activity worker
- Personal care worker
- Residential care worker
- Support worker

Background Check Requirements:
For work placement, you will require a Police Check. Offshore applicants must arrange a police check in their home country prior to arriving in Australia.

Onshore applicants will need to request a Police Check with the Australian government.

Please see: https://afpnationalpolicechecks.converga.com.au
There are 18 units of competency to be completed in this qualification

- **CHCADV001** Facilitate the interests and rights of clients
- **CHCAGE001** Facilitate the empowerment of older people
- **CHCAGE003** Coordinate services for older people
- **CHCAGE004** Implement interventions with older people at risk
- **CHCAGE005** Provide support to people living with dementia
- **CHCCCS006** Facilitate individual service planning and delivery
- **CHCCCS011** Meet personal support needs
- **CHCCCS023** Support independence and well being
- **CHCCCS025** Support relationships with carers and families
- **CHCDIV001** Work with diverse people
- **CHCLEG003** Manage legal and ethical compliance
- **CHCPAL001** Deliver care services using a palliative approach
- **CHCPRP001** Develop and maintain networks and collaborative partnerships
- **HLTAAP001** Recognise healthy body systems
- **HLTWH002** Follow safe work practices for direct client care
- **CHCDIV002** Promote Aboriginal and/or Torres Strait Islander cultural safety
- **CHCLLN001** Respond to client language, literacy and numeracy needs
- **CHCCCS015** Provide individualised support

**ASSESSMENT**

Assessments are made up of:
- Assignments
- In-Class activities
- Workplace assessments

**STUDY OPTIONS**

Study this Certificate for (4 terms) OR combine it with a Diploma of Community Services (8 terms)
MAKE A DIFFERENCE
ROLES INCLUDE CASE WORK, FAMILY SUPPORT, DRUG AND ALCOHOL WORK, MENTAL HEALTH, HOMELESSNESS AND DOMESTIC VIOLENCE.

DIPLOMA OF COMMUNITY SERVICES

CHC52015
CRICOS QUALIFICATION CODE 089889G

Start a career in the social and welfare professions, and make a difference in your community.

Our Diploma of Community Services will prepare you for roles in case work, family support, drug and alcohol work, mental health and domestic violence.

Career Outcomes
Occupational titles/roles may include:

- Case coordinator/worker
- Drug and alcohol worker
- Social welfare worker
- Mental health support worker

Background Check Requirements:
For work placement, you will require a Police Check. Offshore applicants must arrange a police check in their home country prior to arriving in Australia. Onshore applicants will need to request a Police Check with the Australian government

https://afpnationalpolicechecks.converga.com.au

Within the first week of term, all applicants will need to request a Working With Children check in the state where they are studying:

Sydney, New South Wales

Darwin, Northern Territory
COURSE STRUCTURE

There are 16 units of competency to be completed in this qualification

- CHCCCS007 Develop and implement service programs
- CHCCOM003 Develop workplace communication strategies
- CHCDEV02 Analyse impacts of sociological factors on clients in community work and services
- CHCDIV003 Manage and promote diversity
- CHCLEG003 Manage legal and ethical compliance
- CHCMGT005 Facilitate workplace debriefing and support processes
- CHCPRP003 Reflect on and improve own professional practice
- HLTWHS004 Manage work health and safety
- CHCCCS004 Assess co-existing needs
- CHCCSM004 Coordinate complex case requirements
- CHCCSM005 Develop, facilitate and review all aspects of case management
- CHCCSM007 Undertake case management in a child protection framework
- CHCCS414A Provide education and support on parenting, health and wellbeing
- CHCCW503A Work intensively with clients
- CHCCSL501A Work within a structured counselling framework
- CHCCSL502A Apply specialist interpersonal and counselling interview skills

ASSESSMENT

Assessments are made up of:
- Assignments
- In-Class activities
- Workplace assessments

STUDY OPTIONS

Study this Diploma for (4 terms) OR combine it with a Certificate IV in Aging Support (8 terms)
DIPLOMA
OF ACCOUNTING
FNS50215
CRICOS QUALIFICATION CODE 087696K

If you want to work in the accounting industry but do not want to undertake a university degree, this Diploma will provide you with the practical training in an ideal timeframe.

You will gain the skills and knowledge to introduce and maintain accounting systems, prepare financial systems, and report on business performance - skills which equip you for a career as a financial controller, office manager or running your own business.

Graduates can also gain credit towards a Bachelor of Business or Bachelor of Business Studies with our partner universities.

Career Outcomes
Occupational titles/roles may include:

- Accounts officer
- Accounts receivable/payable officer
- Accountant
- Finance officer
- Finance manager
- Reconciliation officer
**COURSE STRUCTURE**

There are 11 units of competency to be completed in this qualification

- **FNSACC301** Process financial transactions and extract interim reports
- **BSBFIA401** Prepare financial reports
- **BSBITU402** Develop and use complex spreadsheets
- **FNSBKG404** Carry out business activity and instalment activity statement tasks
- **FNSBKG405** Establish and maintain a payroll system
- **FNSACC501** Provide financial and business performance information
- **FNSACC502** Prepare tax documentation for individuals
- **FNSACC503** Manage budgets and forecasts
- **FNSACC504** Prepare financial reports for corporate entities
- **FNSACC506** Implement and maintain internal control procedures
- **FNSACC507** Provide management accounting information

**QUICK FACTS GUIDE**

**Time Frame**
4 terms [10 weeks each + holidays] for AU$12,000

**Delivery Method**
15 Face-to-face contact hours at BCA National premises + 5 hours online per week.

**Entry Requirements**
1. Age - 18 years or older at time of application
2. Education - equivalent to Australian Year 12 or higher
3. English Language - equivalent of IELTS 5.5 or higher

**Intakes & Support**
Check our website for intake dates. Expert trainer & assessor + student support team

**University Articulation**
Graduates can gain up to a year off the Bachelor of Business at selected universities

**ASSESSMENT**

Assessments are made up of:
- Assignments
- In-Class activities
If you are looking to create a career pathway into management or are starting or managing your own business, the Diploma of Leadership and Management is for you.

Develop the skills you need to manage and lead more effectively and inspire success in your team.

Learn how to:
- Develop and use emotional intelligence
- Lead and manage team effectiveness
- Manage budgets and financial plans
- Undertake project work
- Support the recruitment, selection and induction of staff

This program will prepare you for roles in leadership and management.

**Career Outcomes:**
Occupational titles/roles may include:
- Team leader
- Supervisor
- Assistant manager
- Manager
COURSE STRUCTURE

There are 12 units of competency to be completed in this qualification

- BSBWOR501 Manage personal work priorities and professional development
- BSBPMG522 Undertake project work
- BSBWOR502 Lead and manage team effectiveness
- BSBFIM501 Manage budgets and financial plans
- BSBRSK501 Manage risk
- BSBMGT517 Manage operational plan
- BSBMGT502 Manage people performance
- BSBMGT516 Facilitate continuous improvement
- BSBLDR501 Develop and use emotional intelligence
- BSBLDR502 Lead and manage effective workplace relationships
- BSBLDR502 Manage operational plan
- BSBADM502 Manage meetings
- BSBHRM405 Support the recruitment, selection and induction of staff

ASSESSMENT

Assessments are made up of:
- Assignments
- In-Class activities

STUDY OPTIONS

Study this Diploma for (4 terms) OR combine it with an Advanced Diploma of Leadership and Management (8 terms)
ADVANCED DIPLOMA OF LEADERSHIP AND MANAGEMENT
BSB61015
CRICOS QUALIFICATION CODE 087694A

DIPLOMA OF LEADERSHIP AND MANAGEMENT
BSB51915
CRICOS QUALIFICATION CODE 087693B

Advance your Diploma of Leadership and Management with another year of training. If you have senior or managerial responsibilities, this advanced diploma will hone your skills in the area of strategic management.

You will also develop knowledge and expertise across a wide range of business functions, including organisational development, marketing, human resources and finance.

Learn how to:
• Develop and use emotional intelligence
• Lead and manage strategically
• Manage budgets and financial plans
• Undertake project work
• Manage continuous improvement

This program will prepare you for roles in leadership and management.

Career Outcomes
Occupational titles/roles may include:
• Regional manager
• Area manager
• Department manager
COURSE STRUCTURE

There are 12 units of competency to be completed in the Advanced Diploma of Leadership and Management

- BSBMGT616 Develop and implement strategic plans
- BSBMGT605 Provide leadership across organization
- BSBINN601 Lead and manage organizational change
- BSBFIM601 Manage finances
- BSBINM601 Manage knowledge and information
- BSBMGT608 Manage innovation and continuous improvement
- BSBRSK501 Manage risk
- BSBMGT617 Develop and implement a business plan
- BSBHRM604 Manage employee relations
- BSBUS501 Develop workplace policy and procedures for sustainability
- BSBMGT619 Identify and implement business innovation
- BSBMGT622 Manage resources

There are 12 units of competency to be completed in the Diploma of Leadership and Management

- BSBWOR501 Manage personal work priorities and professional development
- BSBPMG522 Undertake project work
- BSBWOR502 Lead and manage team effectiveness
- BSBFIM501 Manage budgets and financial plans
- BSBRSK501 Manage risk
- BSBMGT517 Manage operational plan
- BSBMGT502 Manage people performance
- BSBMGT516 Facilitate continuous improvement
- BSBLDR501 Develop and use emotional intelligence
- BSBLDR502 Lead and manage effective workplace relationships
- BSBADM502 Manage meetings
- BSBHRM405 Support the recruitment, selection and induction of staff

ASSESSMENT

Assessments are made up of:
- Assignments
- In-Class activities
BCA National has 4 intakes a year at the start of each term. Each term is 10 weeks of study followed by 2 weeks of break. Please note both campuses close for 4 weeks over the Christmas and New Year holidays. A full time course is 20 hours of class each week of term—with up to 5 hours online and the remaining hours face to face. Courses and timetables on offer each term are subject to demand.

### ACADEMIC CALENDAR

<table>
<thead>
<tr>
<th>TERM</th>
<th>STARTING</th>
<th>ENDING</th>
<th>WEEKS</th>
<th>HOURS</th>
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<td>2016 TERM 1</td>
<td>01/02/2016</td>
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<td>20 weekly contact hours (15 face to face and 5 online)</td>
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<td><strong>TWO WEEK BREAK</strong></td>
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<tr>
<td>2016 TERM 2</td>
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<td>03/07/2016</td>
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<td></td>
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<td></td>
<td></td>
<td><strong>TWO WEEK BREAK</strong></td>
</tr>
<tr>
<td>2016 TERM 3</td>
<td>18/07/2016</td>
<td>25/09/2016</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td><strong>TWO WEEK BREAK</strong></td>
</tr>
<tr>
<td>2016 TERM 4</td>
<td>10/10/2016</td>
<td>18/12/2016</td>
<td>10</td>
<td>20 weekly contact hours (15 face to face and 5 online)</td>
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</table>
## COURSE FEES

Ask about discounts for the next intake at international@bcanational.com

<table>
<thead>
<tr>
<th>Qualification</th>
<th>Number of Terms</th>
<th>Price per Term*</th>
<th>Full Price of Qualification*</th>
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<tbody>
<tr>
<td>Certificate IV in Aging Support</td>
<td>4</td>
<td>$3,000</td>
<td>$12,000</td>
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<tr>
<td>Diploma of Community Services</td>
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<td>$14,000</td>
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<td>Certificate IV in Aging Support + Diploma of Community Services</td>
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<td>$3,000</td>
<td>$24,000</td>
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<tr>
<td>Diploma of Leadership and Management</td>
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<td>$3,000</td>
<td>$12,000</td>
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<tr>
<td>Diploma of Leadership and Management + Advanced Diploma of</td>
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<tr>
<td>Management</td>
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<tr>
<td>Diploma of Accounting</td>
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<td>$3,000</td>
<td>$12,000</td>
</tr>
</tbody>
</table>

*Fees are subject to change at any time.
HOW TO ENROL

Step 1

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

Step 2

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 3

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)

WORK PLACEMENT

For relevant courses only

BCA National will source a suitable work placement venue for you, relevant to your studies. You may wish to suggest an organisation at which to undertake placement, however this will be subject to BCA National approval. You cannot refuse a practical placement opportunity provided by BCA National unless there are compelling and special circumstances that would prevent you 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 prior to arriving in Australia and bring it with you. Copy of Overseas Student Health Cover
Copy of police check (if required).