Student Prospectus

Knowledge creates a future

BCA National Training Group
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 rates, and student progression into employment and higher level education.

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
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**Enquiries**

If you have further enquiries or need more clarification, please contact our office.

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**Email:** enrol@bcanational.com  
**Website:** www.bcanational.com
Dear Student,

Vocational education and training (VET) is one of those great opportunities that occur from time to time in a society.

VET offers opportunities to learn, to develop, to meet people, to grow and to do this in a flexible, adult, self-managed environment.

Vocational training 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.

Ideas which, in the past, boxed people into little compounds which limited what they could do, are being ‘overrun’ by new ideas in education. The new ideas say, "Whatever you want from learning can be done; no more obstacles or artificial limitations".

Perhaps we are rediscovering something? The ancient Greek philosopher, Socrates, taught by walking with students, challenging them, making them think. Sadly, he did not issue qualifications.

Worse, the regulatory body of his day, the Athena Citizens’ Assembly, turned on him, not only taking away his licence to teach, but also his life.

You have to be lucky to live at the right time and place where ideas can be freely exchanged, and opportunities can be captured and developed by people with the interest and the energy.

Ideas are so powerful, and terrifying to people who don’t want to think! Socrates was working, though, in a golden age of Greek thought, where many of the basic platforms of Western knowledge were being established. Looking back, the approach worked.

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
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** (including management, bookkeeping and accounting)
- **Community Services** (including aged care, disability care, child protection and youth work)
- **Education & Training**
- **Governance**
- **Remote & Rural** (including conservation and land management, construction and carpentry)

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 are working with you to ensure you graduate and achieve the goal you are seeking.
BCA National wants you to put your skills into practice as soon as possible and designs programs to fit with your busy lifestyle.

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.

Enrolment inclusions

When you enrol with us, you will benefit from:

- Small class sizes of between 8 and 16 students, so you have more time with your expert Trainer and Training Coordinator
- Flexibility - face-to-face workshops available weekdays, evenings and weekends
- All course materials are included, so you have everything you need from the start
- An eLearning platform which allows you to study online
- Student mentoring
- We seek to provide an industry placement depending on the course so you can apply your learning to ‘real life’ situations and record the required hours of industry placement
- Ongoing support (phone and email) from your dedicated Trainer and Assessor and Training Coordinator
- Hospitality - morning and afternoon tea/coffee and catered lunches
- Graduation ceremony - success is sought and celebrated
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.

Progress within a competency based program is not based on a timeframe. Once you have achieved or demonstrated the required competency you can progress in your training.

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

There is no pass or fail in competency based training.

Our learning support team is behind you

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

Your Training Coordinator is your first point of contact at BCA National and is available via email and phone throughout your course.
About
Community Services

We have specialised in delivering community services training for the past 20 years. We offer programs from the Certificate II level through to the Advanced Diploma level including some specialised programs.

We engage expert trainers to deliver all our community services qualifications.

These trainers are engaged within the community services sector and bring a wealth of knowledge and first hand examples to every training program they deliver.

Our clients continually note the high level of student satisfaction and completion rates as well as our flexible and creative approach to the training and delivery of these programs.
With increasing demand for workers in the community services sector expected over the next 5 years, start a career in the social and welfare professions, and make a difference in your community.

Our nationally recognised Diploma of Community Services Work will prepare you for roles in case work, family support, drug and alcohol work, mental health, homelessness and domestic violence. You will develop the skills to work with people and communities to assist them through a range of personal and social issues.

Are you an existing worker in the sector?
Learn how to implement community development strategies, enhance your case management skills, analyse the impacts of sociological factors on clients in community work, and reflect on and improve your professional practice.

Do you want to start a career in this sector?
Train to work in case management, community services and family support. We seek to offer industry placement to support your studies so you can apply your learning to a ‘real-life’ workplace and gain the required 200 hours of industry work placement.

The diploma is aimed at:
- Client services staff and community service workers who want to develop or formalise their current skill set and/or gain new skills to progress their career
- Prospective students looking to get started in the community services sector without committing to a university degree (you can gain up to a year off the Bachelor of Social Work with this diploma)
- School leavers looking to learn while they earn

Career Outcomes

Occupational titles or roles may include:

- Case coordinator/worker
- Client services assessor
- Coordinator (family services)
- Drug and alcohol worker
- Social welfare worker
- Support facilitator
- Mental health support worker
- Welfare worker

Quick Course Guide

**Timeframe**
12 months full time equivalent (including a minimum of 200 hours industry placement)

**Delivery Methods**
- 18 - 20 face-to-face workshops
- Blended delivery (mix of eLearning and face-to-face)

**Required**
Access to internet and email

**Pre-requisites**
Please contact one of our Training Coordinators about the pre-requisites for this diploma course and how BCA National can help you attain them.

**Student Support**
Industry trainer, dedicated Training Coordinator (email/phone support), online tutorials and study workshops, and mentor program. All learning materials and textbook provided.
A snapshot of the course

Topics covered

- Working effectively in community services
- Counselling practice and case management
- Community development, domestic violence and drug/alcohol awareness
- Client assessment and referral

Assessment

- Classroom learning activities
- Case studies: Short answer and extended answer
- Workplace projects
- Third-party (supervisor) reports

Study workshops

Trainer and Assessors available to work individually with you on assessment preparation.

Student testimonial

“(our trainer) gave us clear and achievable goals and has made us realise what makes a great (community services) worker.

“I really enjoyed this because I have just finished a mental health course at TAFE but I feel I got much more out of this course as it teaches working skills for community services.”

~ Gretchen Timbs

Trainer profile

Anna Tullemans

University Certificate in Autistic Spectrum Disorders
Certificate IV in Training & Assessment
Certificate IV in Business (Small Business Management)

Autism and Asperger Syndrome Specialist

Anna Tullemans has over 15 years of experience working within community services and health. She has been a BCA National trainer since 2004.

As a specialist in autism and Asperger syndrome, Anna has experience in working with individuals with disabilities and their vulnerability to mental illness. She runs a private consultancy, Meeting the Needs of Autism Spectrum Disorder, and has worked with adolescents and adults with disabilities who also suffer from mental health issues. Anna is a remarkable trainer with a high student completion rate.

She has facilitated training to groups and participants from various cultural and linguistic backgrounds, including Aboriginal and Torres Strait Islander students and participants facing language, literacy and numeracy challenges.

Anna has a high level understanding of the issues within the community services sector, including case management, mental health, drug and alcohol abuse, domestic violence, and children and families with autism.

She has highly effective group work skills and effectively manages tutorials and group discussions from various client backgrounds, facilitating effective and open class discussion to enable students to understand one-another’s perspectives in the area of community services and health.

Other Diploma of Community Services Work trainers:

Cathy Sing
Lisa Rowlands
Michael McHugh
Peter Watson

Crystal Lockard
Maria Walsh
Moeroa Jones
Vicki Hannam

www.bcanational.com
If you are dedicated to the safety, welfare and wellbeing of children, young people and families, this course will prepare you for a rewarding career.

Our Diploma of Child, Youth & Family Intervention is a 12-month program and will prepare you for roles in child protection, family support, youth work and juvenile justice. You will be able to carry out activities related to children and young people at risk.

You will develop the skills and knowledge to work in a child protection environment, develop intervention strategies and support the rights and safety of children and young people.

Are you an existing worker in the sector?

Learn how to respond holistically to client issues and refer appropriately, gain the skills to work in a child protection environment, provide intervention support to children.

Do you want to start a career in this sector?

Train to work in child protection, juvenile justice, school support services and youth support. We seek to offer industry placement to support your studies so you can apply your learning to a ‘real-life’ workplace and gain the required 200 hours of industry work placement.

The diploma is aimed at:

- Family support/youth workers and other community service workers who want to develop or formalise their current skill set and/or gain new skills to progress their career
- Prospective students looking to get started in early intervention work without committing to a university degree (you can gain up to a year off the Bachelor of Social Work with this diploma)
- School leavers looking to learn while they earn

Career Outcomes

Occupational titles or roles may include:

- Child protection worker
- Family support worker
- Juvenile justice worker
- Residential carer
- School services worker
- Welfare worker
- Youth officer
- Youth support worker

Quick Course Guide

**Timeframe**
12 months full time equivalent (including a minimum of 200 hours industry placement)

**Delivery Methods**
- 16 - 18 face-to-face workshops
- Blended delivery (mix of eLearning and face-to-face)

**Required**
Access to internet and email

**Pre-requisites**
Nil.

**Student Support**
Industry trainer, dedicated Training Coordinator (email/phone support), online tutorials and study workshops, and mentor program. All learning materials and text book provided.
A snapshot of the course

Topics covered

- Working in a child protection environment
- Rights and safety of children and young people
- Intervention strategies and management
- Working effectively with diversity

Assessment

- Classroom learning activities
- Case studies: Short answer and extended answer
- Workplace projects
- Third-party (supervisor) reports

Study workshops

Trainer and Assessors available to work individually with you on assessment preparation.

Student testimonial

“...now that I have finished my Diploma I feel more empowered in delivering parenting programs to my clients.

“I have better organisational skills and have learnt how to prioritise tasks. I have become better focused on service delivery.”

~ Sharon Maza, Aboriginal Early Years Program Manager
Barnardos Sydney Metro

Trainer profile

Matthew Walker

Bachelor of Social Science (Welfare)
Graduate Diploma of Vocational Education & Training
Certificate IV in Training & Assessment

Matthew (Jed) Walker has over 20 years of experience in the community services sector as a youth worker, residential carer and case manager.

For more than a decade, he worked with the Katoomba Youth Refuge and coordinated projects like the Youth Arts Festival, Young Offenders Health Group, and Drug Education.

Since 2003, Jed has been participating in voluntary group work with ex-offenders (adults and young people) in the areas of anger management, life skills and personal development.

He has more than 10 years of experience in vocational education, delivering training in advocacy, case management, early intervention, child protection, community development and conflict resolution.

Jed also has experience in developing online resources in areas such as youth work, alcohol and other drugs, supporting young people in crisis, and responding to critical situations.

Other Diploma of Child, Youth and Family Intervention trainers:

Crystal Lockard              Lyn Spokes
Julie-Anne Wynford          Vicki Hannam
Madelyn O’Malley-Jones
If you want to make a difference in your community and are dedicated to the rewards that come from working with children in a school setting, this is a course for you.

Our nationally accredited Diploma of Education Support is a 12-month program and will prepare you for such roles as a Teacher’s Aide, Inclusion Support Facilitator and Support Worker (for children with disabilities). It is the highest level qualification for education support workers.

We have scheduled classes to fit in with school terms and the face-to-face sessions are held during school hours, making it perfect for mums with school-aged children looking for a career change or wanting to re-enter the workforce.

The Diploma of Education Support covers workers in a range of education and school settings. This is for people who provide assistance and support in the classroom to facilitate learning in collaboration with teachers, working with students under broad-based supervision.

The diploma is aimed at:

- School support staff and education support workers who want to develop or formalise their current skill set and/or gain new skills to progress their career
- People who want to volunteer to assist students with special needs
- This course gives a sound base for special support roles in education, working in classrooms with students with a disability.

Career Outcomes

Occupational titles or roles may include:

- Aboriginal and/or Torres Strait Islander education worker
- Indigenous language and culture teaching assistant
- Education assistant (special needs)
- Support worker (children with disabilities)
- Education support worker
- Teacher’s aide/assistant
- Inclusion support facilitator

Quick Course Guide

**Timeframe**
12 months full time equivalent

**Delivery Methods**
- 13 - 15 face-to-face workshops
- Blended delivery (mix of eLearning and face-to-face)

**Required**
Access to internet and email

**Pre-requisites**
Please contact one of our Training Coordinators about the pre-requisites for this diploma course and how BCA National can help you attain them.

**Student Support**
Industry trainer, dedicated Training Coordinator (email/phone support), online tutorials and study workshops, and mentor program. All learning materials and text book provided.
A snapshot of the course

Topics covered
- Fostering an effective learning environment
- Identifying and supporting student development needs
- Supporting students with disabilities
- Working effectively in a school environment

Assessment
- Short answer questioning
- Project work and research tasks on current issues within the education sector
- Extended answer, essay-style reflective responses and reports

Study workshops
Trainer and Assessors available to work individually with you on assessment preparation.

Student testimonial

“BCA National’s Diploma of Education Support course covers the most fundamental aspects of working with children who have special needs.

“With a diploma from BCA National, I now walk into the classroom as a highly skilled and valuable member of the Education Team.”

~ Mary-Rose Wigan, Learning Support Officer

Trainer profile

Clare Boland

Bachelor of Education
Bachelor of Primary Teaching
Diploma of Community Services Work
Certificate IV in Training & Assessment

Clare has been a trainer and assessor for BCA National for more than 7 years, specialising in school support and education support courses. With over 15 years of experience as a primary school teacher, Clare imparts valuable knowledge to her students particularly in the area of supporting children with disabilities in the classroom.

Clare has built relationships with the Catholic Education Office including CEO Sydney, CEO Parramatta and CEO Canberra-Goulburn and has had remarkable success with student completion rates.

In recent years, two of Clare's students have gone on to represent BCA National in the Trainee of the Year category for the annual NSW Training Awards:

1. Elizabeth Brown - 2012 Trainee of the Year Winner (Illawarra & South East NSW Region)
2. Mary-Rose Wigan - 2011 State Finalist and 2011 Trainee of the Year Winner (Southern Sydney Region)

Other Diploma of Education Support trainers:

Anna Tullemans    Natalie Matulick
Susan Delahoy

www.bcanational.com 13
Take the first step towards a rewarding career in counselling. Our course will give you the counselling and communication skills you can use in your existing role to support people through difficult situations.

Counselling skills can be useful in many types of positions where you need to deal with others in a professional and caring way. Studying to become a counsellor is an interesting and fulfilling way of giving back to a community or working environment.

This qualification can also be useful for existing workers who wish to develop complimentary skills for their workplace, such as those in human resources, massage therapy, teaching or nursing.

The diploma is aimed at:

- Existing workers in the community service sector who want to develop or enhance their counselling skills
- Those looking for a new career path and/or seeking to establish their own counselling practice
- Other workers with qualifications in areas such as human resources, massage therapy, teaching or nursing who want to develop complimentary skills for their workplace

### Career Outcomes

Occupational titles or roles may include:
- Counsellor
- Rehabilitation counsellor
- Family support worker
- Social and support worker
- Problem gambling worker
- Therapist

### Quick Course Guide

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### Pre-requisites

Please contact one of our Training Coordinators about the pre-requisites for this diploma course and how BCA National can help you attain them.

### Student Support

Industry trainer, dedicated Training Coordinator (email/phone support), online tutorials and study workshops, and mentor program. All learning materials and text book provided.
A snapshot of the course

Topics covered
- Fundamentals of counselling
- Workplace requirements for counselling practice
- Case management and the counselling relationship
- Counselling theory and practice
- Specialist client support

Assessment
- Case studies: Short answer and extended answer
- In-class observation, simulation and role play
- Workplace projects

Study workshops
Trainer and Assessors available to work individually with you on assessment preparation.

Umbarra Burnum
IRSDT Project Coordinator

Bachelor of Arts (Psychology & Sociology)

Umbarra is an Aboriginal Yuin man who grew up on the South Coast of New South Wales. He has a passion for art, music, travel, psychology and sociology. He is an aspiring artist and is fascinated about how people and society function.

Wanting to inspire education within Indigenous communities, Umbarra took on the role of Training Coordinator to help remote communities become self-sufficient through setting up community-owned projects and services.

Umbarra has been with BCA National since 2012 and works with students in our Indigenous Remote Service Delivery Traineeship (IRSDT) Program, a 5-year project funded by the Department of Social Services.

He coordinates a 3-year leadership program in the Northern Territory, funded by the Department of Health, where he supports Indigenous leaders in remote communities to gain a management qualification.

Umbarra is also a business developer for ATSI programs within BCA National, establishing relationships between Indigenous organisations and state and federal governments to meet the communities’ training needs.
The National Disability Insurance Scheme (NDIS) means those trained to work in this sector will have higher employment and career advancement opportunities.

If you want to get started in disability services or develop your current disability work skills, this course will prepare you for a rewarding career.

The Diploma of Disability will prepare students for more senior roles in disability work, including roles involving the supervision of other staff and volunteers.

This qualification can develop the capability of a disability organisation’s workforce, specifically through up-skilling employees who are already qualified with the Certificate III and/or Certificate IV in Disability.

The diploma is aimed at:

- Existing disability services workers seeking career progression into more senior roles
- Coordinators or managers of disability service providers looking for professional development

Career Outcomes

Occupational titles or roles may include:

- Assessor
- Case coordinator
- Case manager
- Client service assessor
- Local area coordinator
- Local support coordinator
- Manager
- Program/service coordinator
- Senior disability worker
- Support facilitator

Quick Course Guide

**Timeframe**
12 - 18 months full time equivalent

**Delivery Methods**
- 16 - 18 face-to-face workshops
- eLearning
- Blended delivery (mix of eLearning and face-to-face)

**Required**
Access to internet and email

**Pre-requisites**
Please contact one of our Training Coordinators about the pre-requisites for this diploma course and how BCA National can help you attain them.

**Student Support**
Industry trainer, dedicated Training Coordinator (email/phone support), online tutorials and study workshops, and mentor program. All learning materials and text book provided.
A snapshot of the course

Topics covered
- Case management
- Workplace requirements
- Coordinated service delivery
- Case work in practice

Assessment
- Case studies: Short answer and extended answer
- On-the-job assessment activities
- Workplace projects

Study workshops
Trainer and Assessors available to work individually with you on assessment preparation.

John Seeds
Quality & Trainer Engagement Manager; Trainer & Assessor

Bachelor of Business (Accounting)
Graduate Diploma of Vocational Education & Training
Diploma of Disability Work
Certificate IV in Training & Assessment

John has extensive experience in the community services sector, having participated in the development and facilitation of several rounds of training with Family & Community Services NSW: Ageing, Disability & Home Care. Previously a manager at Pegasus Group, John’s experience includes developing, presenting and assessing numerous units across disability, children’s services and other community service qualifications.

His in-depth understanding of the disability services sector is based on over 13 years of experience in various positions with The Spastic Centre of NSW as a residential support worker, community support worker, transition key-worker, accommodation site manager and supported employment manager.

With his wide-ranging knowledge and personal experience, John has been one of BCA National’s lead trainers since 2010 and took on the role of Quality & Trainer Engagement Manager in 2013.
If you are responsible for coordinating or managing smaller community service organisations or branches/departments of large community service organisations, then the Advanced Diploma of Community Sector Management is for you.

This qualification is useful for managers of program areas, projects or delivery of services in the community services area, including managing community houses and volunteer services/programs.

The advanced diploma is aimed at:
- Existing community service workers seeking career progression into more senior roles
- Coordinators or managers of community service organisations looking for professional development

**Career Outcomes**

Occupational titles or roles may include:

- Centre manager
- Coordinator (large organisation)
- Community care manager
- Manager (small agency or service)
- Community development manager

- Program area manager
- Community education manager
- Project manager
- Community services manager
- Volunteer program manager

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**Quick Course Guide**

**Timeframe**
12 - 18 months full time equivalent

**Delivery Methods**
- 13 - 15 face-to-face workshops
- eLearning
- Blended delivery (mix of eLearning and face-to-face)

**Required**
Access to internet and email

**Pre-requisites**
Please contact one of our Training Coordinators about the pre-requisites for this diploma course and how BCA National can help you attain them.

**Student Support**
Industry trainer, dedicated Training Coordinator (email/phone support), online tutorials and study workshops, and mentor program. All learning materials and text book provided.
A snapshot of the course

Topics covered

• Manage a community sector organisation
• Manage quality service delivery
• Provide leadership across the organisation and support to community sector workers
• Work effectively with diversity and build/maintain relationships with community, business and government

Assessment

• Classroom learning activities
• Case studies: Short answer and extended answer
• Workplace projects
• Third-party (supervisor) reports

Study workshops

Trainer and Assessors available to work individually with you on assessment preparation.

Student testimonial

“Since starting this course I was approached by our CEO to take on a pilot project with the company. The skills I have learnt through this course have been invaluable in achieving this.”

~ René McKenzie-Low

“The three best things about this course were the trainer because she was supportive, encouraging and a positive role-model; the content was complex and well written; and the staff at BCA National were helpful and friendly.”

~ Advanced Diploma of Community Sector Management graduate

Nicola Lloyd
Training Coordinator

Bachelor of Science (Hons) in Psychology
Certificate IV in Training & Assessment

Nicola has been with us for 12 months following her previous role at the Partnership for Child Development at the Imperial College London.

She has a diverse background with over 8 years of project management experience in not-for-profit organisations, including 2 years supporting cancer research and 4 years supporting education and health programs.

Nicola has a great passion for the empowerment education can bring and strives to have a positive impact in all her work. She has volunteered at a mental health and homeless drop-in centre over a 14-month period as well as supported many charity sporting events both as a participant and through fundraising.

At BCA National, Nicola coordinates community services courses across New South Wales and Queensland.

Her professional yet friendly and personable nature helps her to quickly develop positive relationships with students and colleagues alike.
About

Business & Finance

Our Business and Finance stream is perfect for anyone looking to up-skill or gain a qualification in the areas of Business, Management or Financial Services, including Bookkeeping and Accounting.

Our qualifications begin at the Certificate I level and continue on to the Diploma and Advanced Diploma levels enabling you to create a training pathway and progress from administrative roles to senior management positions.

Our Business and Management qualifications focus on developing the skills required to manage people and conduct project work, and at the higher levels provide skills in strategic thinking, managing risk and leadership.

Our Finance courses begin with the skills to manage your own personal finances, and as they progress towards the Certificate IV and Diploma levels, introduce higher level financial accounting skills to equip you for a career as a financial controller, office manager or running your own business.
If you want to formalise your management skills, are looking to create a career pathway into management or starting/Managing your own business, our Diploma of Management is for you.

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

Learn how to manage personal work priorities and professional development, plan and monitor continuous improvement, manage budgets and financial plans, ensure team effectiveness, work with others, inspire and lead for better results.

The diploma is aimed at:

- Administration workers looking for a promotion
- Existing workers wanting to formalise their current skills and seek career pathways
- Anyone looking to start their own business or manage businesses more effectively
- Anyone interested in project management, HR and financial management
- School leavers looking to learn while they earn and prepare for a career or entry into university (you can gain up to a year of credit in the Bachelor of Business Studies with this diploma)

Career Outcomes

Occupational titles or roles may include:

- Assistant manager
- Supervisor
- Manager
- Team leader

Quick Course Guide

**Timeframe**
6 months full time equivalent

**Delivery Methods**
- 8 - 10 face-to-face workshops
- eLearning
- Blended delivery (mix of eLearning and face-to-face)

**Pre-requisites**
Nil.

**Student Support**
Industry trainer, dedicated Training Coordinator (email/phone support), online tutorials and study workshops, and mentor program. All learning materials and text book provided.

**Required**
Access to internet and email
A snapshot of the course

Topics covered

- Project management
- Managing budgets and financial plans
- Human resource management
- Develop a workplace learning environment and managing professional development

Assessment

- Short answer questioning
- Project work and research tasks on current issues within the business sector
- Extended answer, essay-style reflective responses and reports
- Observed application of behavioural skills

Study workshops

Trainer and Assessors available to work individually with you on assessment preparation.

Student testimonial

“The first day back at work everyone was saying to me ‘Eileen there’s something different about you...what has BCA done to you?’

‘And I said ‘It’s given me an education. It’s made me see value and worth in myself, and it’s made me want more for me and what I can bring to my community.’

‘Now, my Diploma of Management sets the standard for me and proves I can do more.’

~ Eileen Yeatman, Primary Health Care Clinic Coordinator

Trader profile

Garry Morris (OAM)

Advanced Diploma of Management
Certificate IV in Training & Assessment
Certificate IV in Frontline Management
Certificate IV in Hospitality
Certificate III in Business

Garry Morris has extensive experience in training, business management, business, hospitality, retail and frontline management qualifications.

Garry’s work includes 30 years at QANTAS, 18 of which he worked as a Customer Service Manager on board an aircraft. During this time, Garry worked on special projects including the on-board training of 3,000 long-haul flight attendants on new aircraft.

He has proven experience in instructional design, developing training materials and has been involved in the development of procedures, processes and tools required to provide evidence of assessment.

In 2005, Garry established the St George Children with Disabilities Fund and was appointed Trustee.

Garry has a reputation as a challenging and capable trainer and assessor. He is committed to good management and leadership and was awarded the Order of Australia Medal in 2003 for services to the community.

Other Diploma of Management trainers:

Davey Spencer  David Barnard
Michael McHugh  Peta Parnell
Souzan Yates

www.bcanational.com 23
If you want to work in the accounting industry but do not want to undertake a full-time 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 statements and report on business performance - skills which equip you for a career as a financial controller, office manager or running your own business.

Graduates with this qualification can gain credit towards a Bachelor of Business or Bachelor of Business Studies.

The diploma is aimed at:
- Accounts administration workers looking for a promotion
- Bookkeepers wanting to enhance their financial skills
- Students who wish to expand their knowledge of the accounting discipline with the view to entering a higher education qualification or employment in a professional accounting role

Career Outcomes

Occupational titles or roles may include:

- Accounts officer
- Finance officer
- Accounts receivable / payable officer
- Finance manager
- Accountant
- Reconciliation officer

Quick Course Guide

**Timeframe**
12 months full time equivalent

**Delivery Methods**
- 9 - 12 face-to-face workshops
- eLearning
- Blended delivery (mix of eLearning and face-to-face)

**Required**
Access to internet and email

**Pre-requisites**
Please contact one of our Training Coordinators about the pre-requisites for this diploma course and how BCA National can help you attain them.

**Student Support**
Expert trainer, dedicated Training Coordinator (email/phone support), online tutorials and study workshops, and mentor program. All learning materials and text book provided.
A snapshot of the course

Topics covered

- Budgeting and financial forecasts
- Financial reporting
- Introduction to management accounting and controls
- Accounting for income tax

Assessment

- Short answer questioning
- Extended response, essays and/or reports
- Project: Calculation-based assessment

Study workshops

Trainer and Assessors available to work individually with you on assessment preparation.

Student testimonial

“The three best things about this course was that I got a qualification that I will use to get me a job in accounting when I return to the workforce; I met some great people in my class; and I was able to challenge myself and learn that I am more than a mum and housewife.”

~ Diploma of Accounting graduate

“With alternative forms of assessment, I found it easier to learn and maintain knowledge without the stress of exams. The small class size also enabled the students to get to know each other and the trainer more readily and therefore feel more supported in their learning.”

~ Diploma of Accounting graduate

Juliane Tran
Training Coordinator

Juliane has extensive experience working in education and training for various learning and development teams within government departments.

This includes providing and coordinating training solutions to Ageing, Disability & Home Care NSW, Community Services NSW, Delphi Community Services and various other non-government organisations.

She has coordinated state-wide training programs in aged care, disability and governance for disadvantaged groups within Families & Communities NSW, including successful programs for Aboriginal & Torres Strait Islander participants seeking full time employment upon graduation.

Juliane possesses further experience from the banking sector where she worked closely with clients as a customer service and claims lodging consultant.

Her diversity of skills have made Juliane an asset to BCA National, being able to quickly identify individual needs and support them appropriately.

She has a passion for helping disadvantaged children and young people which stem from her life experiences.

As a Training Coordinator, Juliane supports students in our business, community services and education courses in New South Wales and Queensland.

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With the Advanced Diploma of Business you will explore a wide range of strategic, innovative and empowering tools that will give you the edge in an executive role.

You will learn to develop initiatives and skills that enable you to drive any business towards achieving its goals.

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

Graduates with this qualification can gain credit towards a Bachelor of Business or Bachelor of Business Studies.

The advanced diploma is aimed at:

• Existing workers with significant experience in either specialised or broad areas of skills and knowledge, who are seeking to further develop expertise across a range of business functions
• Existing workers looking to create further educational opportunities or progress their career

Career Outcomes

Occupational titles or roles may include:

- Human resources manager
- Project manager
- Marketing manager
- Senior manager

Quick Course Guide

**Timeframe**
6 months full time equivalent

**Delivery Methods**
- 8 - 10 face-to-face workshops
- eLearning
- Blended delivery (mix of eLearning and face-to-face)

**Required**
Access to internet and email

**Pre-requisites**
Nil.

**Student Support**
Expert trainer, dedicated Training Coordinator (email/phone support), online tutorials and study workshops, and mentor program. All learning materials and text book provided.
A snapshot of the course

Topics covered

• Manage organisational change and development
• Manage finances and human resources planning
• Develop and manage business and marketing plans
• Provide leadership across an organisation

Assessment

• Classroom quiz
• Short answer
• Case studies

Study workshops

Trainer and Assessors available to work individually with you on assessment preparation.

Student testimonial

“It was fast-paced but motivating, informative, clear, real and the ‘sense of team’ amongst the participants was awesome!”

~ Alison Overeem

Laura McDonald
Senior Training Coordinator

Diploma of Management

Certificate IV in Training & Assessment

Laura has worked in the Vocational Education and Training (VET) sector in the Northern Territory and Western Australia for over 7 years.

During her career, Laura’s responsibilities have included managing teams of staff delivering entry level qualifications in remote communities, to both school aged students and adults. She has worked extensively in the VET in Schools arena creating pathway qualifications leading to relevant community needs and opportunities.

She was also responsible for a community development and education program transition model which was delivered in over 40 communities and included a foundations course, pre-employment skills and specifically catered skills set for each individual to best transition staff into real employment opportunities.

Laura works with both public and client offerings, and as part of her current client portfolio works closely with Department of Children and Families in the delivery of Certificate III through to diploma-level qualifications, helping them to create internal pathways from entry level through to a Vocational Graduate Certificate.

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If you have senior or managerial responsibilities, the Advanced Diploma of Management 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.

This is a qualification for people who may have a degree who want to upgrade their people management or project management skills. For others it can be a pathway to managing a branch or a unit within a large organisation.

This is an indispensable program for someone setting up a small business or working on business management.

The advanced diploma is aimed at:

- Existing workers in senior or management positions looking to develop their skills in strategic management

Career Outcomes

Occupational titles or roles may include:

Area manager  Regional manager
Department manager

Quick Course Guide

**Timeframe**
6 months full time equivalent

**Delivery Methods**
- 8 - 10 face-to-face workshops
- eLearning
- Blended delivery (mix of eLearning and face-to-face)

**Pre-requisites**
Nil.

**Student Support**
Expert trainer, dedicated Training Coordinator (email/phone support), online tutorials and study workshops, and mentor program. All learning materials and text book provided.

**Required**
Access to internet and email
A snapshot of the course

Topics covered

• Manage organisational change and development
• Manage organisational knowledge, innovation and continuous improvement
• Develop and implement strategic/business plans
• Provide leadership across an organisation

Assessment

• Short answer
• Case studies
• Oral questioning
• Team project work and presentation

Study workshops

Trainer and Assessors available to work individually with you on assessment preparation.

Student testimonial

“The skills and knowledge I have gained will support me in the workplace to develop plans and to support improved program outcomes.”

~ Lisa Coulson

“Overall I had an enjoyable and thought-provoking time with BCA National. I enjoyed meeting new people.

“The learning has brought me closer to understanding more about myself and has helped my thinking about business structure.

“I felt very supported by the staff at BCA - you guys have the right approach to learning environments.”

~ Advanced Diploma of Management graduate

Leona Oliver
Project Coordinator, IRSDT & ATSI Programs

Certificate IV in Business Administration
Certificate IV in Business (Frontline Management)
Certificate IV in Business
Certificate IV in Training & Assessment

Leona is of both Aboriginal (Kuku Yalanji) and Torres Strait Islander (Ugar 'Stephen' Island) descent from northern Queensland.

She has been with BCA National since 2012 in a role that involves extensive mentoring of Aboriginal and Torres Strait Islander students in our Indigenous Remote Service Delivery Traineeship (IRSDT) Program, a 5-year project funded by the Department of Social Services.

Leona has worked in a variety of administration, student support and JSA roles since 2000. These include Student Support Officer at the Badanami Centre for Indigenous Education at the University of Western Sydney, as well as at Yooroong Garang (School for Indigenous Health Studies, University of Sydney), and an acting position, as the Indigenous Employment Coordinator (University of Sydney).

Leona has worked for the Aboriginal Employment Strategy where she was responsible for the recruitment, placement and support of young, school-based Aboriginal trainees, with Qantas as her main client.

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If you are a ‘people person’ with a passion for learning, put your skills to work and become a respected professional facilitator with the Certificate IV in Training & Assessment.

Position yourself as a corporate trainer within your industry, start your own business as a freelance trainer and assessor, manage learning and development programs in your organisation, or create community training initiatives with confidence.

The certificate is aimed at:
- People with substantial experience in their industry who want to become trainer and assessors
- Existing trainers looking to upgrade their qualification
- People with industry experience and looking to re-enter the workforce

Career Outcomes

Occupational titles or roles may include:
- Enterprise trainer
- Training advisor
- Enterprise assessor
- Training needs analyst
- Registered Training Organisation (RTO) trainer
- Vocational education teacher

Quick Course Guide

**Timeframe**
3 - 6 months full time equivalent

**Delivery Methods**
- 10 - 12 face-to-face workshops
- eLearning
- Blended delivery (mix of eLearning and face-to-face)

**Pre-requisites**
Nil - it is recommended that prospective students have experience in the industry they wish to deliver training programs in prior to enrolling in this qualification.

**Student Support**
Expert trainer, dedicated Training Coordinator (email/phone support), online tutorials and study workshops, and mentor program. All learning materials and text book provided.
Are you looking for a pathway into university?

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

Please note: BCA National cannot guarantee students a place in a university intake - the university’s regular mature age application processes apply. Students should contact their Training Coordinator and ask about how they can take the next step to tertiary education.

<table>
<thead>
<tr>
<th>BCA National qualification</th>
<th>Tertiary qualification</th>
<th>Higher Education Provider (HEP)</th>
<th>Potential credit points articulated</th>
</tr>
</thead>
<tbody>
<tr>
<td>Diploma of Management</td>
<td>Bachelor of Business Studies</td>
<td>Charles Sturt University</td>
<td>64 out of 192</td>
</tr>
<tr>
<td></td>
<td>Bachelor of Business</td>
<td>Think Education Group</td>
<td>80 out of 240</td>
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<tr>
<td></td>
<td>Bachelor of Business</td>
<td>University of Newcastle</td>
<td>30 out of 240</td>
</tr>
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<td>Adv. Diploma of Management</td>
<td>Bachelor of Business Studies</td>
<td>Charles Sturt University</td>
<td>96 out of 192</td>
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<tr>
<td></td>
<td>Bachelor of Business</td>
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<td>University of Newcastle</td>
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<td>Diploma of Accounting</td>
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<td>Diploma of Child, Youth and Family Intervention</td>
<td>Bachelor of Social Work</td>
<td>University of Sydney</td>
<td>48 out of 192</td>
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<tr>
<td>Diploma of Community Services Work</td>
<td>Bachelor of Social Work</td>
<td>University of Sydney</td>
<td>48 out of 192</td>
</tr>
<tr>
<td>Adv. Diploma of Community Sector Management</td>
<td>Bachelor of Social Work</td>
<td>University of Sydney</td>
<td>66 out of 192</td>
</tr>
</tbody>
</table>
Payment options

VET FEE-HELP

What is it?

VET FEE-HELP is an Australian Government loan scheme that helps eligible students pay their tuition fees for diploma and advanced diploma VET courses undertaken at an approved provider such as BCA National.

Are you eligible?

You are eligible for VET FEE-HELP if you:

- Are an Australian Citizen or permanent humanitarian visa holder
- Are planning to study one of our government approved VET FEE-HELP courses
- Submit the Request for VET FEE-HELP Assistance Form by the census date
- Have not exceeded the FEE-HELP limit AND meet the tax file number (TFN) requirements. If you don’t have a TFN you can provide a Certificate of Application for a TFN after you have applied
- Contact us for an application form and a VET FEE-HELP information booklet

Please note: Having a New Zealand citizenship and/or permanent residency in Australia does not satisfy the first eligibility criteria above. If you are ineligible for VET FEE-HELP you still have the option to self-fund your chosen course.

For further information about VET FEE-HELP, please visit bcanational.com/vet-fee-help.

Payment plans

What are they?

BCA National provides financial support to students who choose to self-fund their course or are ineligible for VET FEE-HELP by offering a payment plan option.

These are weekly, fortnightly or monthly instalments of the total course fees spread evenly through the duration of the course.

Please note: If you opt to pay for your own tuition fees, BCA National cannot accept payment of more than $1,000 from you prior to the commencement of your chosen course. After your course starts, any outstanding tuition fees will be divided into equal instalments for the duration of your payment plan so you do not pay more than $1,500 in advance for training yet to be delivered.

Tuition Assurance

Tuition Assurance protects the interests of students enrolled in BCA National courses that lead to an accredited award in that it ensures students are given a suitable alternative course or have their course money refunded if the provider cannot provide the course for which the student has paid. BCA National Training Group is a member of ACPET and have tuition assurance measures in place through the ASTAS - VET program.

For further information about our payment plans, please speak with your Training Coordinator or contact a member of our Admissions Team on 1300 796 787 or email enrol@bcanational.com.
All sections of this form must be completed.

Section 1 • Your personal details

Title (please tick ONE box only): [ ] Mr  [ ] Mrs  [ ] Miss  [ ] Ms  [ ] Other: ________________________________

First Name: ________________________________  Middle Name: ________________________________

Last Name: ________________________________  Preferred Name: ________________________________

D.O.B.: ___ / ___ / ___  Gender (please tick): [ ] Male  [ ] Female

Phone: ________________________________  Mobile: ________________________________

Learner Unique Identifier (LUI): ________________________________

Email Address: ________________________________

Residential Address

Building Name: ________________________________  Unit/Flat No.: ______  Street No.: ______  Street Name: ________________________________

Suburb: ________________________________  State: ______  Postcode: ______  Country: ________________________________

Postal Address (please write ‘as above’ if the same as Residential Address):

Section 2 • Qualification

I am interested in the following qualification/s (please tick):

[ ] CHC50612 Diploma of Community Services Work  [ ] BSB51107 Diploma of Management

[ ] CHC50313 Diploma of Child, Youth & Family Intervention  [ ] CHC51308 Diploma of Education Support

[ ] Other: ________________________________

Section 3 • Study location and preferred time(s)

Which location/s are you applying to undertake your study? (please tick to indicate your preference/s)

[ ] Sydney Metro  [ ] Bankstown  [ ] Parramatta  [ ] Mt Druitt  [ ] Campbelltown  [ ] Broome  [ ] Perth

[ ] Brisbane Metro  [ ] Caboolture  [ ] Gold Coast  [ ] Canberra  [ ] Alice Springs  [ ] Katherine  [ ] Darwin

[ ] Other: ________________________________

Please nominate your preferred days and times to train (tick as many as apply to your situation)

[ ] MON  [ ] TUE  [ ] WED  [ ] THU  [ ] FRI  [ ] SAT  [ ] Daytime class  [ ] Evening class

Section 4 • Tuition fees

How do you intend to pay for your tuition fees? (please tick)

[ ] VET FEE-HELP (deferring all or part of the tuition fee)

Please note, if you select this option you will need to complete a Request for VET FEE-HELP Assistance Form on or by the census date for your chosen course. Contact your Training Coordinator on 1300 69 35 65 for more info.

Do you have an existing VET FEE-HELP or FEE-HELP debt?

[ ] Yes  [ ] No

If yes, please provide your Commonwealth Higher Education Student Support Number (CHESSN). Please leave blank if unknown:

[ ] Self-funding

Payment plans are available for eligible students. Your Training Coordinator will contact you to discuss relevant course fees.
Section 5 • Employment status (select most appropriate)

☐ Full-time employee  ☐ Unemployed - seeking full-time work
☐ Part-time employee  ☐ Unemployed - seeking part-time work
☐ Self-employed (not employing others)  ☐ Not employed - not seeking employment
☐ Employer

Section 6 • Education and qualifications achieved

Please specify your highest completed level of schooling (e.g. Year 10): __________________________
What year did you complete this level of schooling? __________________________

Please tick below any qualifications previously completed in Australia:

☐ Bachelor or Higher Degree  ☐ Certificate III (or Trade Certificate)
☐ Advanced Diploma or Associate Degree  ☐ Certificate II
☐ Diploma (or Associate Diploma)  ☐ Certificate I
☐ Certificate IV (or Advanced Certificate/Technician)  ☐ Certificate - other
What year did you complete this qualification? __________________________

Section 7 • Language and cultural diversity

I am (please tick): ☐ Aboriginal  ☐ Torres Strait Islander  ☐ Both  ☐ Neither
Which best describes your citizenship status?  
(If you answered Aboriginal, Torres Strait Islander or both in the previous question, you are an Australian Citizen)

☐ Australian Citizen  ☐ A Permanent Resident of Australia
☐ Permanent Humanitarian Visa Holder  ☐ NZ Citizen with Permanent Residency in Australia

Where was your country of birth? (Please tick)  ☐ Australia  ☐ Other (please specify): __________________________
If you were born overseas, what year did you arrive in Australia? __________________________
What is the primary language spoken at home? __________________________
How well do you speak English? (Please tick)  ☐ Very well  ☐ Well  ☐ Not well  ☐ Not at all

Section 8 • Disability

Do you consider yourself to have a disability, impairment or long term condition? (Please tick)  ☐ Yes  ☐ No
If yes, please indicate the areas of disability, impairment or long-term condition:

☐ Hearing/Deaf  ☐ Learning  ☐ Vision
☐ Physical  ☐ Mental illness  ☐ Medical condition
☐ Intellectual  ☐ Acquired brain impairment  ☐ Other: __________________________
Section 9 • Learner support needs

Do you require any learner support to fully participate in your chosen course? (Please tick)
☐ Yes  ☐ No

If yes, please identify the areas of learner support you may require (e.g. wheelchair access, translator):
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Section 10 • Reason for enrolling in this course (select most appropriate)

☐ To get a job
☐ To start my own business
☐ To get a promotion
☐ Professional development
☐ To develop my existing business
☐ Career change
☐ It was a job requirement
☐ To get into another course of study
☐ Personal interest / self-development
☐ Other reasons: ____________________________________________________________

Section 11 • How did you find out about BCA National? (Please tick)

☐ Friend/Colleague
☐ Employer
☐ Job Services Australia (JSA)
☐ State Training Services (STS)
☐ Self-referred
☐ Google
☐ Twitter
☐ Facebook
☐ Print Advertisement (where?) __________________________________________________
☐ Other: _____________________________________________________________________

Section 12 • Emergency contact details

Please provide details of the person to contact in case of emergency:
Name
________________________________________________________
Phone & Mobile
________________________________________________________
Relation to you
________________________________________________________

Section 13 • Applicant declaration

I hereby declare the information submitted on this form is current and accurate:
Signature
_________________________________________  Date

If any of your details change prior to commencing your course, please contact us immediately on 1300 69 35 65. Student records and personal data will be disclosed to the government and/or their agencies as necessary to satisfy the reporting requirements of BCA National as a Registered Training Organisation. BCA National may, from time to time, contact you for marketing purposes and/or to promote future courses you may be interested in - please contact your Training Coordinator if you do not wish to receive this information.

Submitting your enrolment form:

Please send BCA National all three (3) pages of this completed enrolment form along with a copy of your:
1. Medicare Card AND 2. Driver’s Licence or Birth Certificate
via POST: Po Box 568, Pyrmont NSW 2009, FAX: 02 9555 7374, or EMAIL: enrol@bcanational.com
Below is a list of nationally recognised courses that BCA National can deliver in addition to those highlighted in this prospectus. For further information about these courses, please visit www.bcanational.com or contact a member of our Admissions Team on 1300 796 787.

### Community Services

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Description</th>
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</thead>
<tbody>
<tr>
<td>CHC20112</td>
<td>Cert II in Community Services</td>
</tr>
<tr>
<td>CHC30112</td>
<td>Cert III in Community Services Work</td>
</tr>
<tr>
<td>CHC30212</td>
<td>Cert III in Aged Care</td>
</tr>
<tr>
<td>CHC30312</td>
<td>Cert III in Home &amp; Community Care</td>
</tr>
<tr>
<td>CHC30408</td>
<td>Cert III in Disability</td>
</tr>
<tr>
<td>CHC40108</td>
<td>Cert IV in Aged Care</td>
</tr>
<tr>
<td>CHC40312</td>
<td>Cert IV in Disability</td>
</tr>
<tr>
<td>CHC40313</td>
<td>Cert IV in Child, Youth &amp; Family Intervention</td>
</tr>
<tr>
<td>CHC60312</td>
<td>Adv. Dip. of Community Sector Management</td>
</tr>
<tr>
<td>CHC40413</td>
<td>Cert IV in Youth Work</td>
</tr>
<tr>
<td>CHC40608</td>
<td>Cert IV in Leisure &amp; Health</td>
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<tr>
<td>CHC40708</td>
<td>Cert IV in Community Services Work</td>
</tr>
<tr>
<td>CHC50108</td>
<td>Diploma of Disability</td>
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<tr>
<td>CHC50313</td>
<td>Dip of Child, Youth &amp; Family Intervention</td>
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<tr>
<td>CHC50612</td>
<td>Dip of Community Services Work</td>
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<tr>
<td>CHC51712</td>
<td>Diploma of Counselling</td>
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### Business

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<tr>
<th>Course Code</th>
<th>Course Description</th>
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<tbody>
<tr>
<td>BSB10112</td>
<td>Cert I in Business</td>
</tr>
<tr>
<td>BSB20112</td>
<td>Cert II in Business</td>
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<tr>
<td>BSB30112</td>
<td>Cert III in Business</td>
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<tr>
<td>BSB40212</td>
<td>Cert IV in Business</td>
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<tr>
<td>BSB40812</td>
<td>Cert IV in Frontline Management</td>
</tr>
<tr>
<td>BSB40907</td>
<td>Cert IV in Governance</td>
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<tr>
<td>BSB41910</td>
<td>Cert IV in Business (Governance)</td>
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<tr>
<td>BSB51107</td>
<td>Dip of Management</td>
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<tr>
<td>BSB60207</td>
<td>Adv. Dip of Business</td>
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<td>BSB60407</td>
<td>Adv. Dip of Management</td>
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### Finance

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<th>Course Code</th>
<th>Course Description</th>
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<tbody>
<tr>
<td>FNS10110</td>
<td>Cert I in Financial Services</td>
</tr>
<tr>
<td>FNS30111</td>
<td>Cert III in Financial Services</td>
</tr>
<tr>
<td>FNS30311</td>
<td>Cert III in Accounts Administration</td>
</tr>
<tr>
<td>FNS40211</td>
<td>Cert IV in Bookkeeping</td>
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<tr>
<td>FNS50210</td>
<td>Dip of Accounting</td>
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<tr>
<td>PSP30712</td>
<td>Cert III in School Support Services</td>
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<tr>
<td>CHC40213</td>
<td>Cert IV in Education Support</td>
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<tr>
<td>CHC51308</td>
<td>Dip of Education Support</td>
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### Training & Assessment

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<tr>
<td>FNS50210</td>
<td>Dip of Accounting</td>
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### Conservation and Land Management

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<tr>
<th>Course Code</th>
<th>Course Description</th>
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<tbody>
<tr>
<td>AHC31410</td>
<td>Cert III in Conservation &amp; Land Management</td>
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<tr>
<td>AHC40910</td>
<td>Cert IV in Conservation &amp; Land Management</td>
</tr>
<tr>
<td>AHC51110</td>
<td>Dip of Conservation &amp; Land Management</td>
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<tr>
<td>AHC60410</td>
<td>Adv. Dip of Conservation &amp; Land Management</td>
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### Government

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Description</th>
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<tbody>
<tr>
<td>PSP30112</td>
<td>Cert III in Government</td>
</tr>
<tr>
<td>PSP30612</td>
<td>Cert III in Government (School Support Services)</td>
</tr>
<tr>
<td>PSP41912</td>
<td>Cert IV in Government (School Support Services)</td>
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<tr>
<td>PSP40112</td>
<td>Cert IV in Government</td>
</tr>
<tr>
<td>PSP50112</td>
<td>Dip of Government</td>
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<tr>
<td>PSP51112</td>
<td>Dip of Government (Management)</td>
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### Construction & Carpentry

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<th>Course Code</th>
<th>Course Description</th>
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<tbody>
<tr>
<td>CPC10111</td>
<td>Cert I in Construction</td>
</tr>
<tr>
<td>CPC30211</td>
<td>Cert III in Carpentry</td>
</tr>
<tr>
<td>FSK20113</td>
<td>Cert II in Skills for Work &amp; Vocational Pathways</td>
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### Foundation Skills

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<th>Course Code</th>
<th>Course Description</th>
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<tbody>
<tr>
<td>TAE40110</td>
<td>Cert IV in Training &amp; Assessment</td>
</tr>
</tbody>
</table>

## Resources

For further information, please visit [www.bcanational.com](http://www.bcanational.com) or contact a member of our Admissions Team on 1300 796 787.
Knowledge creates a future