CERTIFICATE III
IN AGED CARE
CHC30212
CRICOS QUALIFICATION CODE 087665F

If you want to work in aged care, this course will introduce you to key skills and knowledge to carry out activities to maintain personal care and other activities for people in an aged care setting.

This qualification includes 80 hours of work experience placement (refer below) so you can develop your skills in the real world.

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:

- Aged care assistant
- Personal care assistant
COURSE STRUCTURE

There are 14 units of competency to be completed in this qualification

- CHCAC317A Support older people to maintain their independence
- CHCAC318B Work effectively with older people
- CHCAC319A Provide support to people living with dementia
- CHCCS400C Work within a relevant legal and ethical framework
- CHCCS411C Work effectively in the community sector
- CHCDIS301C Work effectively with people with a disability
- CHCDIS322A Support community participation and inclusion
- CHCICS301B Provide support to meet personal care needs
- CHCICS302B Participate in the implementation of individualised plans
- CHCICS303A Support individual health and emotional well being
- CHCPA301B Deliver care services using a palliative approach
- CHCWHS312A Follow WHS safety procedures for direct care work
- HLTAID003 Provide first aid

ASSESSMENT

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

ENTRY REQUIREMENTS

There are no pre-requisites needed to study this qualification.
CERTIFICATE IV IN AGED CARE

CHC40108
CRICOS QUALIFICATION CODE 087666E

If you want to work in aged care, this course will introduce you to key skills and knowledge to carry out activities to maintain personal care and other activities for people in an aged care setting.

This qualification includes 80 hours of work experience placement (refer below) so you can develop your skills in the real world.

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:

- Care service coordinator
- Day activity worker (Aged Care)
COURSE STRUCTURE

There are 15 units of competency to be completed in this qualification

- CHCAC412B Provide services to older people with complex needs (pre-requisite: CHCAC318B)
- CHCCS305C Assist clients with medication (pre-requisite: HLTAP301B)
- CHCAC416A Facilitate support responsive to the specific nature of dementia
- CHCAC417A Implement interventions with older people at risk of falls
- CHCAD401D Advocate for clients
- CHCCS400C Work within a relevant legal and ethical framework
- CHCICS401B Facilitate support for personal care needs
- CHCICS402B Facilitate individualised plans
- CHCINF403E Coordinate information systems
- CHCNET404B Facilitate links with other services
- CHCORG406C Supervise work
- CHCICS406B Support client self management
- CHCPA402B Plan for and provide care services using a palliative approach
- CHCWHS312A Follow safety procedures for direct care work
- HLTHIR403C Work effectively with culturally diverse clients and co-workers

QUICK FACTS

GUIDE

Time Frame
4 terms [10 weeks each + holidays]

Delivery Method
15 Face-to-face contact hours at BCA National premises + 5 hours online per week. Work placement component at an organisation outside BCA National

Required
Access to internet and email

Entry, Age & English Language requirement
Entry requirements apply
18 years or older at the time of application
IELTS 5.5 or equivalent

Intakes & Support
Check our website for intake dates. Expert trainer & assessor + training coordinator

ASSESSMENT

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

ENTRY REQUIREMENTS

To gain entry into CHC40108 Certificate IV in Aged Care a candidate must be recognised as competent, through a recognised training program or recognition process, against the following core units from CHC30212 Certificate III in Aged Care (or equivalent):

- CHCAC318B Work effectively with older people
- CHCAC319A Provide support to people living with dementia
- CHCCS411B Work effectively in the community sector
- CHCICS303A Support individual health and emotional well being
- CHCPA301B Deliver care services using a palliative approach
- HLTAP301B Recognise healthy body systems in a health care context
MAKE A DIFFERENCE
ROLES INCLUDE CASE WORK, FAMILY SUPPORT, DRUG AND ALCOHOL WORK, MENTAL HEALTH, HOMELESSNESS AND DOMESTIC VIOLENCE.

DIPLOMA OF COMMUNITY SERVICES WORK

CHC50612
CRICOS QUALIFICATION CODE 087668C

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

Our Diploma of Community Services Work is a 18-month program and will prepare you for roles in case work, family support, drug and alcohol work, mental health and domestic violence.

Learn how to:
• Implement community development activities
• Work within a structured counselling framework
• Provide systems advocacy services
• Work effectively with clients with complex alcohol and/or drugs issues
• Work within a structured counselling

You will also complete 200 hours of work placement so you can develop your skills in the real world.

BCA National is a multi-award-winning registered training organisation (RTO) that puts students first. With industry trainers, personalised support and flexible delivery we help students find a job, get a promotion or switch careers.

Career Outcomes
Occupational titles/roles may include:

• Case coordinator/worker
• Drug and alcohol worker
• Social welfare worker
• Mental health support worker
QUICK FACTS GUIDE

Delivery Method
15 Face-to-face contact hours at BCA National premises + 5 hours online per week. Work placement component at an organisation outside BCA National

Time Frame
6 terms [10 weeks each + holidays]

Required
Access to internet and email

Entry, Age & English Language requirement
Entry requirements apply
18 years or older at the time of application
IELTS 5.5 or equivalent

Intakes & Support
Check our website for intake dates.
Expert trainer & assessor + training coordinator

Quick Facts Guide

COURSE STRUCTURE

There are 18 units of competency to be completed in this qualification

- CHCAD603B Provide systems advocacy services
- CHCADD510B Work effectively with clients with complex alcohol and/or drugs issues
- CHCCD514B Implement community development strategies
- CHCCM503C Develop, facilitate and monitor all aspects of case management
- CHCCOM504B Develop, implement and promote effective workplace communication
- CHCCSS500B Conduct complex assessment and referral
- CHCCSS502C Maintain legal and ethical work practices
- CHCCSL501A Work within a structured counselling framework
- CHCCSL502A Apply specialist interpersonal and counselling interview skills
- CHCCW503A Work intensively with clients
- CHCDEV001 Confirm client developmental status
- CHCDEV002 Analyse impacts of sociological factors on clients in community work and services
- CHCFAM503B Work with a child focused approach
- CHCGROUP403D Plan and conduct group activities
- CHCLLN403A Identify clients with language, literacy and numeracy needs and respond effectively
- CHCMH501B Work with people with mental health issues
- CHCORG428A Reflect on and improve own professional practice
- HLTWHS300A Contribute to WHS processes

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

ENTRY REQUIREMENTS

To gain entry in CHC50612 Diploma of Community Services Work, a candidate must be recognised as competent, through a recognised training program or recognition process, against the following core units of competency from CHC40708 Certificate IV in Community Services Work:
- CHCCS5410B Work effectively in the community sector
- HLTHIR403C Work effectively with culturally diverse clients
This qualification is designed to reflect the job roles of contract bookkeepers and employees performing bookkeeping tasks for organisations in a range of industries.

It is required by the Australian Tax Practitioners Board for those people currently working as bookkeepers who intend to register as a BAS Agent. This certificate is also a pathway program to the Diploma of Accounting.

On successful completion of this course, BCA National students should be able to:

- Provide bookkeeping services to meet client needs
- Demonstrate their ability to generate a range of financial reports to industry standard
- Carry out business activity and instalment activity tasks

**Career Outcomes**

Occupational titles/roles may include:

- Accounts officer
- Accounts receivable/payable officer
- Bookkeeper
- Credit officer
- Credit manager
- Accounting support officer
COURSE STRUCTURE

There are 13 units of competency to be completed in this qualification

- **BSBFIA401** Prepare financial reports
- **BSBITU306** Design and produce business documents
- **FNSBKG401** Develop and implement policies and procedures relevant to bookkeeping activities
- **FNSBKG402** Establish and maintain a cash accounting system
- **FNSBKG404** Carry out business activity and instalment activity statement tasks
- **FNSBKG405** Establish and maintain a payroll system
- **FNSINC401** Apply principles of professional practice to work in the financial services industry
- **FNSBKG403** Establish and maintain an accrual accounting system
- **BSBWH5201** Contribute to health and safety of others
- **FNSACC301** Process financial transactions and extract interim reports
- **FNSACC403** Make decisions in a legal context
- **FNSACC406** Set up and operate a computerised accounts system
- **BSBWH5201** Contribute to health and safety of others

ASSESSMENT

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

ENTRY REQUIREMENTS

There are no pre-requisites needed to study this qualification.
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 time frame.

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

- FNSACC501 Provide financial and business performance information
- FNSACC502 Prepare legally compliant tax returns 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
- BSBITU402 Develop and use complex spreadsheets
- FNSBKG405 Establish and maintain a payroll system
- FNSBKG404 Carry out business activity and instalment activity statement tasks
- BSBFIA401 Prepare financial reports
- FNSACC301 Process financial transactions and extract interim reports

QUICK FACTS GUIDE

Time Frame
4 terms [10 weeks each + holidays]

Delivery Method
15 Face-to-face contact hours at BCA National premises + 5 hours online per week. Work placement component at an organisation outside BCA National

Required
Access to internet and email

Entry, Age & English Language requirement
Entry requirements apply
18 years or older at the time of application
IELTS 5.5 or equivalent

Intakes & Support
Check our website for intake dates.
Expert trainer & assessor + training coordinator

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

ENTRY REQUIREMENTS

There are no pre-requisites to study this qualification.
If you want to formalise your management skills, are looking to create a career pathway into management or starting/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

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

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

ENTRY REQUIREMENTS
There are no pre-requisites needed to study this qualification.
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 this qualification

- 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
- BSBSUS501 Develop workplace policy and procedures for sustainability
- BSBMGT619 Identify and implement business innovation
- BSBMGT622 Manage resources

QUICK FACTS GUIDE

Time Frame
6 terms [10 weeks each + holidays]

Delivery Method
15 Face-to-face contact hours at BCA National premises + 5 hours online per week. Work placement component at an organisation outside BCA National

Required
Access to internet and email

Entry, Age & English Language requirement
18 years or older at the time of application
IELTS 5.5 or equivalent

Intakes & Support
Check our website for intake dates.
Expert trainer & assessor + training coordinator

ASSESSMENT

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

ENTRY REQUIREMENTS

There are no pre-requisites needed to study this qualification.
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

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<th>STARTING</th>
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<td>Diploma of Community Services Work</td>
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</table>

INVEST IN YOUR CAREER

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

CONTACT DETAILS

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WWW.BCANATIONAL.EDU.AU/INTERNATIONAL

SYDNEY CAMPUS
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DARWIN CAMPUS
37 Gregory Street
PARAP NORTHERN TERRITORY 0820

REGISTERED TRAINING ORGANISATION
PROVIDER NO: 91758
CRICOS PROVIDER CODE 03419D
V1.4 AUGUST 2015

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