



# BRISBANE COLLEGE OF AUSTRALIA



# BRISBANE COLLEGE



## **Brisbane College of Australia**

Accounting Courses  
Business Courses  
Children's Services Work  
Community Services Work  
TESOL Courses (AIT)  
Training and Assessment



## **Australian Institute of TESOL**

TESOL Courses



## **Brisbane College of English**

Business English  
Intensive General English  
Preparation for IELTS  
English for Academic Purpose





## OUR MISSION STATEMENT

Brisbane College has a passion for assisting Domestic and International Students with their career progression so that learners can achieve their individual goals.

Brisbane College strives to achieve this by:

- Valuing each individual who studies at the College; respecting every Brisbane College Student's unique background, culture and experiences.
- Presenting a quality education program that reflects ethical business practices which is tailored to individual needs where possible.
- Creating a positive and supportive learning environment in which students are able to take advantage of many opportunities to improve their skills.

# **WELCOME TO BC**

Brisbane College of Australia (BCA), Brisbane College of English (BCE) and Australian Institute of TESOL (AIT) are integrated into the one campus at Brisbane's City Campus. Brisbane College offers a wide range of Certificate, Diploma and English Courses. BCA delivers Certificate and Diploma Courses in Accounting, Business, Children's Services, Community Services and TESOL (AIT). Whilst BCE delivers a range of English programs including Business English, Intensive General English, Preparation for IELTS and English for Academic Purpose.

Our second Brisbane College of Australia (BCA) campus offers the same Certificate and Diploma Courses as our Brisbane City Campus.

Our aim is for you to excel in BC's professional yet comfortable and encouraging environment, so you can optimise learning, acquire the confidence to communicate effectively in everyday situations and be able to go on and complete further education.

We have an experienced, dedicated teaching team and excellent materials. As an insight into our well-equipped facilities, we offer Counselling Services and Social Activities. Our college has a kitchen, lunchroom, computer room, printing and photocopying facilities and library available to all students. The library has a range of books, CDs and journals to assist our students in their learning experience.

BC is a well-equipped college with a friendly, relaxed atmosphere conducive to optimal learning and personal growth. We provide courses tailored to meet the needs of our students and incorporate interactive learning through the use of technology and other platforms.

Our classrooms are modern, well-lit and spacious. Students have access to wireless internet as well as the computer lab. We provide exceptional student services and provide counseling and student welfare services to our students to help you to deal with any difficulties you might face concerning your studies or personal life.

Our counsellor is highly trained with appropriate experience and academic credentials. All matters will be dealt with in strict confidence. The counsellor is available for consultation Monday – Friday.

Information regarding the course details, duration and entry requirements can be found in the pages to follow.

We hope this information is useful and look forward receiving your application.



## ABOUT BC

Brisbane College of Australia (BCA), Brisbane College of English (BCE) and Australian Institute of TESOL (AIT) are integrated into the one campus at Brisbane's City Campus. Our Brisbane Campus offers a wide range of Certificate, Diploma and English Courses. BCA delivers Certificate and Diploma Courses in Accounting, Business, Children's Services, Community Services and TESOL (AIT). Whilst BCE delivers a range of English programs including Business English, Intensive General English, Preparation for IELTS and English for Academic Purpose.

Our second Brisbane College of Australia (BCA) campus offers the same Certificate and Diploma Courses as our Brisbane City Campus.

### International Students

BC can help you arrange excursions in and nearby Brisbane, as well as trips around Queensland and interstate. Australia is a vast land with a range of unique landscapes, environments and people – the possibilities are endless! In Australia you can experience everything from the buzz of city life to the sunny warmth of beaches and islands, Australia's distinctive outback and breath taking mountain scenery.

## MAXIMISE YOUR LEARNING POTENTIAL

Our aim is for you to excel in BC's professional yet comfortable and encouraging environment, so you can optimise learning, acquire the confidence to communicate effectively in everyday situations and be able to go on and complete further education.

We have an experienced, dedicated teaching team and excellent materials. As an insight into our well-equipped facilities, we offer Counselling Services and Social Activities. Our college has a kitchen, lunchroom, computer room, printing and photocopying facilities and library available to all students. The library has a range of books, CDs and journals to assist our students in their learning experience.







## ***STUDY IN QUEENSLAND***

BC can help you arrange excursions in and nearby Brisbane, as well as trips around Queensland and interstate. Australia is a vast land with a range of unique landscapes, environments and people – the possibilities are endless! In Australia you can experience everything from the buzz of city life to the sunny warmth of beaches and islands, Australia’s distinctive outback and breath taking mountain scenery.

**Australia** is the ideal place for travel and study. It is the smallest continent and largest island in the world and although it is the size of the US, it has a population of only 20 million. Australia is a safe, friendly and multicultural country and the people are outgoing and enjoy a relaxed outdoors lifestyle. There is a stable, safe political democracy and its health, welfare and education systems are world class.

### **BRISBANE**

**Brisbane**, where our City Campus is located, is the capital of Queensland – the “Sunshine State” – is the 3<sup>rd</sup> largest Australian city and is known as its most lovable city. With an average of 300 days of sunshine a year and temperatures ranging from 9 – 33 degrees Celsius, Brisbane’s 1.77 million people enjoy a casual outdoor lifestyle. A myriad of entertainment and sightseeing options are offered, ranging from a sumptuous seafood buffet on the Brisbane River, to abseiling down the cliffs at Kangaroo point. Brisbane also offers a wide variety of cultural, sporting, and leisure activities, including skydiving, horse riding, golf, hot air ballooning, fishing, scuba diving, theatre, markets, pubs and clubs.

### **BLACKSTONE**

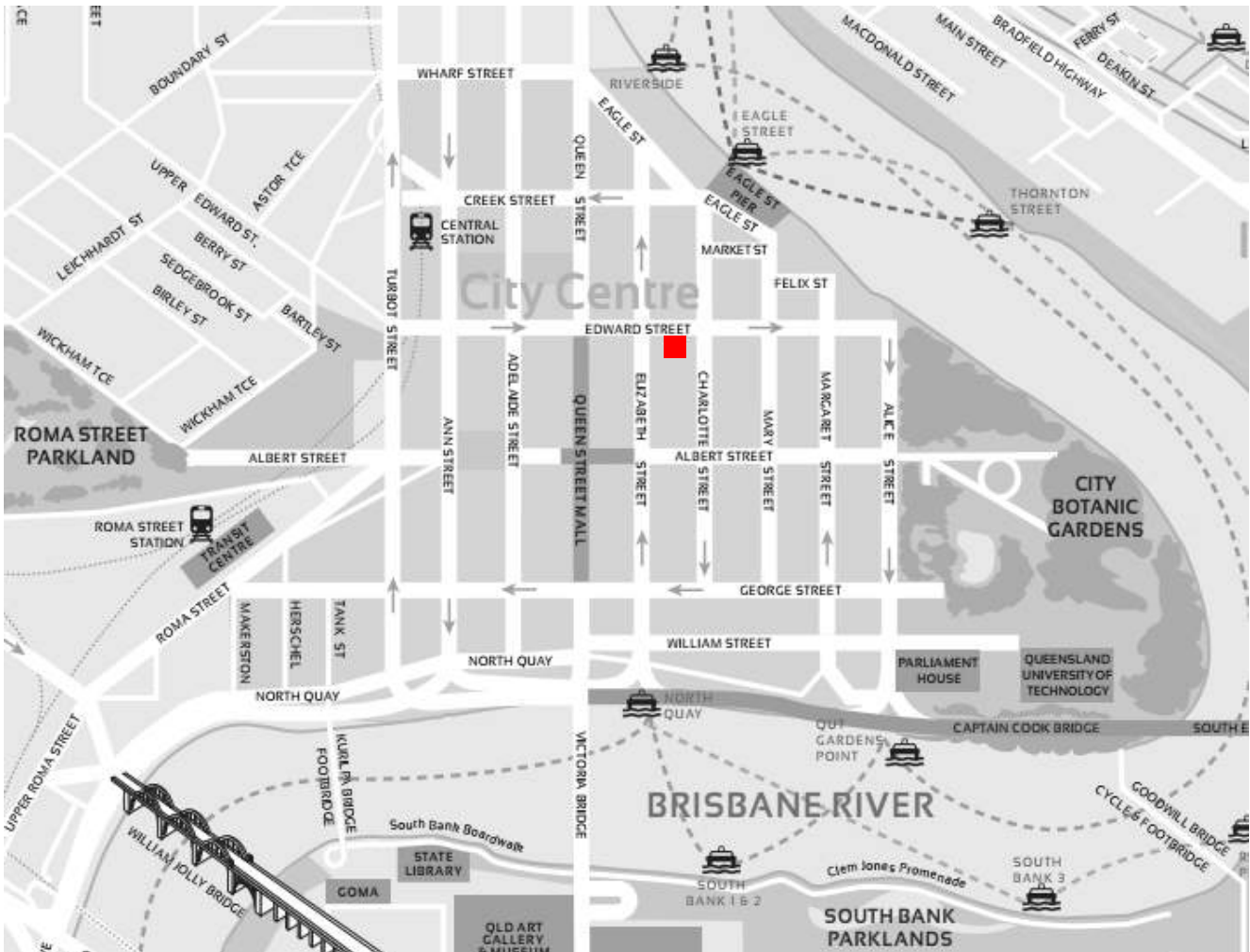
**Blackstone** is located within 5 minutes from Ipswich City and takes about 30-40 minutes West of Brisbane. It is a place that is rich with history. The town of Blackstone was formerly known for coal mining where the first coal mine opened in the mid 1860s. Blackstone Campus was formerly Blackstone Primary School which was founded in 1887. The Original School building still remains on the premises. There are many natural outdoor activities you can explore while you are in Ipswich such as tourist drives, heritage trails, bushwalking, bikeways, picnics, wildlife centre, steam trains, 4WD tours and much more.

# OUR CAMPUS



## BRISBANE CITY CAMPUS

The Brisbane City Campus is located in the heart of Brisbane city, surrounded by cafes, shops and entertainment venues. It is at the centre of the main shopping and business district and connected to Brisbane's impressive network of public transport, consisting of buses, trains and ferries. These different modes of transport connect the city centre to the neighbouring areas such as Southbank, Spring Hill, Fortitude Valley and Kangaroo Point and outer suburbs.



**BRISBANE CAMPUS | 160 EDWARD ST, BRISBANE, QLD, 4000**





## IPSWICH CAMPUS

Our Ipswich Campus (formerly Blackstone State School) is immersed in over 3 hectares of natural landscape making it a desirable place to study. It is approximately 5kms from Ipswich City and just off Cunningham Highway with plenty of parking making it very accessible. This Campus makes higher education easily accessible for regional Queensland.



**IPSWICH CAMPUS | 14 HILL STREET, BLACKSTONE, QLD 4304**

## FACILITIES

Our Campuses are well-equipped with a friendly, relaxed atmosphere conducive to optimal learning and personal growth. We provide courses tailored to meet the needs of our students and incorporate interactive learning through the use of technology and other platforms.

Our classrooms are modern, well-lit and spacious. Students have access to wireless internet as well as the computer lab. We provide exceptional student services and provide counseling and student welfare services to our students to help you to deal with any difficulties you might face concerning your studies or personal life.



# OUR SERVICES

## STUDENT COUNSELLOR

BC offer a counselling and welfare staff member to help you to deal with any difficulties you might face concerning your studies or personal life. The counsellor is highly trained with appropriate experience and academic credentials. All matters will be dealt with in strict confidence.

The BC Counsellor can assist students with:

- BC course enquiries.
- Choosing tertiary courses for further study.
- Any difficulties they may face during their stay in Australia.
- Applying to Universities or TAFE Colleges.
- Student Visa
- Finding employment, if necessary.
- Provide IELTS, TOEIC and TESOL practice test materials.

## EMPLOYMENT ASSISTANCE

We have dedicated employment officers with a range of resources to assist our students with gaining employment. All Students receive our Careers and Employment Pack upon commencing their chosen course at BC which has been developed to equip Students with their search for employment. It is also a good guide for International Students to assist them with how to lay out a resume and cover letter when looking for employment in Australia.

## ACCOMMODATION

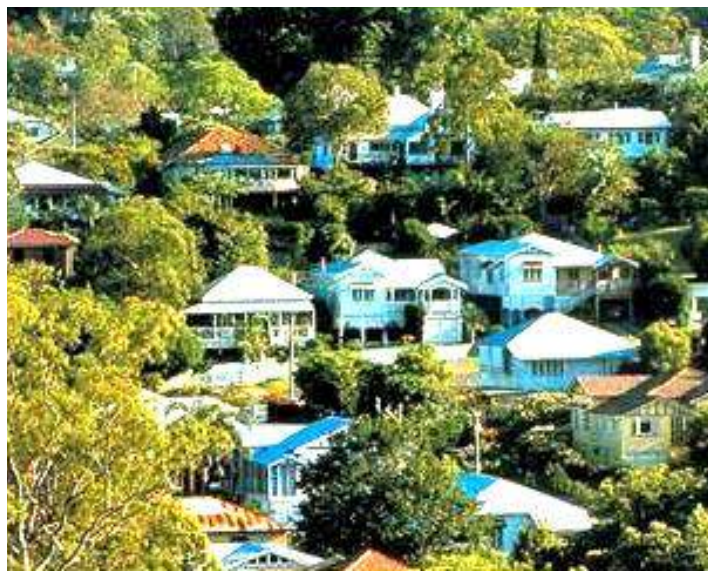
### HOMESTAY

Staying in Homestay is the best way to make new friends and adjust to the new surroundings. Not only does it save the trouble of spending time looking for appropriate accommodation, Homestay families can help students to understand Australian culture, find places to shop, and help students to familiarise themselves with public transport, and generally understand important things about living in Brisbane.

Most importantly, you will be able to improve your English language skills by speaking with your Homestay family on a daily basis.

### APARTMENT AND HOUSES

Should students choose to find accommodation by themselves, BC is able to provide information about Real Estate Agents, Government Bodies, rights and responsibilities, etc. One Bedroom apartments or one bedroom houses range from A\$140 to A\$400 per week or two bedrooms are from A\$150 to A\$500 per week depending upon size and location.







## SOCIAL AND RECREATIONAL ACTIVITIES

Excursions are organised from time to time for our English Students to various locations in Brisbane, Ipswich and surrounding areas in South East Queensland. These can include trips to beautiful tropical islands, mountain ranges for bush walking, farm stays, visits to Movie World, and sports like surfing, golf, horse riding, skydiving, scuba diving and ballooning.

## ONLINE COMMUNITY

Join our online community by connecting with us on our social media profiles to keep up to date with the latest College information and events. This is also a platform for students to connect and engage in conversation.



Brisbane College of Australia

<https://www.facebook.com/BrisbaneCollegeAustralia>



Brisbane College of English

<https://www.facebook.com/BrisbaneCollegeEnglish>



@Brisbane College

<https://twitter.com/brisbanecollege>



Brisbane College

<http://brisbanecollege.tumblr.com>



Brisbane College of Australia

<http://www.linkedin.com/company/brisbane-college-of-australia>

## STUDENT BENEFITS

### PUBLIC TRANSPORT



Students receive discounted fares on public transport systems including the train, bus and ferry.

You can purchase Go Cards from Queensland Rail stations, some bus way stations, selected newsagents and 7-Eleven stores where you see the 'buy' symbol. You can top up/recharge your Go Card at more than 1000 locations including many Queensland Rail stations, some bus way stations, selected newsagents and 7-Eleven stores where you see the 'top up' symbol.

### STUDENT PRICES

You can also get student prices at the cinema, tickets for events and festivals.

There are also student discounts and things to do around Brisbane and surrounding areas. They will either list the price for Students as "Students" or "Concession" on their prices list.





# BRISBANE COLLEGE OF ENGLISH ENGLISH COURSES

*Learning English gives you a chance to study abroad and make new friends. Not only will immersing yourself in a country where they speak English improve your communication skills, it will provide you with the opportunity to further advance your career.*

*Brisbane College of English offers a wide variety of English programs including Intensive General English, Business English – specialising in Intermediate and Upper Intermediate Levels, English for Academic purpose, Preparation for IELTS (Achieve score 5.5 -10 weeks) and Preparation for IELTS (Achieve score 6.0 and over – 10 weeks).*



*“The college has excellent facilities and a very supportive staff, who made the learning fun and relevant to me. Studying at BCE has helped me to achieve the English level that I need to gain entrance to university. Thanks to the excellent services provided by BCE I will be able to achieve my goal, of studying at university in English!”*

## INTENSIVE GENERAL ENGLISH

This program emphasises the development of communication skills in speaking, listening, reading and writing as well as grammar skills. Students will be involved in active participation in classroom discussions of various topics as well as improving their presentation skills.

This course is offered at the following levels:

- Elementary
- pre-intermediate
- intermediate
- upper-intermediate
- advanced

The level of course depends on how well the student communicates in English, see the level placement table for more information.

More information:

[www.bc.edu.au/englishcourses.htm](http://www.bc.edu.au/englishcourses.htm)

### **Entry requirement:**

**BC Level Placement Test** – standard test to determine Student's English level

## BUSINESS ENGLISH

The BCE offer Business English courses at Intermediate and Upper-Intermediate levels. These courses are suited to students who wish to improve their English skills for working in a business environment. The courses give students practice in reading and writing business correspondence, and also challenge students' problem solving and communication skills in a business context.

### **Intermediate Level:**

This Course includes topics that not only cover general business areas such as company structure and marketing but also more serious and complex issues such as logistics and finance. There are also controversial issues such as executive pay and counterfeiting and topics with a wider economic perspective such as lobbies and the developing economies.

### **Upper-Intermediate Level:**

This course includes developing essential business communication skills such as making presentations, taking part in meetings, negotiating, telephoning, and using English in social situations.

There are also a number of case studies that will be examined to give you the opportunity to practise your speaking skills in realistic business situations.

More information:

[www.bc.edu.au/careercourses.htm](http://www.bc.edu.au/careercourses.htm)

### **Entry requirement:**

**Intermediate:** either the satisfactory completion of General English at Intermediate (GE3) or an IELTS practice test score of above 4.5 or undergo the BCE placement test.

**Upper Intermediate:** either the satisfactory completion of General English at Upper Intermediate (GE4) or an IELTS practice test score of above 5.0 or undergo the BCE



## IELTS PREPARATION COURSE

Students entering this course usually do so with the general goal of improving their reading, writing, listening and speaking skills for academic purposes and to reach an appropriate IELTS score for the purposes of entering a university in Australia, or immigration to an English speaking country.

We have two specific courses aimed at the following levels:

- achieve Score 5.5
- achieve score 6.0 and over

The course offer short practice activities, builds confidence by showing how to approach authentic test level tasks, familiarises students with every part of the test in regular IELTS Test practice sections, increases students' chance of test success by showing them how to maximise their band score.

### **Entry requirement:**

**BC Level Placement Test** – standard test to determine Student's English level

More information:

[www.bc.edu.au/ieltscourse.htm](http://www.bc.edu.au/ieltscourse.htm)

## ENGLISH FOR ACADEMIC PURPOSE

This course is designed for English in the academic environment and will equip Students with the skills needed to study in Australia. The program includes vocabulary and language skills, essay and report writing, academic listening and reading, note taking, presentation, academic research, critical analysis, discussion and referencing.

More information:

[www.bc.edu.au/englishcourses.htm](http://www.bc.edu.au/englishcourses.htm)

### **Entry requirement:**

**Upper Intermediate:** either the satisfactory completion of General English at Upper Intermediate (GE4) or an IELTS practice test score of above 5.0 or undergo the BCE placement test.



## LEVEL PLACEMENT TEST

Your placement in these levels is determined by a written test and oral interview when you enter the school. Level placement is based on your knowledge of English and your ability to communicate. The scores below are approximate.

Level	IELTS Scores	TOEFL (CBT)	
Advanced Level	6 - 9	580 - 680	250 - 300
Upper Intermediate Level	5 - 6	525 - 580	195 - 250
Intermediate Level	4 - 5	475 - 525	150 - 195
Pre Intermediate Level	3 - 4	425 - 475	113 - 150
Elementary Level	N/A	300 - 425	40 - 113

## SAMPLE ENGLISH TIMETABLE

DAY/TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
8:30- 10:15	Session 1	Session 1	Session 1	Session 1	Session 1
10:15 - 10:30	<b>Break</b>				
10:30 - 11:45	Session 2	Session 2	Session 2	Session 2	Session 2
11:45-12:00	<b>Break</b>				
12:00 - 1:00	Session 3	Session 3	Session 3	Session 3	Session 3



*"I liked the General English class best because my homestay mother says my English has improved so much. BCE gave me a chance to improve my English. The class was fun and interesting because we did a lot of things that made a difference to me."*



## **STUDY TOURS**

*For over a decade, Brisbane College has successfully run and delivered numerous study tour groups for students of diverse nationalities – some of the most recent study tour groups include Thai, Korean, Chinese and Japanese students.*



*Our study tour groups are customised to each individual tour. While we provide a general example of a 7 day study tour in this information pack, we tailor an individual program to each study group. This ensures that we tailor programs that meet your groups needs and outcomes so that students get the full experience of studying overseas.*

*We also offer vocational education and English course to International Students so it gives the study tour group students future options for continuing further studies in Australia.*

## What kind of options are available for our study tours?

- ✓ Excursions
- ✓ Homestay accommodation
- ✓ Airport transfers
- ✓ Customised study program
- ✓ Course materials
- ✓ Tours
- ✓ Activities

*This program is ideal for students wanting to experience Australian life and have fun, while learning English, making this a holiday to be remembered!*

Going on a study tour is a great way for overseas students to learn English, and get the opportunity to explore a new culture. Tours are offered for groups from primary to university levels, and include Home-stay accommodation with an Australian family, loads of exciting activities and excursions (which can be customised to suit your group), course materials, collection from airport and return to airport and a guardian where necessary.

Your group can choose a fun and intensive English program, from a 7 day tour, an 11 day tour or a 3 week tour (21 days) depending on your preference, however the longer you stay the more English you can learn, and of course the more you get to see and do.

We customise special programs to suit each groups needs and budget. Send us your Student numbers, budget and dates and we can customise a study tour package to meet your needs.

More information: [www.bc.edu.au/studytourcourse.htm](http://www.bc.edu.au/studytourcourse.htm)

Standard Package Options (customisable to suit your needs)

COURSE	FULL TIME TUITION FEE	DURATION
Study Tour (option 1)	\$950 / Week	7 days
Study Tour (option 2)	\$950 / Week	11 days
Study Tour (option 3)	\$950 / Week	21 days



## Here is an example of what you might do on the 7 day tour

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
9:00am - 10:30am	Placement Test	English Class	English Class	English Class	English Class	Gold Coast Movie World	Free Day with Homestay family
<i>MORNING TEA BREAK</i>							
10:45am - 12:00pm	School Orientation- Introduction to the local city area	English Class	English Class	English Class	English Class	Gold Coast Movie World	Free Day with Homestay family
<i>12:00 - 12: 40pm LUNCH BREAK</i>							
12:40pm - 4:00pm	Visit City Hall & City Centre	Visit University of Queensland by Ferry	Visit Lone Pine Koala Sanctuary	South Bank Museum and Australian Art	Visit Botanic Gardens	Gold Coast Surfers Paradise Beach	Free Day with Homestay family





# AUSTRALIAN INSTITUTE OF TESOL TESOL COURSES

*The Australian Institute of TESOL deliver highly specialised TESOL courses. The Certificate and Diploma in TESOL (Teaching English to Speakers of Other Languages) equip Students with the practical and theoretical skills to teach English to speakers of other languages.*

*The Certificate IV in TESOL is considered equivalent to the Cambridge / RSA Certificate in English Language Teaching to Adults (CELTA), which are recognized internationally as a qualification for teaching English as a foreign or second language (TEFL or TESL).*



Our TESOL Course is part of the Australian Qualifications Framework and nationally recognised training.

**CERTIFICATE IV IN TESOL  
(TEACHING ENGLISH TO SPEAKERS OF  
OTHER LANGUAGES)**

This is a course specifically designed for people wishing to teach English to speakers of other languages in Australia or Internationally. The course involves an introduction to techniques of classroom management and assessment, and a more thorough introduction to presentation techniques, lesson preparation and analysing language for communicative purposes. The course is highly practical with a major emphasis on practice teaching, which will be delivered through a combination of workshops, lesson observation and lesson delivery.

Certificate IV TESOL is considered equivalent to the Cambridge / RSA Certificate in English Language Teaching to Adults (CELTA), which are recognised internationally as a qualification for teaching English as a foreign or second language (TEFL or TESL).

More information: [www.bc.edu.au/tesol.htm](http://www.bc.edu.au/tesol.htm)

**Program Content**

- Introduction to Grammar
- Analysing Communication
- Basic Grammar
- Classroom Management and Organisation
- Cross Cultural Factors and TESOL Contexts
- Development of Reading Writing Speaking and Listening Skills
- English Language Assessment Tests
- Language Teaching and Learning
- Language Teaching Materials
- Language Teaching Methodologies
- Lesson Planning
- Practice Teaching and Observation
- Presentation of New Language
- Pronunciation

**Entry Requirement**

International Students

- IELTS score of 6.0 (or higher)
- High School Certificate

Domestic Students

- High School Certificate or
- Highest level of qualification

**Course Length and Cost**

Visit [www.bc.edu.au/tuition.htm](http://www.bc.edu.au/tuition.htm) for most up to date course cost and duration.



*"Completing a TESOL Certificate IV has always been something I wanted to do. I looked into online courses while I lived in London, but with more research I discovered a lot of employers look for the classroom certification. I thought the Brisbane College of Australia offered a good program, the timetable suited my work schedule and Carmelina ended up being an excellent teacher of teaching!"*

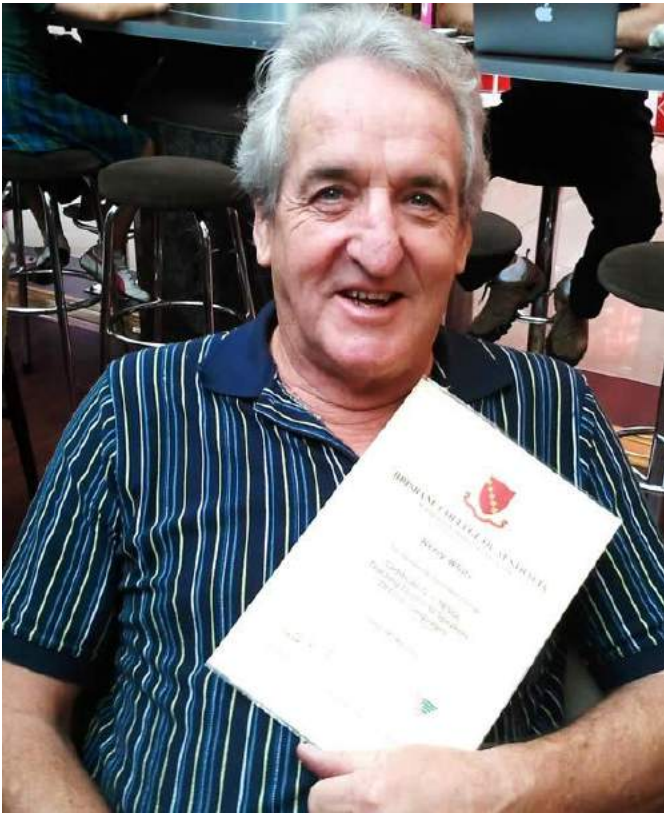
**HARVEY**



*"This course has not always been easy for me because English is not my mother language. Furthermore, I've never lived for a long time in an English speaking country before I came to Australia. However, I see it as a challenge to further improve my English and to experience something new. My teacher Carmelina is a great support and has always been on hand if I needed assistance."*

**KATHARINA**





## **MEET KERRY**

### **OUR 2013 TESOL SCHOLARSHIP RECIPIENT**

*"TAKING on an English teaching course was a daunting prospect for a semi-retired professional aged in his 60s.*

*It was a challenge I had been considering for a few years – in fact, I had done one subject, Nature of Language, for a post-graduate Certificate IV in TESOL at University of Southern Queensland (USQ) in Toowoomba, but because of circumstances that arose, had not proceeded further.*

*However, I still remained interested in gaining a qualification. When the chance arose through Brisbane College (which also offered me a 50% scholarship to cover half the cost), I decided to take it though it meant commuting from my Sunshine Coast home three days a week.*

*Not for one minute during the course did I regret the decision though grappling with tenses – present simple, past perfect, future continuous and the rest – was itself a challenge after so many years of using language without having to recall how or why it works.*

*Back in the early 2000s I decided to undertake full-time studies for an Arts degree at USQ in Toowoomba where I was living. I was proud to finish with a GPA of 6.05/7 including a HD for Romantic Literature – during the semester for that subject I spent several weeks overseas including an inspiring visit to Dove Cottage, home of the Wordsworths, who were at the core of the subject's focus.*

*In my late 20s I had entered journalism without completing a degree through the then more common path of a cadetship; previously I had spent some years in banking and other roles including the Army and service as an infantry soldier in the Vietnam War. In journalism I rose through the ranks to become an editor before going over to the 'dark side' of government media and subsequent community relations and corporate communications roles.*

*After completing my degree I moved to Brisbane and spent a few years back in government media with Queensland Health – a period that was not without significant challenges; then I was in a contract role part-time with Ergon Energy with whom I had worked previously in a regional role.*

*Since that contract expired last year I have been doing some casual work such as writing, editing and proof-reading from home on the Sunshine Coast. Now I hope to pick up some work – maybe voluntary or paid – 'teaching English to speakers of other languages'.*

*At the college I enjoyed the inter-action with younger people – teacher and students – from varying backgrounds and the challenge of two-hour practical teaching sessions. A 'prac' lesson I particularly enjoyed was one I volunteered to do 'About Australia'. You can see the Power Point [at this link](#)*

*Thanks to all of students and staff I was involved with at the college: bondezirojn en la estonteco"*

**KERRY WHITE**

## ACCOUNTING COURSES



*Do you aspire to own your own business? Learn the foundational skills to create a business plan, budget, inform yourself on legislation and much, much more!*

*Whether you want to formalise your industry knowledge with a qualification, start your own business or want to gain entry into the world of accounting, our Certificate and Diploma Course can provide you with practical industry skills.*

*Graduates from our accounting courses can gain employment as accounts payable/receivable, payroll, front line cashiering and bank account maintenance, business activity statements, operational reporting, management reports, maintaining inventory records, supervising the operation of computer-based financial systems and much more.*



*All of our Accounting Courses are part of the Australian Qualifications Framework and nationally recognised training.*



## CERTIFICATE III IN ACCOUNTS ADMINISTRATION

This qualification is aimed at new entrants to the Accounting Industry. It is ideally suited to those wishing to gain a basic and variety of knowledge of Accounts Administration duties.

More information: [www.bc.edu.au/accounting.htm](http://www.bc.edu.au/accounting.htm)

### Career and Study Pathway

Successful completion of this qualification may lead to further study such as the Certificate IV in Accounting or employment in the Financial Services sector as an entry-level accounts administration clerk. The areas of employment for an entry-level employee may include: accounts payable/accounts receivable, payroll, customer service in financial transactions, front line cashiering and bank account maintenance and checking and processing financial data entry.

### Entry Requirement International Students

This course is not available for International Students

### Domestic Students

- High School Certificate or
- Highest level of qualification

### Course Length and Cost

Visit [www.bc.edu.au/tuition.htm](http://www.bc.edu.au/tuition.htm) for most up to date course cost and duration.

## CERTIFICATE IV IN ACCOUNTING

This qualification is aimed those seeking to build on their Certificate III qualifications and experience and gain an accounting support role involving: business activity statements, operational reporting, non-complex management reports, maintaining inventory records, small office management and supervising the operation of computer-based financial systems.

The course consists of study in areas such as financial statements, transactions and reports, business documents, business activity statements, legal decision making and computerised accounting systems.

More information:  
[www.bc.edu.au/accounting.htm](http://www.bc.edu.au/accounting.htm)

### Career and Study Pathway

Upon successful completion of the Certificate IV in Accounting, students may continue on to further study such as the Diploma of Accounting or gain employment in an accounts support role performing duties such as: business activity statements, operational reporting, non-complex management reports, maintaining inventory records, small office management and supervising the operation of computer-based financial systems.

### Entry Requirement

International Students

- IELTS score of 5.5 with no band less than 5.0 (or equivalent)
- High School Certificate
- 

Domestic Students

- High School Certificate or
- Highest level of qualification

### Course Length and Cost

Visit [www.bc.edu.au/tuition.htm](http://www.bc.edu.au/tuition.htm) for most up to date course cost and duration.

## DIPLOMA OF ACCOUNTING

This qualification is aimed those seeking to build on their Certificate IV qualification and experience and gain an accounting assistant role involving: introducing and maintaining accounting systems, maintaining internal control systems, preparing tax returns and financial statements, reporting and developing business plans.

The course consists of study in areas such as workplace communication, financial reporting, accounting systems, professional development, budgets and forecasts, tax returns and internal control procedures.

More information: [www.bc.edu.au/accounting.htm](http://www.bc.edu.au/accounting.htm)

### **Career and Study Pathway**

After completing the Diploma of Accounting students may gain employment as an assistant accountant or accounting employee performing duties such as: preparing tax returns, maintaining accounting and internal control systems, preparing financial statements, managing small teams and developing business plans. Students may choose to go onto further study such as the Advanced Diploma of Accounting or gain credit towards a university degree such as Bachelor of Accounting.

### **Entry Requirement**

International Students

- IELTS score of 5.5 with no band less than 5.0 (or equivalent)
- High School Certificate

Domestic Students

- High School Certificate or
- Highest level of qualification
- Certificate IV in Accounting

### **Course Length and Cost**

Visit [www.bc.edu.au/tuition.htm](http://www.bc.edu.au/tuition.htm) for most up to date course cost and duration.



## **BUSINESS COURSES**

*Businesses are continually evolving through creative innovation and technological advances. Kick start your career and grasp these business fundamentals with our Certificate and Diploma course.*

*Our qualifications in business are nationally recognised and will equip you with new skills to become a leader in your field.*

*Graduates of our business courses are equipped with a range of employability skills including communication, teamwork, problem-solving, initiative and enterprise, planning and organising, self-management, learning and technology.*

Australian  
Qualifications  
Framework



NATIONALLY RECOGNISED  
TRAINING

*All of our Business Courses are part of the Australian Qualifications Framework and nationally recognised training.*



## CERTIFICATE IV IN BUSINESS

This qualification is aimed at people wishing to obtain a lower to medium level business position or wanting to expand on their Certificate III qualification and is ideally suited to people who wish to gain knowledge and theory in some depth, across a range of business areas.

Students will complete this course with a core unit in Workplace Health and Safety and their choice of electives from Customer Service, Continuity, Administration, Innovation, Intellectual Property, Interpersonal Communication, Learning and Development, Marketing, Recordkeeping, Research, Sustainability, Writing and various Management fields.

More information: [www.bc.edu.au/business.htm](http://www.bc.edu.au/business.htm)

### Career and Study Pathway

Students who successfully complete this course may find employment in lower to medium level business positions, such as an Administrator or Project Officer or continue on to further business study such as Diploma of Business or University Degree Programs.

### Entry Requirement

International Students

- IELTS score of 5.5 with no band less than 5.0 (or equivalent)
- High School Certificate

Domestic Students

- High School Certificate or
- Highest level of qualification

## DIPLOMA OF BUSINESS

This course is ideal for those wishing to enter the middle to upper echelons of business, or those wishing to expand on their previous Certificate IV qualification. Students will gain an extensive depth of understanding across a broad range of business areas. The Diploma of Business is suited to students with substantial experience in a range of settings and who are seeking to further develop their skills across a wide range of business functions.

Students have the choice to select units from Advertising, Business Administration, Human Resources Marketing, Public Relations, and various Management fields.

More information: [www.bc.edu.au/business.htm](http://www.bc.edu.au/business.htm)

### Career and Study Pathway

Upon successful completion of this course students may gain employment in middle to upper business as an Executive Officer, Program Consultant or Coordinator, may go on to study an Advanced Diploma, or use this qualification to gain credit for a the first year of University Degree in Business.

### Entry Requirement

International Students

- IELTS score of 5.5 with no band less than 5.0 (or equivalent)
- High School Certificate

Domestic Students

- High School Certificate or
- Highest level of qualification

### Course Length and Cost

Visit [www.bc.edu.au/tuition.htm](http://www.bc.edu.au/tuition.htm) for most up to date course cost and duration.



# EARLY CHILDHOOD EDUCATION COURSES



*All of our Early Childhood Education and Care Courses are part of the Australian Qualifications Framework and nationally recognised training.*

*Do you want a fulfilling career fostering and supporting the development of children?*

*Perhaps you see yourself as a manager or director of a Child Care Center.*



*Our entry level Certificate III in Early Childhood Education and Care will provide you with the skills to gain employment in positions such as a childhood educator, playgroup supervisor, and family day care worker.*

*If you are truly passionate about pursuing a career Early Childhood Education and Care, you can gain entry straight into the Diploma of Early Childhood Education and Care will equip you with the skills for positions such as authorised supervisor, center manager, childhood educator, director, group/ team/ coordinator/ leader, program leader and child development worker.*



## CERTIFICATE III IN EARLY CHILDHOOD EDUCATION AND CARE

This qualification reflects the role of workers in a range of early childhood education settings who work within the requirements of the Education and Care Services National Regulations and the National Quality Standard. They support the implementation of an approved learning framework, and support children's wellbeing, learning and development. Depending on the setting, educators may work under direct supervision or autonomously.

The course consists of 18 units of competency ranging from using approved learning framework to guide practice, provide care for children and support holistic development of children in early childhood.

More information:  
[www.bc.edu.au/childreasureservices.htm](http://www.bc.edu.au/childreasureservices.htm)

### Career and Study Pathway

Successful completion of this qualification may lead to further study such as the Diploma of Early Childhood Education and Care, or employment in the child care sector as a Child Care Assistant, Family Day Carer, Nanny, Out of School Hours Care Assistant, Recreation Assistant Teacher Aide, Kindergarten Assistant or Preschool Assistant.

### Entry Requirement

International Students

- IELTS score of 5.5 with no band less than 5.0 (or equivalent)
- High School Certificate

Domestic Students

- High School Certificate or
- Highest level of qualification

### Course Length and Cost

Visit [www.bc.edu.au/tuition.htm](http://www.bc.edu.au/tuition.htm) for most up to date course cost and duration

## DIPLOMA OF EARLY CHILDHOOD EDUCATION AND CARE

This qualification reflects the role of early childhood educators who are responsible for designing and implementing curriculum in early childhood education and care services. In doing so they work to implement an approved learning framework within the requirements of the Education and Care Services National Regulations and the National Quality Standard.

It includes the completion of 28 units of competency and is ideally suited to people who wish to gain knowledge and theory in substantial depth, in such areas as program planning, planning and research, and the leadership role of a team leader in the children's services industry.

More information:  
[www.bc.edu.au/childreasureservices.htm](http://www.bc.edu.au/childreasureservices.htm)

### Career and Study Pathway

After completing the Diploma of Early Childhood Education and Care students may gain employment as a Group leader, Team Leader, Qualified Child Care Worker, Program Leader, Kindergarten or Preschool Assistant, Primary School Teacher Aide, Service Manager or Centre Director in a child care facility, or may choose to go onto further study by gaining credit towards a university degree such as Bachelor of Education (Early Childhood).

### Entry Requirement

International Students

- IELTS score of 5.5 with no band less than 5.0 (or equivalent)
- High School Certificate

Domestic Students

- High School Certificate or
- Highest level of qualification

### Course Length and Cost

Visit [www.bc.edu.au/tuition.htm](http://www.bc.edu.au/tuition.htm) for most up to date course cost and duration



## COMMUNITY SERVICES WORK COURSES

*Do roles such as community services worker, family support worker, outreach officer, group facilitator, client services assessor, early intervention officer sound of interest to you?*

*These are some of the many areas our nationally accredited and recognised Certificate and Diploma Courses in Community Services Work provide graduates with a broad range of skills in. Our course gives students hands on industry experience integrating both work placement and theoretical knowledge during their studies.*

*The broad depth of the course also allows entry level students to explore the community services work sector and choose an area to pursue.*

Australian  
Qualifications  
Framework



*All of our Community Services Courses are part of the Australian Qualifications Framework and nationally recognised training.*



## CERTIFICATE IV IN COMMUNITY SERVICES WORK

This qualification is aimed at both new entrants to the Community Services Work sector and those seeking to build on their industry knowledge and experience or those wishing to gain the prerequisite units for the Diploma of Community Services Work. This qualification is ideally suited to those wishing to provide a range of services and interventions to clients in a range of contexts such as community based organisations, residential rehabilitation services and outreach services.

More information: [www.bc.edu.au/community.htm](http://www.bc.edu.au/community.htm)

### Career and Study Pathway

Successful completion of this qualification may lead to further study such as the Diploma of Community Services Work, or employment in the community services sector such as a case worker, community services worker, community support worker, welfare worker, welfare support worker or family support worker.

### Entry Requirement

International Students

This Course is not available for International Students.

Domestic Students

- High School Certificate or
- Highest level of qualification

### Course Length and Cost

Visit [www.bc.edu.au/tuition.htm](http://www.bc.edu.au/tuition.htm) for most up to date course cost and duration

## DIPLOMA OF COMMUNITY SERVICES WORK

This qualification is aimed those seeking to build on their Certificate IV qualifications and experience and gain a community services role involving service delivery, direct client work, community education or development projects. It is ideally suited to people who wish to gain knowledge and theory in substantial depth. Workers at this level operate at an advanced skill level and may have responsibility for the supervision of other staff and volunteers,

The course consists of study in areas such as settlement work, domestic and family violence, working with people with disabilities, working with children and young people, community development, working with people with alcohol and other drug issues and working with people with mental health issues.

More information:

[www.bc.edu.au/community.htm](http://www.bc.edu.au/community.htm)

### Career and Study Pathway

After completing the Diploma of Community Services work students may gain employment as an assessor, case coordinator, case worker or manager, community services worker, coordinator, welfare worker or program coordinator or manager, or may choose to go onto further study such as the Advanced Diploma of Community Sector Management or gain credit towards a university degree such as Bachelor of Human Services.

### Entry Requirement

International Students

- IELTS score of 5.5 with no band less than 5.0 (or equivalent)
- High School Certificate

Domestic Students

- High School Certificate or
- Highest level of qualification

### Course Length and Cost

Visit [www.bc.edu.au/tuition.htm](http://www.bc.edu.au/tuition.htm) for most up to date course cost and duration



## **TRAINING AND EDUCATION COURSES**

*Industry Trainers and Industry Assessors*

*Training Advisors or Training Analysts*

*HR Professionals*

*Vocational Education & Training and*

*Secondary Teachers*

*Supervisors with apprentices or trainees*

*Team Leaders in high OHS risk workforces*

*Part-time and full-time practical skills*

*teachers*

*Coaches and Consultants*

*Managers leading staff and teams*



*Training is an essential part of every industry so why not formalise your skills or develop these skill sets in training today with a highly esteemed education provider?*

*Our Training and Assessment courses are aimed not only within the vocational education and training sector but a wide range of industries by allowing you to choose the electives that best suit your needs.*

*If you see yourself in any of those positions mentioned above, have a chat with one of our Administration Officers today to see how this course program can be tailored to suit your needs.*

## CERTIFICATE IV TRAINING AND ASSESSMENT

Certificate IV in Training and Assessment reflects the roles of individuals delivering training and assessment services in the vocational education and training (VET) sector. This qualification, or the skill sets derived from units of competency within it, is also suitable preparation for those engaged in the delivery of training and assessment of competence in a workplace context, as a component of a structured VET program.

More information: [www.bc.edu.au/community.htm](http://www.bc.edu.au/community.htm)

### Career and Study Pathway

Achievement of this qualification or an equivalent by trainers and assessors is a requirement of the Australian Quality Training Framework Essential Standards for Registration (Standard 1 as outlined in Appendix 2 of the Users' Guide to the Essential Standards for Registration).

Students may gain employment as an enterprise trainer, enterprise assessor, registered training organisation (RTO) trainer, RTO assessor, training adviser or training needs analyst and vocational education teacher.

After completion of this course students can go onto further study such as the Diploma of Vocational Education and Training.

### Entry Requirement

Domestic Students

- High School Certificate or
- Highest level of qualification

### Course Length and Cost

Visit [www.bc.edu.au/tuition.htm](http://www.bc.edu.au/tuition.htm) for most up to date course cost and duration

Australian  
Qualifications  
Framework

NATIONALLY RECOGNISED  
TRAINING

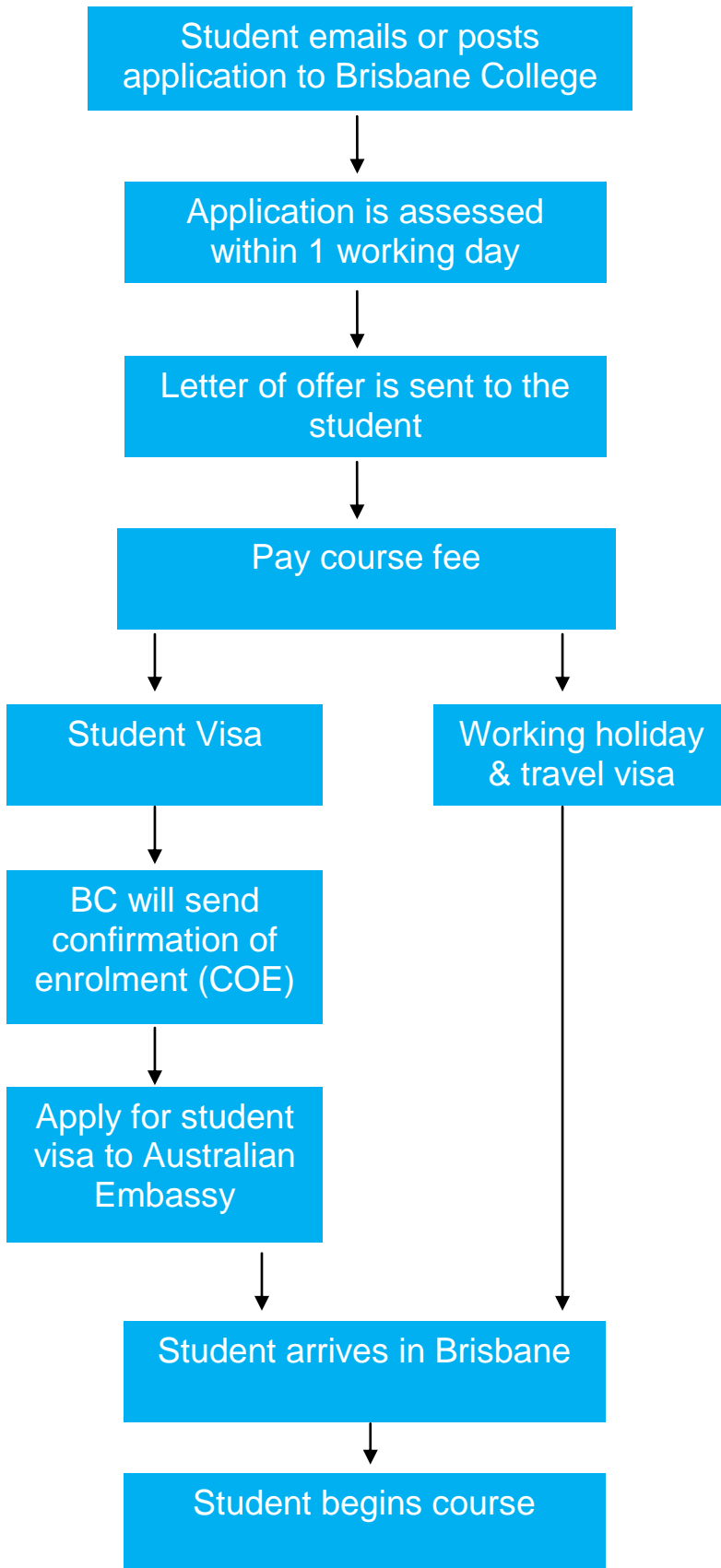
*Our Training and Assessment Course is part of the Australian Qualifications Framework and nationally recognised training.*



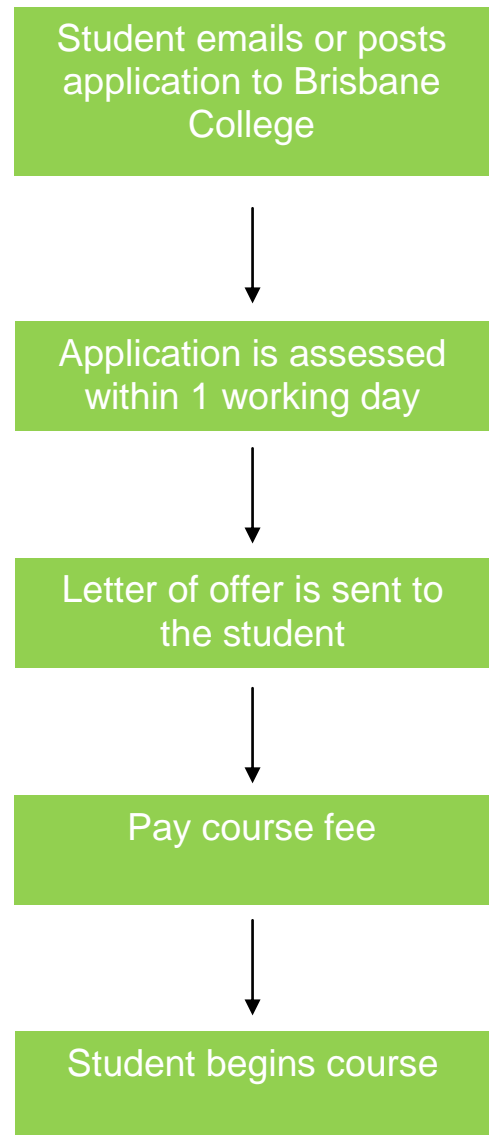


# APPLICATION PROCESS

## INTERNATIONAL STUDENTS



## DOMESTIC STUDENTS



# APPLICATION CHECKLIST

Prior to submitting your application form, ensure that you have all the supporting documents by completing the application checklist below.

## Domestic Students

- Application Form
- Copy of Passport
- Copy of High School Certificate and highest level of qualification
- Check for course prerequisites

## International Students

- Application Form
- Copy of Passport
- IELTS Test Results
- Copy of High School Certificate and highest level of qualification
- Check for course prerequisites

# VISA REQUIREMENTS

BC recommends all that applicants visit the Department of Immigration and Multicultural Affairs website at: [www.immi.gov.au](http://www.immi.gov.au) to find out more details on visa requirements applicable to each applicant.

However, before applying to the Australian Embassy for an Australian visa, students are advised to have:

- Applied to the College
- Paid Course fees
- Obtained Electronic Confirmation of Enrolment (COE) from the College
- Health check
- Paid medical insurance at Medibank Private



# BRISBANE COLLEGE OF AUSTRALIA

## TERMS AND CONDITIONS OF ENROLMENT

All Students must read this document carefully before signing the student agreement

### REFUND POLICY

1. The enrolment fee is not refundable in any circumstance.
2. All requests for cancellations, transfers and refunds must be made in writing and require the presentation of relevant supporting documentation.
3. Upon approval the application will be refunded in accordance with the ESOS regulations.
4. No refunds will be given to students who are expelled for unacceptable behaviour or non-compliance with visa conditions.
5. If, after the full payment of fees a student withdraws an application the following will apply:
  - 5.1 If written notice is received by BC for more than 28 days before the commencing of the course a cancellation fee of 15% will be deducted from the fees received.
  - 5.2 If written notice is received by BC up to 28 days, but more than 14 days prior to the course commencing a cancellation fee of 20% will be deducted from fees received.
  - 5.3 If a student withdraws within 14 days of the commencement of the course, no refund will be made.
  - 5.4 No refund will be made for that portion of the tuition fee that is payable as counselling fees to the students appointed agent.
6. If the visa is refused by the Australian Authority an administration fee will be deducted and a refund of the tuition fee will be given.
  - 6.1 The administration fee will be no more than the lesser of \$250 and 5% of the total amount of course money that BC received in respect of the student for the course before the default date.
7. If the course has not commenced and BC cannot deliver the course, BC will refund your full tuition fee (including your enrolment fee).
8. If the course has commenced and BC can no longer deliver the course, BC will give a full refund of the tuition fees for all course money paid.
9. The registered provider's dispute resolution processes do not circumscribe the student's right to pursue other legal remedies.
10. This agreement does not remove the right to take action under Australia's consumer protection laws.
11. BC may provide student information, including enrolment details, visa-related information, academic performance and attendance records, to Australian Commonwealth and State agencies and to the managers of the ESOS Assurance Fund.
12. In the case of a student returning home any refund will only be made after the student ID card is returned and immigration notified.

### GUARANTEE OF TRAINING/ASSESSMENT

Once a student has successfully enrolled and paid for an entire course, BC is under obligation to deliver the training and assessment for that entire course. In the event that BC is unable to deliver the training and assessment for that course, a refund will be given in accordance with BC's Refund Policy.

### ATTENDANCE OBLIGATIONS

Students studying courses in Australia on a student visa are required by law to attend 80% of all classes. It is mandatory to attend 20 hours of lessons per week. BC is under obligation to report to the Department of Immigration and Citizenship if this requirement is not met.

### TRANSFERS

#### Transfer to another educational institution

1. Under Student Visa Regulations it is not possible to transfer to another education institution for the duration of any preliminary course and/or the first six months of the principal course, except where:
  - 1.1 The college has ceased to be registered or the course in which the student is enrolled has ceased to be registered.
  - 1.2 A written letter of release has been provided by the College.
  - 1.3 A sanction has been imposed on the College's registration by the Queensland or Australian Government that prevents the student from continuing the principal course.
  - 1.4 Any government sponsor of the student considers the change to be in the student's best interest and has provided written support for that change.
2. Requests for transfer must be made to the Administration Office in writing and be accompanied by a letter of offer from the receiving institution. Evidence of exceptional and/or extenuating circumstances is also required.
3. If approved, any money transferred will be in accordance with BC's Refund Policy.

#### Transfer to another course at BC

1. All applications to transfer to another course at BC should be made on the 'Request for Internal Transfer' form available at the Administration Office in consultation with the relevant teaching departments.
2. Where a transfer is granted students must pay an administration fee of AU\$100 plus any additional tuition fees applicable to the new course before starting the new course.

### ACCOMMODATION AND AIRPORT TRANSFER FEE REFUND POLICY

1. If the student's application for enrolment or visa is denied, a full refund is given.
2. Except for in the above instance, the Accommodation Placement and Airport transfer fees are non-refundable.
3. If at least 28 days notice is given for cancellation of accommodation, a full refund will be given. If less than 28 days notice is given, a cancellation equal to 2 weeks rent is incurred. After accommodation has commenced, 2 weeks notice must be given, otherwise the above cancellation charge is incurred.
4. If the College is not notified of any change in flight details at least 48 hours before arrival, another Airport transfer fee may be incurred.

### ACCOMMODATION FEES

Placement Fees:	\$100
Home-stay (at least 4 wks):	\$230 p/wk
Additional Nights:	\$33 per night

*(includes all meals throughout your stay)*

# BRISBANE COLLEGE OF AUSTRALIA

National Provider No. 31315 | CRICOS No. 02615G

## INTERNATIONAL STUDENT APPLICATION FORM

### PERSONAL INFORMATION

Family Name \_\_\_\_\_  
Given Name/s \_\_\_\_\_  
Date of Birth (d/m/y) \_\_\_\_/\_\_\_\_/\_\_\_\_ Sex: F  M   
Language \_\_\_\_\_  
Nationality \_\_\_\_\_  
Passport Number \_\_\_\_\_  
E-mail Address \_\_\_\_\_  
Phone Number \_\_\_\_\_  
Home Address \_\_\_\_\_  
Current Address \_\_\_\_\_

**Note: You must notify BC of a change in address while enrolled in a course.**

Do you have any special needs that may affect or prevent you from competing any of the course requirements?  
\_\_\_\_\_

### VISA STATUS IN AUSTRALIA

Student  Holiday  Visitor  Other   
Student Visa holders must have Overseas Student Health Cover (OSHC).

### HEALTH INSURANCE

Do you require OSHC? Single  Family  No

Month	3	6	12	18	24
Single	\$110	\$220	\$440	\$676	\$901
Family	\$358	\$715	\$1,430	\$2,532	\$3,376

### STUDENT'S ENGLISH LEVEL

Elementary  Pre-Intermediate   
Intermediate  Upper Intermediate   
Pre-Advanced  Advanced

(Your level will be officially assessed when you enter the school)

### PROGRAM SELECTION

#### Campus location:

Brisbane City  Ipswich  Distance Learning

\*Student Visa applicants can only enrol in Brisbane City Campus

### VOCATIONAL COURSES

Accelerated Course  Full Length Course

Please write the name of the course you are applying for

Course Start Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Weeks: \_\_\_\_

**Note:** Please attach a passport copy for enrolment into any course.

If enrolling in a Certificate or Diploma Course please attach:

- English test results
- Certified copies of your highest level of education.

### ACCOMMODATION

BC accommodation placement fee AU\$100

I prefer BCE home-stay for \_\_\_\_ weeks

I will make my own living arrangements.

### AIRPORT TRANSFER FEES

Transfer from airport to accommodation AU\$100

Do you require Airport Transfer Service? Yes  No

### UNDER 18 APPLICANTS

Will you be accompanied by a guardian? Yes  No

If no, College Guardian fee is \$750.00

If the student is under the age of 18, a parent or guardian's signature is required:

\_\_\_\_\_/\_\_\_\_/\_\_\_\_  
Signature Date

### AGENT DETAILS

Please complete this section if your application is being submitted by an approved education agent.

Name of Consultant \_\_\_\_\_

Agency Name \_\_\_\_\_

### SURVEY

How did you hear about us?

Our Website  Friend/Family

Agency  Advertisement

School  Facebook

Other: \_\_\_\_\_

### AGREEMENT

I certify that the information provided on this form, including attachments is true and correct. I have read, understand and agree to the terms and conditions of enrolment as set out overleaf (pages one and two).

\_\_\_\_\_/\_\_\_\_/\_\_\_\_  
Signature Date

**Application forms must be signed and complete.**

**Where to send your application:**  
**Brisbane College of Australia**  
**PO Box 10704 Adelaide Street**  
**Brisbane Qld Australia 4000**  
**Email: study@bc.edu.au**

# BRISBANE COLLEGE OF ENGLISH

National Provider No. 31315 | CRICOS No. 02615G

## ENGLISH STUDENT APPLICATION FORM

### PERSONAL INFORMATION

Family Name \_\_\_\_\_  
Given Name/s \_\_\_\_\_  
Date of Birth (d/m/y) \_\_\_\_/\_\_\_\_/\_\_\_\_ Sex: F  M   
Language \_\_\_\_\_  
Nationality \_\_\_\_\_  
Passport Number \_\_\_\_\_  
E-mail Address \_\_\_\_\_  
Phone Number \_\_\_\_\_  
Home Address \_\_\_\_\_  
Current Address \_\_\_\_\_

**Note: You must notify BC of a change in address while enrolled in a course.**

Do you have any special needs that may affect or prevent you from competing any of the course requirements?

### VISA STATUS IN AUSTRALIA

Student  Holiday  Visitor  Other   
Student Visa holders must have Overseas Student Health Cover (OSHC).

### HEALTH INSURANCE

Do you require OSHC? Single  Family  No

Month	3	6	12	18	24
Single	\$110	\$220	\$440	\$676	\$901
Family	\$358	\$715	\$1,430	\$2,532	\$3,376

### STUDENT'S ENGLISH LEVEL

Elementary  Pre-Intermediate   
Intermediate  Upper Intermediate   
Pre-Advanced  Advanced   
(Your level will be officially assessed when you enter the school)

### PROGRAM SELECTION

**Campus location:**  Brisbane City  Ipswich

\*Student Visa applicants can only enrol in Brisbane City

Campus

### ENGLISH COURSES

\* Students holding students visas are required to study full-time

Full-Time  Part-Time

Business English  General English  IELTS   
English for Academic purpose

2013 Course Dates

Autumn Session  Winter Session

2014 Course Dates

New Year Session  Spring Session

Summer Session  Autumn Session

Winter Session

Number of weeks study: \_\_\_\_\_

Course start date: \_\_\_\_/\_\_\_\_/\_\_\_\_

### ACCOMMODATION

BC accommodation placement fee AU\$100

I prefer BCE home-stay for \_\_\_\_\_ weeks

I will make my own living arrangements.

### AIRPORT TRANSFER FEES

Transfer from airport to accommodation AU\$100

Do you require Airport Transfer Service? Yes  No

### UNDER 18 APPLICANTS

Will you be accompanied by a guardian? Yes  No

If no, College Guardian fee is \$750.00

If the student is under the age of 18, a parent or guardian's signature is required:

\_\_\_\_\_  
Signature

\_\_\_\_/\_\_\_\_/\_\_\_\_  
Date

### AGENT DETAILS

Please complete this section if your application is being submitted by an approved education agent.

Name of Consultant \_\_\_\_\_

Agency Name \_\_\_\_\_

### SURVEY

How did you hear about us?

Our Website  Friend/Family

Agency  Advertisement

School  Facebook

Other: \_\_\_\_\_

### AGREEMENT

I certify that the information provided on this form, including attachments is true and correct. I have read, understand and agree to the terms and conditions of enrolment as set out overleaf (pages one and two).

\_\_\_\_\_  
Signature

\_\_\_\_/\_\_\_\_/\_\_\_\_  
Date

**Application forms must be signed and complete.**

**Where to send your application:  
Brisbane College of Australia  
PO Box 10704 Adelaide Street  
Brisbane Qld Australia 4000  
Email: [study@bc.edu.au](mailto:study@bc.edu.au)**



# BRISBANE COLLEGE OF AUSTRALIA

National Provider No. 31315 | CRICOS No. 02615G

## DOMESTIC STUDENT APPLICATION FORM

### PERSONAL INFORMATION

Family Name \_\_\_\_\_

Given Name/s \_\_\_\_\_

Date of Birth (D/M/Y) \_\_\_\_/\_\_\_\_/\_\_\_\_ Sex: F  M

Language \_\_\_\_\_

Passport Number \_\_\_\_\_

Home Address \_\_\_\_\_

Current Address \_\_\_\_\_

\_\_\_\_\_

**Note: You must notify BC of a change in address while enrolled in a course.**

Telephone \_\_\_\_\_

E-mail Address \_\_\_\_\_

Do you have any special needs that may affect or prevent you from competing any of the course requirements?

\_\_\_\_\_

### CAMPUS LOCATION

Brisbane City  Ipswich  Distance Learning

### VOCATIONAL EDUCATION AND TRAINING COURSE

Please write the name of the course you are applying for

\_\_\_\_\_

Course Start Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Weeks: \_\_\_\_\_

**Note:** Please attach the following documents your application form:

- documentation showing proof of ID such as birth certificate, passport or drivers licence
- certified copies of your highest level of education.

### RECOGNITION OF PRIOR LEARNING

I wish to apply for recognition of prior learning

### AGREEMENT

I certify that the information provided on this form, including attachments is true and correct. I have read, understand and agree to the terms and conditions of enrolment as set out overleaf (pages one and two).

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Signature Date

**Where to send your application:**  
**Brisbane College of Australia**  
**PO Box 10704 Adelaide Street**  
**Brisbane Qld Australia 4000**  
**Email: study@bc.edu.au**

How did you hear about us?

Our Website  Friend/Family

Agency  Advertisement

School  Facebook

Other: \_\_\_\_\_

**Application forms must be signed and complete.**





Brisbane Campus 160 Edward St, Brisbane QLD 4000  
 Ipswich Campus 14 Hill St, Blackstone QLD 4304  
 Postal Address PO BOX 10704 Adelaide St, Brisbane QLD 4060  
 National Provider Number: 31315

T: (+61 7) 3221 0005  
 E: [study@bc.edu.au](mailto:study@bc.edu.au)  
 W: [www.bc.edu.au](http://www.bc.edu.au)  
 CRICOS Number: 02615G