

INTERNATIONAL STUDENT PROSPECTUS



Bankstown library

www.bankstowncc.edu.au





BCC Institute is a member of Community Colleges Australia



Bankstown Community College Inc T/A BCC Institute

ABN 16 579 316 093 RTO Code 90357 CRICOS Code 03447M

Level 1 457 Chapel Road Bankstown NSW 2200

t: +61 2 9793 8155 **e:** info@bankstowncc.edu.au

w: www.bankstowncc.edu.au

This prospectus must be read in conjunction with BCC Institute's Student Handbook.

Contents



Welcome to BCC Institute – a message from our Principal	4
About us.....	5
Chapel Road, Bankstown Campus.....	6
Wentworth Street, Surry Hills Sydney Campus.....	6
Facilities available for students.....	7
Vocational Education and Training.....	8
BSB40215 -- Certificate IV in Business – CRICOS Code: 089160D	8
BSB51915 Diploma of Leadership and Management – CRICOS Code: 089973M.....	9
CHC50113 Diploma of Early Childhood Education and Care – CRICOS Code: 090575D	10
Fees & Intake Dates for Vet Courses.....	13
Short courses	13
How to enrol.....	14
Student visa	15
Student health and safety.....	16
Budget and living costs.....	16
Our learning support team is behind you	16
Important policies.....	16
Education agents.....	16
Employment opportunities	17
Real workplace experience	17
Industry based learning	18

Welcome to BCC Institute – a message from our Principal

The decision to study overseas for a couple of years and leave your family and friends behind, is not an easy decision and needs careful consideration.

Renowned for being a centre of excellence offering nationally recognised quality training to its students, BCC Institute (BCCI) was originally founded in 1996 by a passionate group of community leaders to deliver workplace skills to the community as Bankstown Community College Inc.

That passion is still very evident today. Helping our community to learn, grow and achieve through education and training is our vision.

The college has for decades welcomed everyone no matter their age or background and is now proud to welcome international students to its campus in Bankstown and Sydney.

With a focus on both domestic and international students, BCC Institute strives for your success.

It would be a privilege to have you join us.

Nadine Guthrie
Principal



About us

Founded in 1996, we are a registered training organisation (RTO) that puts student goals first.

With industry trainers, personal support, work experience programs and flexible delivery, we help adult learners gain employment, get a promotion or switch careers. We are committed to adult education and for us this means recognising your needs and delivering courses which are engaging, practical and flexible. We deliver nationally recognised qualifications in:

- **Business & Leadership and Management**
- **Early Childhood Education and Care**

Every BCC Institute student will be supported by a student support officer as well as the trainer in the classroom. The trainer works with students to monitor progress and communicate with you about your learning, while your student support officer works with you about work placement and employment prospects.



Bankstown Keating Park

Chapel Road, Bankstown Campus

Located 20 kilometres west of Sydney's central business district, Bankstown has recently merged with its neighbour, Canterbury forming the new city of Canterbury Bankstown. It is a vibrant and culturally diverse city at the same time as providing a cheaper alternative than living in the city centre of Sydney with excellent amenities and quality of life, large expanses of native bushland, quality sporting facilities and a great shopping district.

Canterbury Bankstown possess a range of unique characteristics in terms of its location, economic geography, population, demographics and industry structure. Visit

<https://www.cbcity.nsw.gov.au/>

Wentworth Street, Surry Hills Sydney Campus

Surry Hills is immediately south-east of the Sydney central business district in the local government area of the City of Sydney. It is an evolving area known for its stylish cultural and cafe scene. Terraced houses on Crown and Cleveland streets showcase hip coffee joints, fashion boutiques and global eateries. Trendy pubs, wine bars and galleries dot the area around Surry Hills Library, a community hub with a contemporary, sustainable design. Held once a month, Surry Hills Markets lure shoppers for snacks and vintage goods.

Central Station is the closest station to Surry Hills and can be reached easily by foot or bus. Being directly near Central Station provides the ability to reach most other locations around Sydney City and suburbs without the need to change trains in the process.



Facilities available for students

Classrooms

Classrooms are fully equipped with white boards, data projectors and internet connection. Fully airconditioned and well furnished with study tables and chairs.

Computer labs

Computer labs are networked and fitted with high speed Apple computers using Windows operating systems and Microsoft Office 2014. High speed internet access for easy access to the internet is provided.

Wireless campus

Classrooms and open study areas have wireless access to the internet.

Printing and photocopying facilities

All students have access to printing and photocopying facilities for course related materials. These facilities are available on a user pay basis.

Resource centre/ library

Reference books are available at the college, however, students are encouraged to join Bankstown's Knowledge Centre and library which offers a wide range of resources which can be borrowed.

Student support and learning assistance centre

Learning assistance is available for students requiring additional support or English language assistance. One-on-one assistance with assignments and assessment tasks are provided to students by appointment. Personal counseling for social matters is available by appointment from the principal.

Airport pickup and accommodation support

Arrangements can be made for airport pickup on user pay basis as well as accommodation. Students must notify BCC Institute at the time of accepting the offer for any accommodation or airport pickup.



Vocational Education and Training

BSB40215 Certificate IV in Business CRICOS Code: 089160D

Be job ready with this qualification and jump start your career or for those who are wanting to start their own business. Learn high-level skills in marketing, customer service, team development, and project management - and build strong analytical and problem-solving skills. Learn leadership and guidance skills.

**This course is delivered over 24 weeks – 18 weeks of class and 6 weeks of holidays;
Face-to-face classroom-based**

Tuition fee: \$6,500 Materials Fee: \$200 Enrolment Fee: \$200

ENTRY REQUIREMENTS

- Have completed Year 12 (HSC) or equivalent
- IELTS 5.5 overall or equivalent
- 18 years or above

FURTHER STUDIES

On completion of BSB40215 – Certificate IV in Business, students may pursue BSB51915 Diploma of Leadership and Management at BCC Institute or other Government registered education providers.

BSBCUS401	Coordinate implementation of customer service strategies
BSBCUS402	Address customer needs
BSBCUS403	Implement customer service standards
BSBFIA402	Report on financial activity
BSBHRM405	Support the recruitment, selection and induction of staff
BSBMGT401	Show leadership in the workplace
BSBMGT402	Implement operational plan
BSBMGT403	Implement continuous improvement
BSBPMG522	Undertake Project Work
BSBWHS401	Implement and monitor WHS policies, procedure and programs to meet legislative requirements

BSB51915 Diploma of Leadership and Management

CRICOS Code: 089973M

Students who complete this course can expect to gain work as

- Business Manager and Sales Team Manager

This qualification will equip you with the knowledge and skills needed to achieve your career goals in management. You will analyse the latest management theories, management styles, organisation strategy, innovation and change management, and learn how to effectively manage and lead teams using proven communication solutions. You will also learn how to attract and retain the best talent to achieve business goals, and build a competitive advantage.

This course is delivered over 52 weeks – 36 weeks of class and 12 weeks of holidays; Face-to-face classroom-based

Tuition fee: \$12,000 Materials Fee: \$200 Enrolment Fee: \$200

ENTRY REQUIREMENTS

- Have completed Year 12 (HSC) or equivalent
- IELTS 5.5 overall or equivalent
- 18 years or above

FURTHER STUDIES

On completion of BSB51915– Diploma of Leadership and Management, students may be granted entry into selected Bachelor courses at Universities

BSBADM502	Manage meetings
BSBWOR501	Manage personal work priorities and professional development
BSBWOR502	Lead and manage team effectiveness
BSBMGT517	Manage operational plan
BSBFIM501	Manage budgets and financial plans
BSBR5K501	Manage risk
BSBHRM405	Support the recruitment, selection and induction of staff
BSBLDR501	Develop and use emotional intelligence
BSBLDR502	Lead and manage effective workplace relationships
BSBMKG507	Interpret market trends and developments
BSBPMG522	Undertake project work
BSBMGT516	Facilitate continuous improvement

CHC50113 Diploma of Early Childhood Education and Care – CRICOS Code: 090575D

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.

Students who complete this course can expect to gain work as an:

- Childcare Centre Director
- Early Childhood Educator
- Playgroup Supervisor
- Family Day Care Supervisor
- Outside School Hours Care Supervisor
- Recreation Assistant
- Nanny/ Mobile Assistant
- Childhood Educator assistant
- Childhood Educator

This course is delivered over 104 weeks – 72 weeks of class and 32 weeks of holidays; Face-to-face classroom-based

Tuition fee: \$16,000 Materials Fee: \$200 Enrolment Fee: \$200

ENTRY REQUIREMENTS

- Have completed Year 12 (HSC) or equivalent
- IELTS 5.5 overall or equivalent
- 18 years or above

WORK-BASED TRAINING

This course includes work-based training of a minimum of 240 hours over a period of 20 weeks. During work-based training, students will be able to practice their skills and knowledge in real workplace settings. This will assist students to be job ready at graduation. Work Based Training is organised by BCC Institute Employment Liaison Officers, into workplaces approved by BCC Institute.

Before commencement of work-based training, students are also required to provide:

- Working with Children Check

FURTHER STUDIES

On completion of CHC50113 Diploma of Early Childhood Education and Care, students may be granted entry into selected Bachelor courses at Universities.

CHCLEG001	Work legally and ethically
CHCECE009	Use an approved learning framework to guide practice
CHCECE007	Develop positive and respectful relationships with children
CHCECE010	Support the holistic development of children in early childhood
CHCECE013	Use information about children to inform practice
CHCECE011	Provide experiences to support children's play and learning

CHCECE005	Provide care for babies and toddlers
CHCECE003	Provide care for children
CHCECE004	Promote and provide healthy food and drinks
CHCPRT001	Identify and respond to children and young people at risk
CHCECE002	Ensure the health and safety of children
HLTAID004	Provide an emergency first aid response in an education and care setting
CHCECE001	Develop cultural competence
CHCDIV002	Promote Aboriginal and/or Torres Strait Islander cultural safety
CHCECE017	Foster the holistic development and wellbeing of the child in early childhood
CHCECE018	Nurture creativity in children
CHCSAC005	Foster the holistic development and well being of the child in school age care
HLTWHS003	Maintain work health and safety
CHCECE016	Establish and maintain a safe and healthy environment for children
CHCECE025	Embed sustainable practices in service operations
CHCECE019	Facilitate compliance in an education and care services
CHCPOL002	Develop and implement policy
CHCECE020	Establish and implement plans for developing cooperative behaviour
CHCECE022	Promote children's agency
CHCECE021	Implement strategies for the inclusion of all children
CHCECE023	Analyse information to inform learning
CHCECE026	Work in partnership with families to provide appropriate education and care for children
CHCECE024	Design and implement the curriculum to foster children's learning and development





Fees & intake dates for VET courses

Course title	CRICOS Course code	Course Duration	Tuition Fee	Enrolment Fee	Materials Fee	Intake Months
BSB40212 Certificate IV in Business	089160D	26 Weeks (incl. 8 weeks of holidays)	\$6,500			Jan, April, July, October
BSB51915 Diploma of Leadership and Management	089973M	52 Weeks (incl. 16 weeks of holidays)	\$12,500	\$200	\$200	
CHC50113 Diploma of Early Childhood Education and Care	090575D	104 Weeks (incl. 32 weeks of holidays)	\$16,000			

Time table sample

CLASS	MON	TUES	WED	THURS	FRI
Schedule 1	8AM - 4.30PM	8AM – 4:30PM	8AM – 12PM	N/A	N/A
Schedule 2	N/A	N/A	12:30PM – 4:30PM	8AM – 4:30PM	8AM – 4:30PM

Short courses



HLTAID004 Provide an emergency first aid response in an education and care setting CRICOS Code: 090575D

This unit describes the skills and knowledge required to provide a first aid response to infants, children and adults.

The unit applies to educators and support staff working within an education and care setting who are required to respond to a first aid emergency, including asthmatic and anaphylactic emergencies.

A Statement of Attainment will be issued at the end of the course.

Duration: 2 days (incl. theory & practical components)

Cost : \$150 per person

ENTRY REQUIREMENTS

- Have completed Year 12 (HSC) or equivalent
- IELTS 5.5 overall or equivalent
- 18 years or above

How to enrol

STEP 01

Submit your application with:


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

STEP 02

If your application is successful, a letter of offer including the following documents will be made to you:

- Your letter of offer and Student Acceptance Agreement
- Name, course, commencement date and duration of the course for which you are offered a place
- Tuition fees and other costs

STEP 03

Once you receive your letter of offer, you will need to forward the following to BCC Institute: 

- Signed International Student Acceptance Agreement
- Copy of receipt of Payment of fees
- Copy of Overseas Student Health Cover (unless arranged by BCC Institute)
- Copy of police check (if required)

BCC Institute will issue you with a Confirmation of Enrolment (CoE). This is required to obtain a visa to study in Australia. You will be ready to begin your studies once your student visa has been issued.



Student visa

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

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

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

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

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

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



Student health and safety

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

The city of Sydney has dedicated web pages for international students where you can download an international student's guide and many other orientation resources to help you ease into your new city.

Sydney [cityofsydney.nsw.gov.au/
community/ community-support/
internationalstudents](http://cityofsydney.nsw.gov.au/community/community-support/internationalstudents)

Budget and living costs

There is no set amount, but in 2017 the Australian government estimates a single international student will spend AUD \$20,636 annually for living expenses such as accommodation, food and transport. That is approximately AUD \$1,600 to \$1,800 per month.

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

Transport information and fares for international students can be found at transportnsw.info/internationalstudents

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

Shop a Docket [shopadocket.com.au/
regions/sydney](http://shopadocket.com.au/regions/sydney)
Student Edge studentedge.com.au

Our learning support team is behind you

When you enrol with us, you will be supported by a professional learning support team which includes a dedicated trainer, VET officer and student support officer.

Your trainer is your first point of contact at BCC Institute and is also available via email and phone throughout your course outside of class hours. Contact details are provided at orientation.

Important policies

All policies relevant to international students studying with BCC Institute are located on the International Student Download Page on the BCC Institute Website at bankstowncc.edu.au

Education agents

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

For your convenience BCC Institute publishes a list of its approved education agents at bankstowncc.edu.au

Employment opportunities

At BCC Institute, we recognise the importance of finding paid employment while you are studying. Our dedicated student support officer has close ties with industries and works closely with industry partners to find work placement and/or paid employment for you. Students holding a valid student visa can work 40 hours per fortnight while your course is in session, starting from the course commencement date. You can work unlimited hours during scheduled course breaks (full-time work is generally 38 hours per week). This provides you with opportunities to improve your English and to integrate into the community. For more information relating to your permission to work, please visit

www.border.gov.au.

We include work-based training components in some of our courses to ensure that you are job-ready at graduation and have competitive advantages over peers in your job search. This work-based training provides you with opportunities to prove yourself in the workplace and to learn about workplace cultures. Students who have performed well during work-based training are often offered jobs upon or even before graduation.

Our student support team assists you in your job search:

- Preparing and writing of resume and cover letter
- Coaching you in job interview techniques
- Advertising vacant positions
- Assisting you to send resumes to employers

Real workplace experience

You may need to complete work placement as part of your qualification, putting into practice your newly acquired skills and building valuable networks with employers and other learners who are undertaking the same qualification. These placements are conducted with early childhood education and care centres outside the BCC Institute campuses but are all within the Sydney Metropolitan area.

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

Note: For most work placements you will require a Working With Children's (WWC) check. The WWC will need to be conducted in Australia.

You will be provided with a work placement log book outlining tasks relating to your qualification if it requires work placement. You will be required to complete the workbook during your placement, logging the hours of practical work you have undertaken during your studies. Your trainer will come to visit you during your placement and you will be allocated a supervisor at the placement organisation who will confirm your tasks.

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

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

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

For further assistance contact your trainer.

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 BCC Institute, you will be studying units from nationally recognised training packages – the qualification will be accepted everywhere in Australia.

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

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

Do you have a question?
Please contact us at

info@bankstowncc.edu.au or call us on **+61 2 9793 8155**

BANKSTOWN COMMUNITY COLLEGE INC T/A BCC INSTITUTE

Bankstown campus

Level 1 457 Chapel Road, Bankstown NSW 2200

City campus

Level 1 16-22 Wenworth Avenue, Surry Hills NSW 2010

www.bankstowncc.edu.au