DOMESTIC STUDENT
PROSPECTUS

Bankstown Community College Inc T/A BCC Institute
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This prospectus must be read in conjunction with BCC Institute's Student Handbook.

*As a domestic student, you may be eligible for fee-free training under the NSW Government Smart and Skilled Program. **Contact the college** to find out more.*

Contents

About us

Founded in 1986, we are a Registered Training Organisation (RTO) that puts student goals first.

Education & Training - it's what we do!

BCC Institute is a Registered Training Organisation delivering nationally recognised courses and accredited Australian Qualifications Framework (AQF) VET qualifications. BCC Institute is not-for-profit and a welcoming and safe place to study. We pride ourselves on offering a caring and supportive environment for our students.

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:

• Accounting
• Applied Digital Technologies
• Community Services
• Disability Support
• Early Childhood Education and Care
• Individual Support (Ageing & Disability)
• Leadership and Management
• Project Management Practice
• Real Estate
• Skills for Work and Vocational Pathways

Every BCC Institute student will be supported by a student support officer on campus 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 may assist you in work placement should your course require it, and information about employment prospects.

Bankstown Keating Park. Named after one of Australia's Prime Ministers

Bankstown Library

Location

Chapel Road, Bankstown Campus

Located 20 kilometres west of Sydney's central business district, Bankstown merged with its neighbour Canterbury in 2016, 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 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 has a range of unique characteristics in terms of its location, economic geography, population, demographics, and industry structure. Visit https://www.cbcity.nsw.gov.au/ for more information.

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. Cool 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 are popular with locals and tourists 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.

Surry Hills

Facilities for students

Classrooms
Classrooms are fully equipped with whiteboards, data projectors and internet connection. Rooms are fully airconditioned and well furnished.

Computer labs
Computer labs are networked and fitted with high-speed computers using Windows operating systems and Microsoft Office.

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 pays basis.

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

Student support and learning assistance.
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 counselling for social matters is available by appointment from the principal.

Airport pickup and accommodation support
Arrangements can be made for airport pickup on a user pays 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 Courses

FSK20119 – CERTIFICATE II IN SKILLS FOR WORK AND VOCATIONAL PATHWAYS

Course Information

Qualification Code: FSK20119

This qualification enables learners to build on existing foundation skills in preparation for undertaking further vocational study or employment.

This qualification aims to help participants to gain the skills required to:
- communicate verbally with clients and colleagues
- use basic digital technology
- work in a team environment
- conduct routine administrative tasks
- organise work priorities
- commence a dedicated higher-level VET course of study

Course Duration

Domestic – 22 weeks (20 weeks of classes + 2 weeks of holidays).

Attendance

Domestic – 2 days per week.

Entry Requirements

Domestic

- Be 16 years of age or over
- Completed Year 10 (or equivalent)
- Language, Literacy and Numeracy (LLN) course pre-assessment test
- Unique Student Identifier (USI)

Students must also have access to:
- A PC or equivalent running or capable of running Microsoft Windows 2010 and Microsoft Office 2010 and above
- Internet connection

Training Options

Since July 20, 2020, BCC Institute has been using a mixed delivery mode, delivering sessions face to face and online via the Zoom platform.

Face to face training

Face to face classes at BCC Institute are kept small with a maximum of 15 students per class, allowing more quality time with their trainer. Each trainer has extensive experience in their industry, providing first-hand knowledge and learning techniques for their students.

Online learning

Some training and assessments are delivered online. Students will also be required to complete some self-directed learning tasks.

Course Structure
14 units (1 core + 13 electives)

Units of Competency
FSKLRG011 Use routine strategies for work-related learning
FSKLRG009 Use strategies to respond to routine workplace problems*
FSKLRG015 Manage own work-related learning*
FSKNUM014 Calculate with whole numbers and familiar fractions decimals and percentages for work*
FSKNUM015 Estimate measure and calculate routine metric measurements for work*
FSKOCM007 Interact effectively with others at work*
FSKRDG010 Read and respond to routine workplace information*
FSKNUM018 Collect data and construct routine tables and graphs for work*
FSKNUM021 Apply an expanding range of mathematical calculations for work*
FSKNUM026 Read, interpret and use detailed plans, drawings and diagrams for work*
FSKWTG008 Complete routine workplace formatted texts*
FSKWTG003 Write short and simple workplace information*
BSBWHS211 Contribute to health and safety of self and others*
FSKDIG003 Use digital technology for non-routine workplace tasks*
*Unit is an elective. All other units are core units of competency.

Further Study Pathways
Students who obtain the FSK20119 Certificate II in Skills for Work and Vocational Pathways may progress to a VET course of their choice after receiving careers advice from a government registered training organisation, Careers Advisor, or a Job Services Australia agency.

ICT20120 CERTIFICATE II IN APPLIED DIGITAL TECHNOLOGIES

Course Information
Qualification Code: ICT20120
This qualification trains learners to safely perform foundation digital literacy tasks using a personal computer and a range of software applications and digital devices.

Course Duration
Domestic – 24 weeks (20 weeks of classes + 4 weeks of holidays).

Attendance
Domestic – 20 contact hours per week.

Entry Requirements
Domestic

- Be 16 years of age or over
- Completed Year 10 (or equivalent)
- Language, Literacy and Numeracy (LLN) course pre-assessment test
- Unique Student Identifier (USI)

Students must also have access to:
- A PC or equivalent running or capable of running Microsoft Windows 2010 and Microsoft Office 2010 and above
- Internet connection

Training Options
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Face to face training
Face to face classes at BCC Institute are kept small with a maximum of 15 students per class, allowing more quality time with their trainer. Each trainer has extensive experience in their industry, providing first-hand knowledge and learning techniques for their students.

Online learning
Some training and assessments are delivered online. Students will also be required to complete some self-directed learning tasks.

Course Structure
12 units (6 core + 6 electives)

Units of Competency
BSBSUS211 Participate in sustainable work practices
BSBTEC202 Use digital technologies to communicate in a work environment
BSBWHS211 Contribute to the health and safety of self and others
ICTICT213 Use computer operating systems and hardware
ICTICT214 Operate application software packages
ICTICT215 Operate digital media technology packages
BSBTEC101 Operate digital devices*
BSBTEC203 Research using the internet*
BSBTEC301 Design and produce business documents*
BSBPEF202 Plan and apply time management*
BSBOPS202 Engage with customers*
BSBOPS201 Work effectively in business environments*
*Unit is an elective. All other units are core units of competency.

Further Study Pathways
Students who obtain ICT20120 Certificate II in Applied Digital Technologies may progress to the next qualification level from the ICT Package.

FNS40222 - CERTIFICATE IV IN ACCOUNTING AND BOOKKEEPING

Course Information
Qualification Code: FNS40222
This qualification reflects the job roles of workers in the accounting industry, including BAS Agents and contract bookkeepers; and of those employees performing bookkeeping tasks for organisations in a range of industries. It includes preparing and lodging business and instalment activity statements and providing advice or dealing with the Commissioner on behalf of a taxpayer in relation to activity statements. Individuals in these roles apply theoretical and specialist knowledge and skills to work autonomously, and exercise judgement in completing routine and non-routine activities.

Course Duration
Domestic – 52 weeks (40 weeks of classes + 12 weeks of holidays).

Attendance
Domestic - 2.5 days per week.

Entry Requirements
Domestic

- Be 16 years of age or over
- Completed Year 10 (or equivalent)
- Language, Literacy and Numeracy (LLN) course pre-assessment test
- Unique Student Identifier (USI)

Training Options
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Face to face training
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Online learning
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Course Structure
Total number of units: 13 units (10 core units + 3 elective units).

Units of Competency
FNSACC321 Process financial transactions and extract interim reports
FNSACC322 Administer subsidiary accounts and ledgers
FNSACC426 Set up and operate computerised accounting systems
BSBFIA421 Prepare financial reports
BSBTEC301 Design and produce business documents*
FNSTPB411 Complete business activity and instalment activity statements
FNSTPB412 Establish and maintain payroll systems
BSBPEF501 Manage personal and professional development
BSBTEC404 Use digital technologies to collaborate in a work environment*
BSBTEC402 Design and produce complex spreadsheets
FNSACC418 Work effectively in the accounting and bookkeeping industry
FNSACC323 Perform financial calculations*
FNSACC412 Prepare operational budgets
*Unit is an elective. All other units are core units of competency.

Employment Opportunities
- Accounts receivable and payable clerks
- Bookkeeper
- Payroll clerks
- General clerical assistants
- Trainee accountants
- Financial clerks

Further Study Pathways
The FNS40222 Certificate IV in Accounting and Bookkeeping is a great pathway to the FNS50222 Diploma of Accounting.

FNS50222 - DIPLOMA OF ACCOUNTING

Course Information

Qualification Code: FNS50222

This qualification reflects professional accounting job roles in financial services and other industries, including tax agents, accounts payable and accounts receivable officers, payroll service providers, and employees performing a range of accounting tasks for organisations in a range of industries. Individuals in these roles apply solutions to a range of often complex problems and analyse and evaluate information from a variety of sources. They apply initiative to plan, coordinate and evaluate their own work and provide guidance to others within defined guidelines.

Course Duration

Domestic – 64 weeks (50 weeks of classes + 14 weeks of holidays).

Attendance

Domestic - 2 days per week.

Entry Requirements

Domestic

- Be 16 years of age or over
- Completed Year 10 (or equivalent)
- Language, Literacy and Numeracy (LLN) course pre-assessment test
- Unique Student Identifier (USI)
- Computer literacy and skills
- Some exposure to accounting is beneficial
- Completion of the FNSSS00014 Accounting Principles Skill Set OR
- Completion of FNS40222 Certificate IV in Accounting and Bookkeeping or equivalent

Training Options

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Face to face training

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Online learning

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Course Structure

11 Units (7 core units + 4 elective units).

Units of Competency

BSBTEC402 Design and produce complex spreadsheets
FNSACC521 Provide financial and business performance information
FNSACC526 Implement and maintain internal control procedures
FNSACC523 Manage budgets and forecasts
FNSACC524 Prepare financial reports for corporate entities
FNSACC522 Prepare tax documentation for individuals
FNSACC527 Provide management accounting information
BSBLDR413 Lead effective workplace relationships*
FNSORG506 Prepare financial forecasts and projections*
FNSACC418 Work effectively in the accounting and bookkeeping industry *
FNSACC601 Prepare and administer tax documentation for legal entities*

*Unit is an elective. All other units are core units of competency.

Employment Opportunities

- Assistant Accountant
- Bookkeeper
- Payroll Manager
- Accounts Supervisor

Further Study Pathways

The FNS50222 Diploma of Accounting is a great pathway to the FNS60222 Advanced Diploma of Accounting and bachelor's degree in accounting.

BSB40920 – CERTIFICATE IV IN PROJECT MANAGEMENT PRACTICE

Course Information

Qualification Code: BSB40920

This qualification reflects the role of individuals who apply project management skills and knowledge in a wide variety of contexts. The job roles that relate to this qualification may include Contracts Officer, Project Administrator and Quality Officer.

Individuals in these roles work autonomously, and might be members of a project team, with no direct responsibility for overall project outcomes. Primarily, these roles would support wider project operations. They may use project tools and methodologies selectively to support organisational or business activities.

Course Duration

Domestic – 40 weeks (34 weeks of classes + 6 weeks of holidays).

Attendance

Domestic – 2 days per week.

Entry Requirements

Domestic

- Be 16 years of age or over
- Completed Year 10 (or equivalent)
- Language, Literacy and Numeracy (LLN) course pre-assessment test
- Unique Student Identifier (USI)

Training Options

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Face to face training

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Online learning

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Course Structure

9 units (3 core + 6 electives)

Units of Competency

BSBPMG420 Apply project scope management techniques
BSBPMG421 Apply project time management techniques

BSBPMG422 Apply project quality management techniques
BSBPMG423 Apply project cost management techniques*
BSBPMG424 Apply project human resources management approaches*
BSBPMG429 Apply project stakeholder engagement techniques*
BSBPEF402 Develop personal work priorities*
BSBPEF401 Manage personal health and wellbeing*
BSBWHS411 Implement and monitor WHS policies, procedures and programs*
*Unit is an elective. All other units are core units of competency.

Employment Opportunities
Contracts Officer or Project Administrator.

Further Study Pathways
After achieving BSB40920 Certificate IV in Project Management Practice, learners may undertake BSB50420 Diploma of Leadership and Management.

BSB50420 - DIPLOMA OF LEADERSHIP AND MANAGEMENT

Course information
Qualification Code: BSB50420
This qualification reflects the role of individuals who apply knowledge, practical skills and experience in leadership and management across a range of enterprise and industry contexts.

Individuals at this level display initiative and judgement in planning, organising, implementing and monitoring their own workload and the workload of others. They use communication skills to support individuals and teams to meet organisational or enterprise requirements.

They plan, design, apply and evaluate solutions to unpredictable problems, and identify, analyse and synthesise information from a variety of sources.

Course Duration
Domestic – 52 weeks (40 weeks of classes + 12 weeks of holidays).

Attendance
Domestic - 2 days per week.

Entry Requirements
Domestic

- No minimum education standard is set as a pre-requisite. Preferred pathways include after achieving the BSB40120 Certificate IV in Business or other relevant qualification/s OR demonstrate a minimum of 1-year work experience in a range of management roles.
AND
- Computer literacy skills
- Be 18 years of age or over
- Unique Student Identifier (USI)

Training Options
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Face to face training

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Online learning
Some training and assessments are delivered online. Students will also be required to complete some self-directed learning tasks.

Course Structure
12 units (6 core + 6 electives)

Units of Competency
BSBCMM511 Communicate with influence
BSBCRT511 Develop critical thinking in others
BSBLDR523 Lead and manage effective workplace relationships
BSBOPS502 Manage business operational plans
BSBPEF502 Develop and use emotional intelligence
BSBTWK502 Manage team effectiveness
BSBLDR522 Manage people performance*
BSBOPS504 Manage business risk*
BSBTWK503 Manage meetings*
BSBPEF501 Manage personal and professional development*
BSBOPS505 Manage organisational customer service*
BSBTWK501 Lead diversity and inclusion*
*Unit is an elective. All other units are core units of competency.

Employment Opportunities
- Frontline Manager
- Middle Manager
- Supervisor
- Business Administrator

Further Study Pathways
After achieving BSB50420 Diploma of Leadership and Management, learners may undertake BSB60420 Advanced Diploma of Leadership and Management or pursue higher education in the tertiary sector.

BSB60420 - ADVANCED DIPLOMA OF LEADERSHIP AND MANAGEMENT

Course Information
Qualification Code: BSB60420

This course is designed for students looking to develop a senior management skill set and leadership attributes across a range of areas, including business administration and management, general administration and business communication. Students will learn leadership and management strategies and techniques to help them excel in the workplace, including how to manage finances, how to create business development plans and how to plan and facilitate change within the organisation. To enable an accelerated path to a chosen career, students will be at the cutting edge of human resources, company innovation and learn how to communicate with influence.

Course Duration
Domestic – 64 weeks (50 weeks of classes + 14 weeks of holidays).

Attendance
Domestic - 2 days per week.

Entry Requirements
Domestic

No minimum education standard is set as a pre-requisite to entry to this course. Preferred pathways include:

- After achieving the BSB50420 Diploma of Leadership and Management or other relevant qualification

OR

- Demonstrate a minimum of 6 months full-time vocational work in a range of work environments

AND

- Computer literacy and skills
- Language, Literacy and Numeracy (LLN) course pre-assessment test
- Be 18 years of age or over
- Unique Student Identifier (USI)

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Online learning
Some training and assessments are delivered online. Students will also be required to complete some self-directed learning tasks.

Course Structure
10 units (5 core + 5 electives)

Units of Competency
BSBCRT611 Apply critical thinking for complex problem solving
BSBLDR601 Lead and manage organisational change

BSBLDR602 Provide leadership across the organisation
BSBOPS601 Develop and implement business plans
BSBSTR601 Manage innovation and continuous improvement
BSBSUS601 Lead corporate social responsibility*
BSBSTR602 Develop organisational strategies*
BSBSTR802 Lead strategic planning processes for an organisation*
BSBSTR801 Lead innovative thinking and practice*
BSBHRM615 Contribute to the development of diversity and inclusion strategies*
*Unit is an elective. All other units are core units of competency.

Employment Opportunities
- Team leader
- Product manager
- Service manager
- Business development manager
- Head of innovation
- Senior manager

Further Study Pathways
Upon completion of BSB60420 Advanced Diploma of Leadership and Management, students may be granted entry into the Australian Catholic University (ACU) into Bachelor of Business Administration.

CHC30121 – CERTIFICATE III IN EARLY CHILDHOOD EDUCATION AND CARE

Course Information

Qualification Code: CHC30121
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 Standards. They support the implementation of an approved learning framework, and support children's well-being, learning and development. Depending on the setting, educators may work under direct supervision or autonomously.

Students will learn about:
- Provide care for babies and toddlers
- Health, safety and quality
- Culture and diversity
- Emergency First Aid
- Programming for children 0-5 years

Course Duration
Domestic – 40 + 12 = 52

Attendance
Domestic – 2 days per week plus 160 hours mandatory work placement.

Entry Requirements
Domestic

- Year 10 high school certificate or above
- Be 16 years of age or over
- Language, Literacy and Numeracy (LLN) course pre-assessment test

- Unique Student Identifier (USI)

Before commencement of work placement, students are required to:
- Provide a Working with Children Check
- Provide a Police Clearance Check
- Have a reasonable level of fitness to cope with standing, lifting, bending, twisting and reaching
- Be physically, mentally and emotionally healthy to respond appropriately to personal needs

Students must also have access to:
- A PC or equivalent running or capable of running Microsoft Windows 2010 and Microsoft Office 2010 and above
- Internet connection

Training Options
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Face to face training
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Online learning
Some training and assessments are delivered online. Students will also be required to complete some self-directed learning tasks.

Work placement
All students will experience 160 hours of work placement. This is a compulsory part of the course.

Course Structure
17 units (15 core + 2 electives)

Units of Competency
CHCECE030   Support inclusion and diversity
CHCECE031   Support children's health, safety and wellbeing
CHCECE032   Nurture babies and toddlers
CHCECE033   Develop positive and respectful relationships with children
CHCECE034   Use an approved learning framework to guide practice
CHCECE035   Support the holistic learning and development of children
CHCECE036   Provide experiences to support children's play and learning
CHCECE037   Support children to connect with the natural environment
CHCECE038   Observe children to inform practice
CHCECE054   Encourage understanding of Aboriginal and/or Torres Strait Islander peoples' cultures
CHCECE055   Meet legal and ethical obligations in children's education and care
CHCECE056   Work effectively in children's education and care
CHCPRT001   Identify and respond to children and young people at risk
HLTAID012   Provide First Aid in an education and care setting
HLTWHS001 Participate in workplace health and safety
CHCDIV001   Work with diverse people*
CHCPRP003   Reflect on and improve own professional practice*
*Unit is an elective. All other units are core units of competency.

Employment Opportunities
- Early Childhood Educator
- Family Day Care Educator
- Childhood Educator

- Outside School Hours Care Assistant
- Recreation Assistant
- Childhood Educator Assistant

Further Study Pathways

Upon completion of CHC30121 Certificate III in Early Childhood Education and Care, students may be interested in completing the CHC50121 Diploma of Early Childhood Education and Care to gain work in leadership roles.

CHC50121 – DIPLOMA OF EARLY CHILDHOOD EDUCATION AND CARE

Course information

Qualification Code: CHC50121

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 Standards.

They may have responsibility for supervision of volunteers or other staff.

Students will learn about:
- Provide care for babies and toddlers
- Health, safety and quality
- Working with children
- Culture and diversity
- Emergency first aid
- Workplace practices

Course Duration

Domestic – 76 weeks (60 weeks of classes + 16 weeks of holidays) includes work placement.

Attendance

Domestic – 2 days per week plus 280 hours mandatory work placement.

Entry Requirements

Domestic

- Hold a CHC30121 Certificate III in Early Childhood Education and Care

OR

- Hold a CHC30113 Certificate III in Early Childhood Education and Care

AND

- Language, Literacy and Numeracy (LLN) course pre-assessment test
- Be 18 years of age or over
- Unique Student Identifier (USI)

Before commencement of work placement, students are required to:
Provide a Working with Children Check

- Provide a Police Clearance Check
- Have a reasonable level of fitness to cope with standing, lifting, bending, twisting and reaching
- Be physically, mentally and emotionally healthy to respond appropriately to personal needs

Students must also have access to:
- A PC or equivalent running or capable of running Microsoft Windows 2010 and Microsoft Office 2010 and above
- Internet connection

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Online learning
Some training and assessments are delivered online. Students will also be required to complete some self-directed learning tasks.

Work placement
All students will experience 280 hours of work placement. This is a compulsory part of the course.

Course Structure
15 units (12 core + 3 electives)

Units of Competency
CHCECE041 Maintain a safe and healthy environment for children
CHCECE042 Foster holistic early childhood learning, development and wellbeing
CHCECE050 Work in partnership with children's families
CHCECE043 Nurture creativity in children
CHCECE044 Facilitate compliance in a children's education and care service
CHCECE045 Foster positive and respectful interactions and behaviour in children
CHCECE046 Implement strategies for the inclusion of all children
CHCECE047 Analyse information to inform children's learning
CHCECE048 Plan and implement children's education and care curriculum
CHCECE049 Embed environmental responsibility in service operations
BSBTWK502 Manage team effectiveness
CHCPRP003 Reflect on and improve own professional practice
CHCDIV003   Manage and promote diversity*
BSBHRM413 Support the learning and development of teams and individuals*
CHCPOL002 Develop and implement policy*
*Unit is an elective. All other units are core units of competency.

Employment Opportunities
- Childcare Centre Director/Owner
- Childcare Centre Manager

- Childcare Centre Supervisor
- Family Day Care Supervisor
- Outside School Hours Care Supervisor

Further Study Pathways

Upon completion of CHC50121 Diploma of Early Childhood Education and Care 107029J, students may apply for entry into Australian Catholic University (ACU) into Bachelor of Early Childhood Education (Birth to Five Years).

CHC33021- CERTIFICATE III IN INDIVIDUAL SUPPORT (AGEING AND DISABILITY)

Course Information

Qualification Code: CHC33021

This qualification reflects the role of individuals in the community, home or residential care setting who work under supervision and delegation as a part of a multi-disciplinary team, following an individualised plan to provide person-centred support to people who may require support due to ageing, disability or some other reason.

These individuals take responsibility for their own outputs within the scope of their job role and delegation. Workers have a range of factual, technical and procedural knowledge, as well as some theoretical knowledge of the concepts and practices required to provide person-centred support.

The skills in this qualification must be applied in accordance with Commonwealth and State/Territory legislation, Australian standards, and industry codes of practice.

To achieve this qualification, the candidate must have completed at least 120 hours of work as detailed in the Assessment Requirements of the units of competency.

No licensing, legislative, regulatory or certification requirements apply to this qualification at the time of publication.

Learning outcomes include being able to:
- Communicate effectively with people from diverse backgrounds
- Respond appropriately to clients needing assistance
- Support independence and wellbeing
- Follow safe work practices
- Work effectively in aged and disability care

Course Duration

Domestic – 52 weeks (40 weeks of classes + 12 weeks of holidays).

Attendance

Domestic – 2 days per week plus 120 hours mandatory work placement.

Entry Requirements

Domestic

- Be 16 years of age or over
- Completed Year 10 (or equivalent)
- Language, Literacy and Numeracy (LLN) course pre-assessment test
- Unique Student Identifier (USI)

Students must also have access to:
- A PC or equivalent running or capable of running Microsoft Windows 2010 and Microsoft Office 2010 and above

- Internet connection

Training Options
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Face to face training
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Online learning
Some training and assessments are delivered online. Students will also be required to complete some self-directed learning tasks.

Work placement
All students will experience 120 hours of work placement. This is a compulsory part of the course.

Course Structure
15 units (9 core + 6 electives)

Units of Competency
CHCCCS031 Provide individualised support
CHCCCS038 Facilitate the empowerment of people receiving support
CHCCCS040 Support independence and wellbeing
CHCCCS041 Recognise healthy body systems
CHCCOM005 Communicate and work in health or community services
CHCDIV001 Work with diverse people
CHCLEG001 Work legally and ethically
HLTINF006 Apply basic principles and practices of infection prevention and control
HLTWHS002 Follow safe work practices for direct client care
CHCDIS012 Support community participation and social inclusion*
CHCDIS011 Contribute to ongoing skills development using a strengths-based approach*
CHCDIS020 Work effectively in disability support*
CHCAGE013 Work effectively in aged care*
CHCAGE011 Provide support to people living with dementia*
CHCMHS001 Work with people with mental health issues*
*Unit is an elective. All other units are core units of competency.

Employment Opportunities
- Support Worker
- Assistant in Nursing
- Aged Care Support Worker
- Personal Care Assistant
- Disability Support Worker
- Residential Care Worker

Further Study Pathways
On completion of Certificate III in Individual Support, students may be interested in completing the CHC43121 Certificate IV in Disability Support or CHC52021 Diploma of Community Services at BCC Institute.

CHC43121 – CERTIFICATE IV IN DISABILITY SUPPORT

Course Information
Qualification Code: CHC43121
This qualification reflects the role of workers in a range of community settings and clients' homes, who provide training and support in a manner that empowers people with disabilities to achieve greater levels of independence, self-reliance, community participation and wellbeing. Workers promote a person-centred approach, work without direct supervision and may be required to supervise and/or coordinate a small team.

The skills in this qualification must be applied in accordance with Commonwealth and State/Territory legislation, Australian standards, and industry codes of practice.

Course Duration
Domestic – 52 weeks (40 weeks of classes + 12 weeks of holidays).

Attendance
Domestic – 2 days per week plus 120 hours mandatory work placement.

Entry Requirements
Completion of: CHC33021 Certificate III in Individual Support (Disability)
OR
Completion of: CHC33015 Certificate III in Individual Support (Disability)
OR
Completion of: CHC30408 Certificate III in Disability **PLUS** the *CHCSS00125 Entry to Certificate IV in Disability Support Skill Set.*

Domestic
- Language, Literacy and Numeracy (LLN) course pre-assessment test
- Be 18 years of age or over
- Unique Student Identifier (USI)

Before commencement of work placement, students are required to:
- Provide a Working with Children Check
- Provide a Police Clearance Check
- Have a reasonable level of fitness to cope with standing, lifting, bending, twisting and reaching
- Be physically, mentally and emotionally healthy to respond appropriately to personal needs
- NDIS Online Module
- NB. BCC Institute highly recommends students complete the immunisation process before practical placements commence as some facilities will not provide placement to students without immunisation

Students must also have access to:
- A PC or equivalent running or capable of running Microsoft Windows 2010 and Microsoft Office 2010 and above
- Internet connection

Training Options
Since July 20, 2020, BCC Institute has been using a mixed delivery mode, delivering sessions face to face and online via the Zoom platform.

Face to face training
Face to face classes at BCC Institute are kept small with a maximum of 15 students per class, allowing more quality time with their trainer. Each trainer has extensive experience in their industry, providing first-hand knowledge and learning techniques for their students.

Online learning
Some training and assessments are delivered online. Students will also be required to complete some self-directed learning tasks.

Work placement
All students will experience 120 hours of work placement. This is a compulsory part of the course.

Course Structure
10 units (7 core + 3 electives)

Units of Competency
CHCCCS044 Follow established person-centred behaviour supports
CHCDIS017 Facilitate community participation and social inclusion
CHCDIS019 Provide person-centred services to people with disability with complex needs
CHCLEG003 Manage legal and ethical compliance
CHCDIS018 Facilitate ongoing skills development using a person-centred approach
CHCMHS001 Work with people with mental health issue
HLTWHS003 Maintain work health and safety
CHCADV001 Facilitate the interests and rights of clients*
CHCCCS002 Assist with movement*
CHCCCS041 Recognise healthy body systems*
*Unit is an elective. All other units are core units of competency.

Employment Opportunities
- Residential Support Worker
- Disability Support Officer
- Recreational Services Officer
- NDIS Support Worker
- Respite Worker

Further Study Pathways
On completion of CHC43121 Certificate IV in Disability Support, students may wish to continue their studies and complete the CHC52021 Diploma of Community Services at BCC Institute.

CHC52021 – DIPLOMA OF COMMUNITY SERVICES

Course Information
Qualification Code: CHC52021
This qualification reflects the role of community services workers involved in the delivery, management and coordination of person-centred services to individuals, groups, and communities.

At this level, workers have specialised skills in community services and work autonomously within their scope of practice under broad directions from senior management.

Workers support people to make change in their lives to improve personal and social wellbeing and may also have responsibility for the supervision of other workers and volunteers. They may also undertake case management and program coordination.

To achieve this qualification, the candidate must have completed at least 200 hours of work as detailed in the Assessment Requirements of units of competency.

The skills in this qualification must be applied in accordance with Commonwealth and State or Territory legislation, Australian standards and industry codes of practice.

Course Duration
Domestic – 104 weeks (80 weeks of classes + 24 weeks of holidays).

Attendance
Domestic – 2 days per week plus 200 hours mandatory work placement.

Entry Requirements
Domestic

- Language, Literacy and Numeracy (LLN) course pre-assessment test
- Be 18 years of age or over
- Unique Student Identifier (USI)

Before commencement of work placement, students are required to:
- Provide a Working with Children Check
- Provide a Police Clearance Check
- Have a reasonable level of fitness to cope with standing, lifting, bending, twisting and reaching
- Be physically, mentally and emotionally healthy to respond appropriately to personal needs
- NDIS Online Module
- NB. BCC Institute highly recommends students complete the immunisation process before practical placements commence as some facilities will not provide placement to students without immunisation.

Students must also have access to:
- A PC or equivalent running or capable of running Microsoft Windows 2010 and Microsoft Office 2010 and above
- Internet connection

Training Options
Since July 20, 2020, BCC Institute has been using a mixed delivery mode, delivering sessions face to face and online via the Zoom platform.

Face to face training
Face to face classes at BCC Institute are kept small with a maximum of 15 students per class, allowing more quality time with their trainer. Each trainer has extensive experience in their industry, providing first-hand knowledge and learning techniques for their students.

Online learning
Some training and assessments are delivered online. Students will also be required to complete some self-directed learning tasks.

Work placement
All students will experience 200 hours of work placement. This is a compulsory part of the course.
NB: ACWA endorsement requires 400 hours of supervised fieldwork placement.

Course Structure
20 units (12 core + 8 electives)

Units of Competency
CHCCCS004 Assess co-existing needs
CHCCCS007 Develop and implement service programs
CHCCCS019 Recognise and respond to crisis situations
CHCCSM013 Facilitate and review case management
CHCDEV005 Analyse impacts of sociological factors on people in community work and services
CHCDFV001 Recognise and respond appropriately to domestic and family violence
CHCDIV001 Work with diverse people
CHCDIV002 Promote Aboriginal and/or Torres Strait Islander cultural safety
CHCLEG003 Manage legal and ethical compliance
CHCMGT005 Facilitate workplace debriefing and support processes
CHCPRP003 Reflect on and improve own professional practice
HLTWHS003 Maintain work health and safety
CHCCSM009 Facilitate goal-directed planning*
CHCCCS009 Facilitate responsible behaviour*
BSBPEF401 Manage personal health and wellbeing*
CHCCDE023 Develop and deliver community projects*
CHCGRP002 Plan and conduct group activities*
CHCMHS001 Work with people with mental health issues*
CHCMHS002 Establish self-directed recovery relationships*
CHCMHS011 Assess and promote social, emotional and physical wellbeing*
*Unit is an elective. All other units are core units of competency.

Employment Opportunities
- Case Worker
- Community Support Worker
- Group Facilitator
- Indigenous Youth Worker
- Program Coordinator
- Welfare Worker
- Youth and Family Support Officer
- Youth Worker

Further Study Pathways
On completion of CHC52021 Diploma of Community Services, students may wish to continue their studies and complete the CHC62015 Advanced Diploma of Community Sector Management or CHC82015 Graduate Certificate in Client Assessment and Case Management at a government-registered training provider.

ASSISTANT AGENT - CERTIFICATE OF REGISTRATION RESIDENTIAL RE (NSW) COURSE - ENTRY LEVEL REAL ESTATE

Are you looking for a career in real estate?

The Certificate of Registration is the entry level real estate course.
Fair Trading NSW have indicated that this course can be used to apply for the Assistant Agent - Certificate of Registration. It comprises five (5) units of competency which are recognised by NSW Fair Trading. Any person looking to sell or lease property in NSW (this includes giving advice or information on property) must have competently completed these units. When you have successfully completed these units and received your Statements of Attainment you can submit them to NSW Fair Trading, where they will then register you as an Assistant Agent (conditions apply – see www.fairtrading.nsw.gov.au for more information). The Assistant Agent course for the real estate sector comprises of five units of competency.

The units are:
Domestic

- CPPREP4001 - Prepare for professional practice in real estate
- CPPREP4002 - Access and interpret ethical practice in real estate
- CPPREP4003 - Access and interpret legislation in real estate
- CPPREP4004 - Establish marketing and communication profiles in real estate
- CPPREP4005 - Prepare to work with real estate trust accounts

Course Duration
BCCI gives you six months to complete this course, though you can complete it sooner. If you were to work on this course full-time you would complete it in an average of 7-10 days. If you don't complete within the 6 months, students can purchase monthly extensions up to 3 months at $220 per month.

Attendance
BCCI will run this course as follows:
Online - via the BCCI, E-Learning – speak to admin to apply and get started.
Once started you will have access to a BCCI tutor who can help and assist as required.
Hard copy, Printed Material - If you require a hardcopy version of your material posted to you, please contact our office. Costs apply.
Face to Face - do you have four or more people in your office that need their Assistant Agent Registration? Contact us for a quote to run it in house.

Entry Requirements

Domestic
- Year 10 high school certificate or above
- Be 16 years of age or over
- Language, Literacy and Numeracy (LLN) course pre-assessment test
- Unique Student Identifier (USI)

Award
Upon successful completion of this course, you will receive a Statement of Attainment for the units listed above from CPP41419 - Certificate IV in Real Estate Practice.

Further Study Pathways
It is NSW Fair Trading requirement for all Assistant Agents to complete the CPP41419 Certificate IV in Real Estate Practice within 4 years of becoming registered with NSW Fair Trading.

CPP41419 - CERTIFICATE IV IN REAL ESTATE PRACTICE

Course Information
Qualification Code: CPP41419
This qualification reflects the role of real estate professionals who apply knowledge of real estate practice legal agency and compliance requirements, ethical standards, and consumer preferences to conduct real estate functions.

This qualification applies to people working in both residential and commercial property, including business broking, and stock and station transactions.

Staff who hold this qualification are commonly engaged with:

- analysing data, industry intelligence and leads to identify prospects.
- developing, building, and maintaining relationships with lessors, tenants, vendors, and buyers
- providing advice to lessors, tenants, vendors and buyers on the sale, purchase, or lease of commercial, residential, stock and station, and property real estate
- implementing systems, forms, and documents to ensure real estate agency transactions are compliant with regulatory requirements, managing risk to agency and agent, and demonstrating high standards of ethical practice.
- transacting, accessing, and preserving the integrity of trust accounts to minimise customer and agency risk.
- establishing, maintaining, executing, and concluding contracts with lessors, tenants, vendors, and buyers, including by auction
- building and promoting the agency and individual brands.

Licensing, legislative, regulatory or certification requirements

- Licensing, legislative, regulatory or certification requirements apply to real estate practices in all states and territories. Relevant state and territory regulatory authorities should be consulted to confirm those requirements.

Note: Occupational licensing outcomes are associated with some of the specialisations packaged in this qualification. The units packaged in the specialisations of this qualification have also been developed as Skill Sets: please note that not all Skill Sets are associated with licensing outcomes.

Course Duration
Domestic – 52 weeks (40 weeks of classes + 12 weeks of holidays)

Attendance
Domestic – Study Options

- On the job
- Correspondence

Entry Requirements
Domestic

- Year 10 high school certificate or above
- Be 16 years of age or over
- Language, Literacy and Numeracy (LLN) course pre-assessment test
- Unique Student Identifier (USI)

Students must also have access to:

- A PC or equivalent running or capable of running Microsoft Windows 2010 and Microsoft Office 2010 and above
- Internet connection

Training Options

Since July 20, 2020, BCC Institute has been using a mixed delivery mode, delivering sessions face to face and online via the Zoom platform.

Face to face training

Face to face classes at BCC Institute are kept small with a maximum of 15 students per class, allowing more quality time with their trainer. Each trainer has extensive experience in their industry, providing first-hand knowledge and learning techniques for their students.

Online learning

Some training and assessments are delivered online. Students will also be required to complete some self-directed learning tasks.

Course Structure

18 units (5 core + 13 electives)

Units of Competency

CPPREP4001 - Prepare for professional practice in real estate
CPPREP4002 - Access and interpret ethical practice in real estate
CPPREP4003 - Access and interpret legislation in real estate
CPPREP4004 - Establish marketing and communication profiles in real estate
CPPREP4005 - Prepare to work with real estate trust accounts
CPPREP4101 Appraise property for sale or lease*
CPPREP4102 Market property*
CPPREP4103 Establish vendor relationships*
CPPREP4104 Establish buyer relationships*
CPPREP4105 Sell property*
CPPREP4121 Establish landlord relationships*
CPPREP4122 Manage tenant relationships*
CPPREP4123 Manage tenancy*
CPPREP4124 End tenancy*
CPPREP4125 Transact in trust accounts*
CPPREP4503 Present at hearings in real estate*
CPPREP4504 Deliver presentations to clients in real estate*
BSBTWK301 - Use inclusive work practices*
*Unit is an elective. All other units are core units of competency.

Employment Opportunities
Occupational titles may include:

- Auctioneer
- Stock and Station Agent
- Business Broker, Business Agent, Franchise Broker
- Property Manager, Body Corporate Manager
- Real Estate Agent
- Real Estate Representative, Real Estate Salesperson
- Real Estate Sub-agent, Property Portfolio Officer, Buyer's Agent.

Further Study Pathways
Upon completion of CPP41419 - Certificate IV in Real Estate Practice, students may be interested in completing the CPP51122 - Diploma of Property (Agency Management) to gain work in management roles.

CPP51122 - DIPLOMA OF PROPERTY (AGENCY MANAGEMENT)

Course Information
Qualification Code: CPP51122
This qualification reflects the role of property services principals who apply knowledge of property agency and compliance requirements, ethical standards and consumer preferences to establish and control property services functions.

This qualification applies to residential or commercial practice in real estate sales, real estate property management, strata management, business broking, stock and station, or auctioneering. Depending on units selected in the qualification, one of two occupational options may be awarded:

- Diploma of Property (Agency Management), or
- Diploma of Property (Agency Management – Strata).

Staff who hold this qualification are responsible and accountable for the work of others and are engaged with:

- understanding business systems, structures, property agency practices and business entities
- understanding legal and ethical frameworks for property agency operations
- developing systems, procedures and protocols for managing property agency functions
- establishing and controlling trust accounts and property agency business finances
- coordinating ethics, risk and consumer protection systems to meet industry legal and customer expectations and requirements
- developing and maintaining knowledge of industry trends
- developing and maintaining relationships with lessors, tenants, vendors and buyers, buyers' agents, owners and owners' agents
- establishing and implementing strategic business plans and operational plans
- establishing and implementing agency and individual branding
- leading and managing people, including recruitment, induction, coaching and mentoring for teams and individuals
- managing work health and safety (WHS) risk to ensure a safe working environment in the property services industry.

Licensing, legislative, regulatory or certification requirements

Licensing, legislative, regulatory or certification requirements apply to real estate practices in all states and territories and may apply to strata community management in some states and territories. Relevant state and territory regulatory authorities should be consulted to confirm those requirements.

Course Duration
Domestic – 52 weeks (40 weeks of classes + 12 weeks of holidays)

Attendance
Domestic – Study Options

- On the job
- Correspondence
- 20 hours online tutor support.

Entry Requirements
Domestic
There are no entry requirements for this qualification. It is recommended that you;

- Be a holder of the qualification CPP41419 - Certificate IV in Real Estate Practice, and
- Hold a Class 2 NSW Real Estate Licence, and
- Be currently employed in a real estate office in NSW.
- Year 10 high school certificate or above
- Be 18 years of age or over
- Language, Literacy and Numeracy (LLN) course pre-assessment test
- Unique Student Identifier (USI)

Students must also have access to:

- A PC or equivalent running or capable of running Microsoft Windows 2010 and Microsoft Office 2010 and above
- Internet connection

Training Options

Since July 20, 2020, BCC Institute has been using a mixed delivery mode, delivering sessions face to face and online via the Zoom platform.

Face to face training

Face to face classes at BCC Institute are kept small with a maximum of 15 students per class, allowing more quality time with their trainer. Each trainer has extensive experience in their industry, providing first-hand knowledge and learning techniques for their students.

Online learning
Some training and assessments are delivered online. Students will also be required to complete some self-directed learning tasks.

Course Structure
12 units (7 core + 5 electives)

Units of Competency
CPPREP5001 Manage compliance in the property industry
CPPREP5002 Establish and monitor property industry trust account management practices
CPPREP5003 Manage ethical practice in the property industry

CPPREP5004 Manage a safe workplace in the property industry
CPPREP5005 Manage teams in the property industry
CPPREP5006 Manage operational finances in the property industry
CPPREP5007 Develop a strategic business plan in the property industry
Option 1: Diploma of Property (Agency Management)
CPPREP4507 Provide property sustainability information in real estate*
CPPREP5008 Market the property agency*
CPPREP5009 Develop a marketing and service strategy in real estate*
CPPREP5010 Manage customer service activities in the property industry*
CPPREP5201 Develop and maintain commercial property market intelligence*
Option 2: Diploma of Property (Agency Management - Strata)
CPCSUS5002 Develop action plans to retrofit existing buildings for energy efficiency*
CPPSCM5001 Manage strata community resilience*
CPPSCM5002 Conduct strategic planning for strata community sustainable practices and operation*
CPPSCM5003 Manage strata community asset maintenance and defects*
CPPSCM5004 Perform strategic financial management of a strata community*
*Unit is an elective. All other units are core units of competency.

Employment Opportunities
Occupational titles may include:

- Real Estate Agency Principal
- Senior Strata Manager
- Strata Management Principal
- Agency Manager
- Agency Director.

Further Study Pathways
Upon completion of CPP51122 - Diploma of Property (Agency Management), students may be interested in completing the Graduate Diploma of Property.

Short courses

HLTAID009 PROVIDE CARDIOPULMONARY RESUSCITATION (CPR)

Course Information

This CPR first aid course will provide the knowledge and skills necessary to maintain breathing and circulation in an adult, child or infant following cardiac arrest. Content is based on Australian Resuscitation Council Guidelines. Learners may be completing CPR for the first time or as an annual requalification.

The CPR course is valid for 12 months and will need to be updated each year to keep the certification current. The identified target groups for the unit are broad ranging, from those who are required to provide an emergency first aid response in a workplace, to those that think it might come in handy in their daily lives. For many candidates it is a requirement to gain or maintain employment.

Course Covers

- Recognising an emergency situation
- Identifying hazards and risk
- Communication with emergent services
- Assessing the casualty
- Performing cardioulomary resuscitation (cpr)
- Operation of an automated external defibrillator (AED)

Course Duration

- 1 – 2 hours online learning
- 2 – 3 hours face to face

Entry Requirements

- Unique Student Identifier (USI)
- Students must have the physical ability to perform resuscitation by kneeling on the floor for a minimum of (2) minutes of uninterrupted CPR.

HLTAID010 PROVIDE BASIC EMERGENCY LIFE SUPPORT

Course Information

This unit describes the skills and knowledge required to recognise and respond to life-threatening emergencies in line with first aid guidelines determined by the Australian Resuscitation Council (ARC) and other Australian national peak clinical bodies.

This unit applies to all persons who may be required to provide an emergency response in a range of situations, including community and workplace settings.

Course Content

- managed, in line with ARC guidelines, the unconscious, breathing casualty including appropriate positioning to reduce the risk of airway compromise
- managed, in line with ARC guidelines, the unconscious, non-breathing adult, including:
- performing at least 2 minutes of uninterrupted single rescuer cardiopulmonary resuscitation (CPR) (5 cycles of both compressions and ventilations) on an adult resuscitation manikin placed on the floor
- following the prompts of an automated external defibrillator (AED) to deliver at least one shock
- demonstrating a rotation of single rescuer operators with minimal interruptions to compressions
- responding appropriately in the event of regurgitation or vomiting
- managed, in line with ARC guidelines, the unconscious, non-breathing infant, including:
- performing at least 2 minutes of uninterrupted single rescuer CPR (5 cycles both compressions and ventilations) on an infant resuscitation manikin placed on a firm surface
- managed casualties, with the following:
- anaphylaxis
- asthma
- non-life-threatening bleeding
- choking
- shock
- responded to at least one simulated first aid incident contextualised to the candidate's workplace or community setting, where the candidate has no knowledge of the casualty's condition prior to starting treatment, including:
- identifying the casualty's illness or injury through history, signs and symptoms
- using personal protective equipment (PPE)
- providing appropriate first aid treatment
- conveying incident details to emergency services or advising casualty on any required post incident action
- providing an accurate verbal report of the incident
- reviewing the incident.

Course Duration

- Online: Pre-course theory
- Face-to-face: Practical observations (1 day Practical in classroom with prior online learning).

ENTRY REQUIREMENTS

• Unique Student Identifier (USI)
• Students must have the physical ability to perform resuscitation by kneeling on the floor for a minimum of (2) minutes of uninterrupted CPR.

HLTAID011 PROVIDE FIRST AID (INCLUDING CPR)

Course Information

This unit describes the skills and knowledge required to provide a first aid response to a casualty. The unit applies to all workers who may be required to provide a first aid response in a range of situations, including community and workplace settings. This unit can be contextualised to the workplace as required. Learners can be completing first aid for the first time or completing it as part of their three (3) yearly requalification.

The CPR component of the course is valid for 12 months and will need to be updated annually for you to keep the certification current. The identified target groups for the unit are broad ranging from those who may be required to provide first aid response and CPR in a range of situations including community and workplace setting. For many candidates it is a requirement to gain or maintain employment.

Course Content

- Respond to an emergency situation
- Identify and handle hazards
- Assess casualty
- Perform CPR procedures in accordance with ARC guidelines
- Operate AED device
- Apply appropriate first aid procedures
- Operate first aid equipment
- Monitor casualty's condition
- Communicate details of the incident
- Evaluate the incident and own performance
- Abdominal injuries
- Allergic reactions
- Bleeding and wound care
- Burns and scalds
- Envenomation
- Eye and ear injuries
- Poisoning and toxic substances

Course Duration

- Online: Pre-course theory
- Face-to-face: Practical observations (1 day Practical in classroom with prior online learning).

ENTRY REQUIREMENTS
• Unique Student Identifier (USI)
• Students must have the physical ability to perform resuscitation by kneeling on the floor for a minimum of (2) minutes of uninterrupted CPR.

HLTAID012 PROVIDE FIRST AID IN AN EDUCATION AND CARE SETTING

Course Information

This unit of competency has been approved by Australian Children's Education and Care Quality Authority (ACECQA) who have deemed it to satisfy all requirements for first aid, anaphylaxis management and emergency asthma training under the Education and Care Services National Law, and the Education and Care Services National Regulations.

This course is suitable for anyone working in long day care, family day care, preschool and outside of school hours (OOSH) care services.

Course Covers

- Anaphylaxis
- Asthma
- CPR techniques on adults, children and infants
- Compliance with first aid sections of the Education and Care Services National Law and the Education and Care Services National Regulations
- Incident reporting in a child care setting
- Child physiology
- How to properly assess an emergency situation
- DRSABCD
- Using an Automated External Defibrillator (AED)
- First aid procedures for bleeding, burns and fractures
- Managing medical conditions such as epilepsy
- Managing medical emergencies such as snake/spider bites, poisons and choking
- Infection control procedures
- Managing exposure to extreme temperatures
- Administering first aid for eye & soft tissue injuries
- Assessing and moving sick and injured
- Legal responsibilities of a first aider
- Basic anatomy
- Managing shock

Course Duration

- Online: Pre-course theory
- Face-to-face: Practical observations (1 day Practical in classroom with prior online learning).

ENTRY REQUIREMENTS

• Unique Student Identifier (USI)
• Students must have the physical ability to perform resuscitation by kneeling on the floor for a minimum of (2) minutes of uninterrupted CPR.

Fees & intake dates for VET courses

Course title	Course Duration	Full Tuition Fee	Smart & Skilled Concession Fee	Smart & Skilled First Qualification fee	Materials Fee	Intake
FSK20119 Certificate II in Skills for Work and Vocational Pathways	22 Weeks	$4,300	$0	$0	$200	Ongoing
ICT20120 Certificate II in Applied Digital Technologies	24 Weeks	$4,300	$160	$880	$200	Ongoing
CHC30121 Cert III in Early Childhood Education and Care	52 Weeks	$10,000	$0	$0	$300	Ongoing
CHC50121 Diploma of Early Childhood Education and Care	76 Weeks	$12,500	N/A	$1,721	$300	Ongoing
FNS40222 Certificate IV in Accounting and Bookkeeping	52 Weeks	$6,800	$240	$1,980	$300	Ongoing
FNS5022 Diploma of Accounting	64 Weeks	$8,500	N/A	$2,530	$300	Ongoing
CHC32015 Certificate III in Community Services	64 Weeks	$7,500	$240	$1,450	$300	Ongoing
CHC33021 Certificate III in Individual Support	52 Weeks	$8,500	$240	$1,450	$300	Ongoing
CHC43121 Certificate IV in Disability Support	52 Weeks	$8,500	$240	$1,990	$300	Ongoing
CHC52021 Diploma of Community Services	104 Weeks	$13,600	N/A	$4,420	$300	Ongoing
BSB40920 Certificate IV in Project Management	40 Weeks	$5,500	$240	$1,580	$300	Ongoing
BSB50420 Diploma of Leadership and Management	52 Weeks	$8,000	N/A	$2,530	$300	Ongoing
BSB60420 Advanced Diploma of Leadership & Management	64 Weeks	$9,800	N/A	$2,580	$300	Ongoing
Assistant Agent - Certificate of Registration Residential RE (NSW) Course – Entry Level Real Estate	12-18 weeks	N/A	N/A	N/A	From $650	Ongoing
CPP41419 - Certificate IV in Real Estate Practice	52 Weeks	$7,200	$240	$1,960	$300	Ongoing
CPP51122 - Diploma of Property (Agency Management)	52 Weeks	$4,500	N/A	N/A	$300	Ongoing
HLTAID009 Provide Cardiopulmonary Resuscitation (CPR)	2 Days	$150	N/A	N/A	N/A	Ongoing and subject to numbers
HLTAID010 Provide basic emergency life support	2 Days	$150	N/A	N/A	N/A	Ongoing and subject to numbers
HLTAID011 Provide First Aid (including CPR)	2 Days	$200	N/A	N/A	N/A	Ongoing and subject to numbers
HLTAID012 Provide First Aid in an Education and Care Setting	2 Days	$250	N/A	N/A	N/A	Ongoing and subject to numbers
HLTINFCOV001 Comply with infection prevention and control policies and procedures	2 Days	$150	N/A	N/A	N/A	Ongoing and subject to numbers

NB: Prices quoted 10/04/2024. Subject to change.

How to enrol

STEP 1:

Submit your application with:
• A copy of your passport or driver's license etc for 100 points
• Certified true copy of any other relevant degree's certificates/testamurs or professional qualifications

STEP 2:

If your application is successful, the following documents will be made to you:
• Confirmation of enrolment
• 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 confirmation of enrolment, you will need to forward the following to BCC Institute:
• Copy of receipt of payment of fees
• Copy of police check (if required)
You will be ready to begin your studies.

*As a domestic student, you may be eligible for fee-free training under the NSW Government Smart and Skilled Program. **Contact the college** to find out more.*

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 students studying with BCC Institute are located on the Student Download Page on the BCC Institute Website at bcci.edu.au

Employment opportunities

At BCC Institute, we recognise the importance of finding paid employment while you are studying. Our student support officer works closely with industry partners and can provide you with information on finding work placement and/or paid employment.

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 can assist you in your job search:
• Providing feedback on your resume and cover letter
• Coaching you in job interview techniques
• Setting up online job alerts
• 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 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 Check (WWCC). The WWCC will need to be conducted in Australia.

You will be provided with a work placement logbook 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 are universal and describe the specific work activities, skills and 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@bcci.edu.au or call us on +61 2 9793 8155

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