

**SELC**  
**CAREER COLLEGE**  
**AUSTRALIA**

Now Offering  
Early Childhood  
Education  
Care and Aged  
Care



MAKING A DIFFERENCE IN YOUR CAREER

[www.scca.edu.au](http://www.scca.edu.au)

# SELC Career College Australia Prospectus

Now 'making a difference' in Vocational Education

## About SELC in Sydney

- Welcome to SELC Career College Australia ..... 2
- Mission and Goals ..... 2
- Why Choose SELC Career College Australia ..... 2
- SELC in Sydney City Centre ..... 3
- Facilities ..... 3
- Host Industry Organisations for International Students ..... 3
- Job Finding Skills and English Support Workshops ..... 3
- Partner Organisations ..... 4

## SELC Vocational Courses

- CHC30212 Certificate III in Aged Care ..... 5
- CHC40108 Certificate IV in Aged Care ..... 7
- CHC30113 Certificate III in Early Childhood Education & Care ..... 9
- CHC50113 Diploma of Early Childhood Education & Care ..... 11
- Packaged Courses Early Childhood Education & Care ..... 13
- Paid Internships for Early Childhood Education & Care ..... 14

## More information

- Entry Requirements & Duration Chart ..... 15
- Assessment Requirements ..... 16
- Resource / Assessment Requirements and Delivery Structure ..... 16
- Shifts & Sample Timetable ..... 17
- SELC English Language Centre Australia Pathway Program ..... 18
- SELC Accommodation and Social Program ..... 19
- Student Visa requirements ..... 21
- International Student Information ..... 21
- Contact Details & Locations ..... Back page



## Mission and Goals

At SELC Career College Australia we are dedicated to providing our students with:

- A quality integrated institutional pathway incorporating E-learning and placement in practical host industry organisations
- Skills to engage and develop industry networks
- Global job readiness to enter the workforce



# Welcome to SELC Career College Australia

SELC Australia was founded in 1985 in Sydney making us one of the longest established colleges in Australia. We are proud to have welcomed over 40,000 students from over 50 countries since opening our doors.

With almost 30 years of making a difference by providing quality education services, SELC now has career colleges in Sydney, Australia and Vancouver, Canada.

As the world faces a global skills shortage SELC is meeting the demand for quality vocational education and training that is closely linked with industry. With our specially designed programs and work placement SELC is making a difference for our graduates, for industry and the global workplace. Our unique vocational programs are designed in partnership with industry to ensure that SELC graduates enter the workforce with fine-tuned practical skills as well as valuable knowledge of their industry environment.

## Why Choose SELC Career College Australia

### Links with Industry

All SELC vocational courses have been designed closely with industry so that students graduate ready to work.

### Industry Guest Speakers

Industry representatives are regular guest speakers at SELC bringing the reality of working life to our students on campus to make their learning experience real.

### Practical applied learning in industry

SELC has agreements with relevant industry host organisations where our students are supervised and assessed in a real work environment.

### Work Placement

All SELC vocational courses include either a mandatory or optional work placement component where students practice their skills in a real industry environment.



### Integrated E-Learning

All SELC vocational courses have an integrated E-learning component so that students have direct access to learning materials and assessments on-line 24 hours per day.

### Highly qualified and supportive staff

All SELC staff are highly qualified and trainers have current industry experience which makes a real difference to our students' learning experience.

### Excellent social program

SELC offers students a fantastic social program that includes everything from bushwalking, hiking and boot camp to harbour cruises and karaoke nights! Social integration into the Australian lifestyle makes studying at SELC a positive life changing experience!

### Integrating Students

SELC vocational students comprise both native and non-native speakers of English so all SELC students are immersed in both the industry and direct English language used to communicate in the work place.



# SELC in the City Centre



SELC's Sydney City campus is located in a modern building at the stylish end of York Street right in the heart of exciting Sydney. Our college is walking distance from **Town Hall Station** beside the historic **Queen Victoria Building**. In the other direction, you are just a five minute walk to the **Sydney Harbour Bridge** where you can experience the delights of **Sydney's famous harbour**.

## Facilities & Learning Environment

SELC offers a positive learning environment with modern comfortable facilities that include:

- Large classrooms
- Computer labs
- Free wireless internet access
- State of the art student-operated cafe
- Information notice boards – accommodation, work, social activities
- Hot & cold drink machines
- Snack machines



# Learning in Industry

## Host Industry Organisations for International Students



SELC has agreements with aged care and early childhood education and care host organisations where SELC students undertake mandatory work placement for course completion and are assessed in a real work environment. In this way SELC students have the benefit of learning the skills and knowledge on campus and can practise these skills in operational aged care or regulated early childhood facilities.

## ACWA Membership

The Certificate IV in Aged Care has been accredited by the Australian Community Workers Association (ACWA). All SELC students studying in our aged care courses will become ACWA student members as part of their enrolment at SELC.

## Job Finding Skills Workshop

SELC offers scheduled job finding skills workshops each term specially designed for our students who intend to search for employment during or after their study with us. These sessions focus on entry into the aged care and early childhood industries to support training and mandatory work placement requirements.

## English Support Workshop

While studying at SELC Career College Australia, international students have the opportunity to receive assistance with their English language skills. SELC offers a free 2-hour class each Friday to assist our vocational students with effective communication skills development.

## Partner Organisations

SELC has formed a wide range of partnerships to offer SELC students a premium quality learning experience where leaders from related fields share their facilities and expertise with our students. Our partners include:

Partner	Service Provided	Course
TAFE NSW – Sydney Institute	Deliver & assess: HLTAID004 Provide an Emergency First Aid Response	CHC30113 Certificate III in Early Childhood Education and Care
		CHC50113 Diploma of Early Childhood Education and Care
Training Course Professionals	HLTF311A Apply First Aid	CHC30212 Certificate III in Aged Care
Aged Care Host Industry Organisations	Real industry facilities and supervision during mandatory work placement	CHC30212 Certificate III in Aged Care
		CHC40108 Certificate IV in Aged Care
Regulated Early Childhood Education and Care Host Industry Organisations	Real industry facilities and supervision during mandatory work placement	CHC30113 Certificate III in Early Childhood Education and Care
		CHC50113 Diploma of Early Childhood Education and Care



# CHC30212 Certificate III in Aged Care

(CRICOS CODE:081688C)



## Course description

The **Certificate III in Aged Care** prepares people to work in residential aged care facilities. Students will learn to:

- Provide personal care
- Assist people in an aged care setting
- Prepare individualised plans
- Prepare reports for supervisors

Students will be involved in theory and practical training to gain the qualification as the training is offered through blended delivery strategies with integrated E-learning and work place delivery and assessment.



## Career Opportunities

The **Certificate III in Aged Care** is appropriate for people who want to be qualified to work as a:

- Care worker
- Community care worker
- Community house worker
- Community support worker
- Personal care assistant
- Personal care giver
- Personal care worker
- Residential care worker
- Support worker

## Qualification Structure & Course Content

The **Certificate III in Aged Care** focuses on providing practical skills and knowledge through integrated institutional and host industry partner pathways. The course content is divided into two modules.

Module	Unit of Competency
<b>A</b> Client Health & Personal Care	HLTAP301B Recognise healthy body systems in a health care context
	CHCWHS312A Follow WHS safety procedures for direct client care work
	CHCICS301B Provide support to meet personal care needs
	CHCICS306B Provide basic foot, skin and nail care
	CHCICS303A Support individual health and emotional well being
	CHCPA301B Deliver care services using a palliative approach
<b>B</b> Aged Care Environment	CHCCS426B Provide support and care relating to loss and grief
	CHCAC318B Work effectively with older people
	CHCAC317A Support older people to maintain their independence
	CHCICS302B Participate in the implementation of individualised plans
	CHCGROUP302D Support group activities
	HLTHIR403C Work effectively with culturally diverse clients and co-workers
	CHCAC319A Provide support to people living with dementia
	CHCCS411C Work effectively in the community sector



## Work Placement for International Students

Certificate III in Aged Care includes **112.5 hours of mandatory industry/work placement** for successful completion of the course. During the work placement, students will be supervised and assessed by a qualified SELC workplace trainer and assessor.



SELC students studying Certificate III in Aged Care will undertake **mandatory work placement and assessment** as per Australian Community Welfare Association (ACWA) guidelines. SELC mandatory work placements are not volunteer or observational placements. SELC ensures that work placements involve:

- Specific types of tasks
- Supervision by appropriately qualified supervisors
- Regular communication between SELC and the mandatory work placement agency

SELC requires students to have HLTF311A Apply First Aid prior to commencing mandatory work placement. SELC students will undertake HLTF311A during Orientation in Week 1 to maximise the effectiveness of their career pathway and mandatory work place experience.

### Exit Point/Award

CHC30212 **Certificate III in Aged Care** (AQF-3) This qualification is recognised nationally under the **Australian Qualifications Framework (AQF)**

# CHC40108 Certificate IV in Aged Care

(CRICOS CODE: 081689B)



## Course description

The **Certificate IV in Aged Care** prepares people to work in residential aged care facilities. Students will learn to:

- **Maintain an individual's well being through personal care and other daily activities**
- **Provide services for individuals with complex needs**
- **Work with groups of older people**
- **Promote independence and community participation as part of activities and lifestyle programs in residential facilities**
- **Liaise with professionals and other service providers**
- **Supervise and coordinate a limited number of workers**

## Career Opportunities

The **Certificate IV in Aged Care** is appropriate for people who want to be qualified to work as a:

- **Accommodation support worker**
- **Assistant hostel supervisor**
- **Care supervisor**
- **Care team leader**
- **Day activity worker**
- **Hostel supervisor**
- **Personal care worker**
- **Program coordinator – social programs**



Students will be involved in theory and practical training to gain the qualification as the training is offered through blended delivery strategies with integrated E-learning and work place delivery and assessment.

## Qualification Structure & Course Content

The **Certificate IV in Aged Care** focuses on providing practical skills and knowledge through integrated institutional and host industry partner pathways. The course content is divided into four modules:

Module	Unit of Competency
<b>A</b> Assessing & Controlling Risks through Effective Communication	HLTWHS300A <b>Contribute to WHS processes</b>
	CHCICS401B <b>Facilitate support for personal care needs</b>
	CHCAC417A <b>Implement interventions with older people at risk of falls</b>
	CHCDIS411A <b>Communicate using augmentative &amp; alternative communication strategies</b>
<b>B</b> Lifestyle Planning & Programming	CHCICS407B <b>Support positive lifestyle</b>
	CHCICS402B <b>Facilitate individualised plans</b>
	CHCAC416A <b>Facilitate support responsive to the specific nature of dementia</b>
	CHCRH402B <b>Undertake leisure &amp; health programming</b>
<b>C</b> Supervising & Coordinating Care Workers and Clients	CHCORG406C <b>Supervise work</b>
	CHCINF403E <b>Coordinate information systems</b>
	CHCAC412B <b>Provide services to older people with complex needs</b>
<b>D</b> Legal & Ethical Frameworks for Client Advocacy and Referral	CHCCOM403A <b>Use targeted communication skills to build relationships</b>
	CHCAD401D <b>Advocate for clients</b>
	CHCCS400C <b>Work within a relevant legal and ethical framework</b>
	CHCNET404B <b>Facilitate links with other services</b>



## Work Placement for International Students

**Certificate IV in Aged Care** includes **160 hours of mandatory industry/work placement** for successful completion of the course. During the mandatory work placement, students will be supervised and assessed by a qualified SELC workplace trainer and assessor.



SELC students studying Certificate IV in Aged Care will undertake mandatory work placement and assessment as per Australian Community Welfare Association (ACWA) guidelines. SELC mandatory work placements are not volunteer or observational placements. SELC ensures that work placements involve:

- **Specific types of tasks**
- **Supervision by appropriately qualified supervisors**
- **Regular communication between SELC and the mandatory work placement agency**

## ACWA Recognition

The Certificate IV in Aged Care has been accredited by the Australian Community Workers Association (ACWA). All SELC students study aged care courses will become ACWA student members as part of their enrolment at SELC.

## Exit Point/Award

CHC40108 **Certificate IV in Aged Care** (AQF-4) This qualification is recognised nationally under the **Australian Qualifications Framework (AQF)**

# CHC30113 Certificate III in Early Childhood Education & Care

(CRICOS CODE: 081686E)



## Course Description

The **Certificate III in Early Childhood Education & Care** prepares people to work in a range of early childhood education settings within the requirements of the Education and Care Services National Regulations and the National Quality Standard. Students will learn to:

- implement approved learning frameworks
- support children's well being, learning and development

Students will be involved in theory and practical training to gain the qualification as the training is offered through blended delivery strategies with integrated E-learning and work place delivery and assessment.

## Career Opportunities

The **Certificate III in Early Childhood Education and Care** is appropriate for people who want to be qualified to work as a:

- Child care assistant
- Outside school hours care assistant
- Playgroup supervisor
- Recreation assistant
- Child care worker



## Qualification Structure & Course Content

The **Certificate III in Early Childhood Education & Care** focuses on providing practical skills and knowledge through integrated institutional and host industry partner pathways. The course content is divided into three modules.

Module	Unit of Competence
<b>A</b> Legislation, Policy & Safety	CHCCS400C Work within a relevant legal and ethical framework
	CHCPRT001 Identify and respond to children and young people at risk
	CHCECE009 Use an approved learning framework to guide practice
	CHCECE004 Promote and provide healthy food and drinks
	HTLAID004 Provide an emergency first aid response in an education and care setting
<b>B</b> Supporting Children's Development	HLTWHS001 Participate in workplace health and safety
	CHCECE002 Ensure the health and safety of children
	CHCECE011 Provide experiences to support children's play and learning
	CHCECE012 Support children to connect with their world
	CHCECE003 Provide care for children
<b>C</b> Sensitive Practice	CHCECE005 Provide care for babies and toddlers
	CHCECE013 Use information about children to inform practice
	CHCECE007 Develop positive and respectful relationships with children
	CHCECE010 Support the holistic development of children in early childhood
	CHCECE001 Develop cultural competence
	HLTHIR404D Work effectively with Aboriginal and/or Torres Strait Islander people
BSBSUS301A Implement and monitor environmentally sustainable work practices	
CHCORG303C Participate effectively in the work environment	



## Work Placement for International Students

Certificate III in Early Childhood Education & Care includes 120 hours of mandatory industry/work placement for successful completion of the course. Some units of competency within the Early Childhood Education and Care require assessment to take place in a regulated education and care service providing education and care to children less than 13 years of age that is licensed or approved under state and territory legislation. This includes long day care, preschools/kindergartens and outside school hours care which are typically regulated under national regulations, as well as occasional care and mobile services which are typically regulated under state or territory specific legislation. During the mandatory work placement, students will be supervised and assessed by a qualified SELC workplace trainer and assessor.

## Exit Point/Award

CHC30113 **Certificate III in Early Childhood Education & Care (AQF-3)**  
 This qualification is recognised nationally under the **Australian Qualifications Framework (AQF)**.

# CHC50113 Diploma of Early Childhood Education & Care

(CRICOS CODE: 081689B)



## Course Description

The Diploma of Early Childhood Education & Care prepares people to work in a range of early childhood education settings within the requirements of the Education and Care Services National Regulations and the National Quality Standard. Students will learn to:

- design curriculum in early childhood education and care services
- implement an approved learning framework within the requirements of the Education and Care Services National Regulations and the National Quality Standard
- Supervise staff and volunteers

Students will be involved in theory and practical training to gain the qualification as the training is offered through blended delivery strategies with integrated E-learning and work place delivery and assessment.

## Career Opportunities

The Diploma of Early Childhood Education and Care is appropriate for people who want to be qualified to work as a:

- Team Leader
- Room Leader
- Child Care Worker
- Authorised Supervisor
- Children's Adviser

## Qualification Structure & Course Content

The Diploma of Early Childhood Education & Care focuses on providing the practical skills and knowledge through integrated E-Learning and workplace delivery. The course content is divided into six modules:

Module	Unit of Competence
<b>A</b> Legislation, Policy & Safety	CHCCS400C Work within a relevant legal and ethical framework
	CHCPRT001 Identify and respond to children and young people at risk
	CHCECE009 Use an approved learning framework to guide practice
	CHCECE004 Promote and provide healthy food and drinks
	HTLAID004 Provide an emergency first aid response in an education and care setting
	HLTWS001 Participate in workplace health and safety
<b>B</b> Supporting Children's Development	CHCECE002 Ensure the health and safety of children
	CHCECE016 Establish and maintain a safe and healthy environment for children
	CHCECE003 Provide care for children
	CHCECE005 Provide care for babies and toddlers
	CHCECE018 Nurture creativity in children
<b>C</b> Sensitive Practice	CHCECE007 Develop positive and respectful relationships with children
	CHCECE017 Foster the holistic development and wellbeing of the child in early childhood
	CHCECE001 Develop cultural competence
<b>D</b> Developing Learning Frameworks	HLTHIR404D Work effectively with Aboriginal and/or Torres Strait Islander people
	CHCECE020 Establish and implement plans for developing cooperative behaviour
	CHCECE024 Design and implement the curriculum to foster children's learning and development
	CHCECE021 Implement strategies for the inclusion of all children
<b>E</b> Practical Applications of Compliance	CHCECE023 Analyse information to inform learning
	CHCPOL504B Develop and implement policy
	CHCECE025 Embed sustainable practices in service operations
	CHCECE026 Work in partnership with families to provide appropriate education and care for children
	CHCECE019 Facilitate compliance in an education and care service
<b>F</b> Management and Leadership	CHCECE022 Promote children's agency
	CHCORG614C Manage a community sector organisation
	CHCORG506E Coordinate the work environment
	CHCORG627B Provide mentoring support to colleagues
	CHCORG428A Reflect on and improve own professional practice



## Work Placement for International Students

Diploma of Early Childhood Education & Care includes 240 hours of mandatory industry/work placement for successful completion of the course. Some units of competency within the Early Childhood Education and Care require assessment to take place in a regulated education and care service providing education and care to children less than 13 years of age that is licensed or approved under state and territory legislation. This includes long day care, preschools/kindergartens and outside school hours care which are typically regulated under national regulations, as well as occasional care and mobile services which are typically regulated under state or territory specific legislation. During the work placement, students will be supervised and assessed by a qualified SELC workplace trainer and assessor.

### Exit Point/Award

**CHC50113 Diploma of Early Childhood Education & Care (AQF-5)**  
This qualification is recognised nationally under the **Australian Qualifications Framework (AQF)**.



# Packaged Courses: Early Childhood Education and Care

CHC30113 Certificate III in Early Childhood Education & Care (CRICOS CODE: 081686E)

CHC50113 Diploma of Early Childhood Education & Care (CRICOS CODE: 081689B)



SELC offers an Early Childhood Education and Care course package option where students can study both the Certificate III in Early Childhood Education and Care and Diploma of Early Childhood Education and Care over 70 delivery weeks plus holidays.

This includes all mandatory industry/work placements for successful completion of the packaged courses

Once students have successfully completed Modules A, B and C, (30 delivery weeks) they will receive their Certificate III in Early Childhood Education and Care. Students can apply to work part time as a Childhood Educator Assistant in industry while they continue to study the remaining units for the Diploma of Early Childhood Education and Care.

Module	Unit of Competence
<b>A</b> Legislation, Policy & Safety	CHCCS400C Work within a relevant legal and ethical framework
	CHCPRT001 Identify and respond to children and young people at risk
	CHCECE009 Use an approved learning framework to guide practice
	CHCECE004 Promote and provide healthy food and drinks
	HTLAID004 Provide an emergency first aid response in an education and care setting
	HLTWS001 Participate in workplace health and safety
<b>B</b> Supporting Children's Development	CHCECE002 Ensure the health and safety of children
	CHCECE011 Provide experiences to support children's play and learning
	CHCECE012 Support children to connect with their world
	CHCECE003 Provide care for children
	CHCECE005 Provide care for babies and toddlers
	CHCECE013 Use information about children to inform practice
<b>C</b> Sensitive Practice	CHCECE007 Develop positive and respectful relationships with children
	CHCECE010 Support the holistic development of children in early childhood
	CHCECE001 Develop cultural competence
	HLTHIR404D Work effectively with Aboriginal and/or Torres Strait Islander people
	BSBSUS301A Implement and monitor environmentally sustainable work practices
	CHCORG303C Participate effectively in the work environment
<b>Successful completion of CHC30113 Certificate III in Early Childhood Education and Care</b>	
<b>D</b> Advanced Children's Development & Sensitive Practice	CHCECE016 Establish and maintain a safe and healthy environment for children
	CHCECE018 Nurture creativity in children
	CHCECE017 Foster the holistic development and wellbeing of the child in early childhood
	CHCECE020 Establish and implement plans for developing cooperative behaviour
<b>E</b> Developing Learning Frameworks	CHCECE024 Design and implement the curriculum to foster children's learning and development
	CHCECE021 Implement strategies for the inclusion of all children
	CHCECE023 Analyse information to inform learning
<b>F</b> Practical Applications of Compliance	CHCPOL504B Develop and implement policy
	CHCECE025 Embed sustainable practices in service operations
	CHCECE026 Work in partnership with families to provide appropriate education and care for children
	CHCECE019 Facilitate compliance in an education and care service
	CHCECE022 Promote children's agency
<b>G</b> Management and Leadership	CHCORG614C Manage a community sector organisation
	CHCORG506E Coordinate the work environment
	CHCORG627B Provide mentoring support to colleagues
	CHCORG428A Reflect on and improve own professional practice
<b>Successful completion of CHC50113 Diploma of Early Childhood Education and Care</b>	

# Paid Internships for Early Childhood Education and Care



International students who successfully graduate from CHC50113 Diploma of Early Childhood Education and Care have the opportunity to be sponsored in an Australian regulated child care centre with a Training and Research Visa.

The Training and Research Visa will enable our qualified graduates to take part in on-the-job training through paid employment on a full time basis. All salaries paid during this time are based on the government award for this industry.

The valuable skills and experience gained through your 14-month Australian internship may assist you in securing a leadership position in the childcare industry.



## Training and Research Visa (TRV) Requirements

You will need all the following to apply for TRV:

1. CHC50113 Diploma of Early Childhood Education and Care
2. Sponsorship with an approved organisation
3. Nominated employer (regulated early education and child care centre) with Letter of Support (including salary)
4. Evidence of paid employment for a minimum of 30 hours per week in the nominated regulated early child care centre
5. SELC Career College Australia can assist with an individualised training plan designed with your nominated employer
6. Curriculum Vitae
7. Health Insurance
8. Passport

Please note that applicants on a Student Visa may apply in Australia but must complete their Diploma of Early Childhood Education and Care (principal course) prior to TRV application submission.



Paid internship can increase your chance of obtaining further sponsorship pathways with an Australian employer in child care or other sponsorship visas through DIBP whilst adding valuable experience to your resume.





# SELC Vocational Course Entry Requirements & Durations



The following chart provides the entry requirements and duration for each SELC vocational course:

Course	Entry Requirements		Duration	
	Domestic Students	International Students	Domestic Students	International Students
<b>CHC30212 Certificate III in Aged Care</b>	There are no entry requirements into this qualification	All international students must be at least 18 years of age and provide evidence of the following entry requirements: <ul style="list-style-type: none"> <li>Academic: year 12 or equivalent and above; and</li> <li>English language: IELTS 5.5 or equivalent and above</li> </ul> Prospective students who provide an AQF Certificate III or above in any discipline delivered and assessed in English only will be deemed as meeting both academic and English language entry requirements.	The Certificate III in Aged Care nominal duration is 12 months for full time workers in NSW. This data is sourced from State and Territory Training Authorities, is provided for information only and complies with NSW requirements.	The Certificate III in Aged Care is delivered 20 hours per week full time over 20 weeks delivery plus up to 6 weeks holidays. The course includes face to face institution-based training & assessment, host industry partner training & assessment and on-line learning. The timetable is as follows: <ul style="list-style-type: none"> <li>15 hours per week integrated institutional and host industry training &amp; assessment</li> <li>5 hours per week on-line learning</li> </ul>
<b>CHC40108 Certificate IV in Aged Care</b>	To gain entry into CHC40108 Certificate IV in Aged Care, a student must be recognised as competent through a recognised training program or recognition process against following core units from CHC30212 Certificate III in Aged Care or equivalent: <ul style="list-style-type: none"> <li>CHCAC318B Work effectively with older people</li> <li>CHCAC319B Provide support to people living with dementia</li> <li>CHCCS411B Work effectively in the community sector</li> <li>CHCICS303A Support individual health and emotional well being</li> <li>CHCPA301B Deliver care services using a palliative approach</li> <li>HLTPA301B Recognise healthy body systems in a health care context</li> </ul>	To gain entry into CHC40108 Certificate IV in Aged Care, a student must be recognised as competent through a recognised training program or recognition process against following core units from CHC30212 Certificate III in Aged Care or equivalent: <ul style="list-style-type: none"> <li>CHCAC318B Work effectively with older people</li> <li>CHCAC319B Provide support to people living with dementia</li> <li>CHCCS411B Work effectively in the community sector</li> <li>CHCICS303A Support individual health and emotional well being</li> <li>CHCPA301B Deliver care services using a palliative approach</li> <li>HLTPA301B Recognise healthy body systems in a health care context</li> </ul>	The Certificate IV in Aged Care nominal duration is 24 months for full time workers in NSW. This data is sourced from State and Territory Training Authorities, is provided for information only and complies with NSW requirements.	The Certificate IV in Aged Care is delivered 20 hours per week full time over 40 weeks plus up to 12 weeks holidays. The course includes face to face institution-based training & assessment, host industry partner training & assessment and on-line learning. The timetable is as follows: <ul style="list-style-type: none"> <li>15 hours per week institutional training &amp; assessment (weeks 1-8 each module)</li> <li>Integrated mandatory work placement assessment (weeks 9-10 each module)</li> <li>5 hours per week on-line learning</li> </ul>
<b>CHC30113 Certificate III in Early Childhood Education and Care</b>	There are no entry requirements into this qualification  <i>Working with Children</i> Due to the mandatory work placement requirement, all SELC students will be required to undergo and satisfy Police and Working with Children Checks. This will be done during orientation so that approval is provided prior to the first industry placement	All international students must be at least 18 years of age and provide evidence of the following entry requirements: <ul style="list-style-type: none"> <li>Academic: year 12 or equivalent and above; and</li> <li>English language: IELTS 5.5 or equivalent and above</li> </ul> Prospective students who provide an AQF Certificate III or above in any discipline delivered and assessed in English only will be deemed as meeting both academic and English language entry requirements.  <i>Working with Children</i> Due to the mandatory work placement requirement, all SELC students will be required to undergo and satisfy Police and Working with Children Checks. This will be done during orientation so that approval is provided prior to the first industry placement.	The Certificate III in Early Childhood Education and Care nominal duration is 12 months for full time workers in NSW. This data is sourced from State and Territory Training Authorities, is provided for information only and complies with NSW requirements.	The Certificate III in Early Childhood Education & Care is delivered 20 hours per week full time over 30 weeks plus up to 10 weeks holidays. The course includes face to face institution-based training & assessment, host industry partner training & assessment and on-line learning. The timetable is as follows: <ul style="list-style-type: none"> <li>15 hours per week face to face</li> <li>5 hours per week on-line delivery</li> <li>120 hours industry/work placement</li> </ul>
<b>CHC50113 Diploma of Early Childhood Education and Care</b>	There are no entry requirements into this qualification  <i>Working with Children</i> Due to the mandatory work placement requirement, all SELC students will be required to undergo and satisfy Police and Working with Children Checks. This will be done during orientation so that approval is provided prior to the first industry placement	All international students must be at least 18 years of age and provide evidence of the following entry requirements: <ul style="list-style-type: none"> <li>Academic: year 12 or equivalent and above; and</li> <li>English language: IELTS 5.5 or equivalent and above</li> </ul> Prospective students who provide an AQF Certificate III or above in any discipline delivered and assessed in English only will be deemed as meeting both academic and English language entry requirements.  <i>Working with Children</i> Due to the mandatory work placement requirement, all SELC students will be required to undergo and satisfy Police and Working with Children Checks. This will be done during orientation so that approval is provided prior to the first industry placement.	The Diploma of Early Childhood Education and Care nominal duration is 24 months for full time workers in NSW. This data is sourced from State and Territory Training Authorities, is provided for information only and complies with NSW requirements	The Diploma of Early Childhood Education & Care is delivered 20 hours per week full time over 60 weeks plus up to 18 weeks holidays. The course includes face to face institution-based training & assessment, host industry partner training & assessment and on-line learning. The timetable is as follows: <ul style="list-style-type: none"> <li>15 hours per week face to face</li> <li>5 hours per week on-line delivery</li> <li>240 hours industry/work placement</li> </ul>



### SELC Vocational Course Delivery Structure

For international students SELC has integrated face-to-face lessons, E-Learning and mandatory industry work placements. This combination benefits our graduates as they are work-ready upon completion of the course.

For domestic existing worker students, SELC delivers in the workplace using integrated E-Learning and workplace delivery and assessment strategies.

### SELC Vocational Course Resource Requirements

Students will be required to pay a compulsory resource fee to receive the following:

- Textbooks & E-Learning resources
- SELC Industry Uniform (international students only):
- 2 x SELC polo shirts

International students must wear the proper industry uniform at all times whether on SELC campus or with host industry partner. International students are required to provide their own black pants and closed-in black shoes which will be approved by the trainer/ assessor at the commencement of delivery and assessment.

### SELC Vocational Course Assessment Requirements

Students are required to undertake a range of theory and practical assessments to demonstrate competence. Assessments include but are not limited to:

- Observations
- Reports
- Case studies
- Written and/or oral questions
- Projects
- Tests
- Portfolios
- Presentations
- Third Party Reports

# SELC Career College Australia Sample Timetable



- a. Students will undertake **15 hours of integrated face-to-face delivery on campus** and/or **host industry over 2 days per week**
- b. Students will undertake **5 hours per week integrated E-learning** (off campus)
- c. **\*Daytime Class Options either:**  
 Monday/Tuesday Day (8:30am to 4:30pm), or  
 Wednesday/Thursday Day (8:30am to 4:30pm)
- d. **Evening Class Option**  
 Monday to Thursday Evening (5:30pm to 9:15pm) - integrated with mandatory work placement to be conducted during week days



## Sample Timetable

Time	DAYTIME Option 1		DAYTIME Option 2	
	Monday	Tuesday	Wednesday	Thursday
8:30am to 12:30pm	Shift 1	Shift 1	Shift 2	Shift 2
12:30pm to 1:00pm	<i>Lunch break</i>			
1:00pm to 4.30pm	Shift 1	Shift 1	Shift 2	Shift 2

Time	Evening			
	Monday	Tuesday	Wednesday	Thursday
<b>**5:30pm to 9:15pm</b>	*Shift 3	*Shift 3	*Shift 3	*Shift 3

\* The number of evening classes will be reduced pro-rata in the weeks that mandatory work placement (day time only) is scheduled in industry  
 \*\* SELC reserves the right to place students in either Daytime Option 1 or 2 depending on course availability



## SELC English Language Centres Australia **Pathway Programs**

One of SELC's most established colleges is SELC English Language Centre which offers quality English language courses that provide the necessary English language skills for international students to enter vocational and further studies.

Students can enter SELC's language courses at any level and may sit the SELC internal English test to qualify for entry into all SELC Career College Australia vocational courses.

SELC English language teachers are highly qualified and experienced and understanding the levels of external English language testing to ensure students can reach the required level.

SELC vocational courses require international students to have an **IELTS 5.5 or equivalent as a minimum entry requirement**. SELC provides a range of courses that will help you reach that level.

Students can choose to study their pathway English program in either SELC City or SELC Bondi Campus locations.

SELC staff will assist you if you need to package an English course with your vocational course.

These courses include:

- **General English**
- **IELTS Preparation**
- **Academic English Program (AEP)**
- **Intensive Cambridge Test Preparation**

Please refer to [www.selc.com.au](http://www.selc.com.au) for further details.





# SELC Accommodation Options

Our accommodation department can arrange quality accommodation to suit your needs. Wherever possible, accommodation is close to SELC

## SELC Accommodation Staff

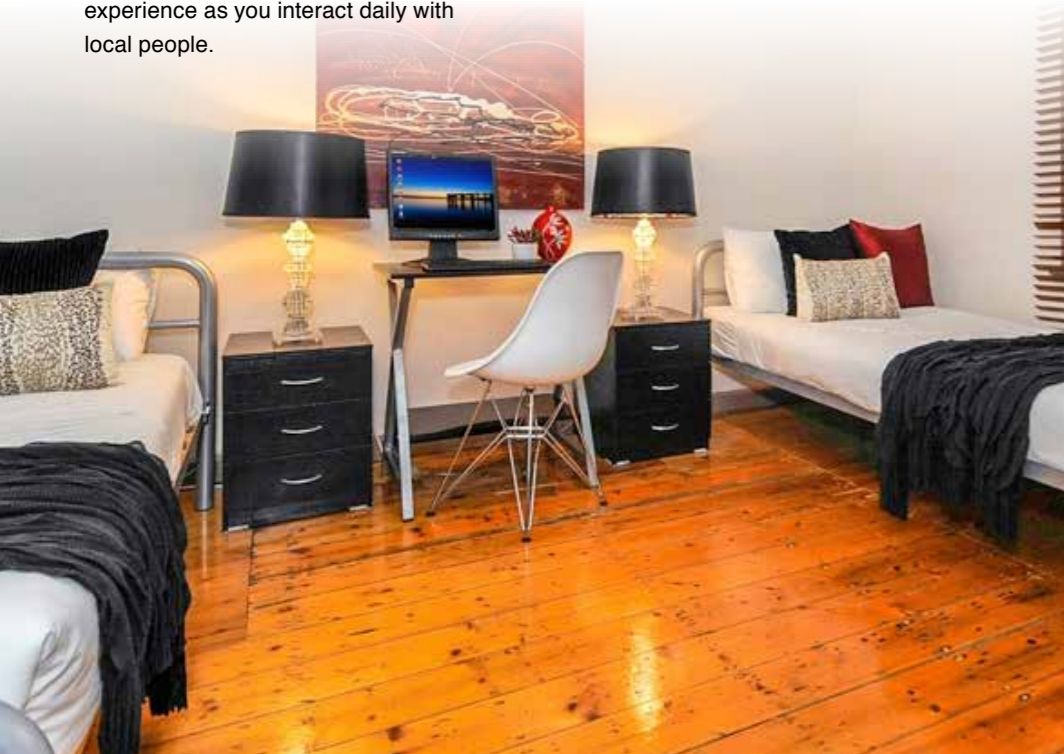
SELC's accommodation staff visit and interview families to select those that are friendly and are able to provide good quality accommodation. Homestay gives you a wonderful opportunity to learn and practise English communication skills essential for work placement. Staying with an Australian family is also a great cultural experience as you interact daily with local people.

## Homestay

SELC's Homestay program involves Australian families predominantly in the Eastern suburbs. Families are chosen for their high quality accommodation, friendliness and interest in people from other cultures.



*"I decided to stay with a SELC organised homestay family for the first part of my study in Sydney. I would recommend this as a great way to learn about Australian culture and lifestyle and to get to know about the people here"*



# SELC Social Program

## SELC Social Program

SELC Social Activities Kookaburra Club organises social activities such as:

- Weekly sports activities including football and beach volleyball
- Sightseeing trips in Sydney
- Weekend trips to surfing beaches, farms, wineries and the Blue Mountains
- Regular movie and trivia nights
- Evening harbour cruise parties
- Special cultural and sporting events
- BBQs on the beach
- Boot camp
- Bowling, tennis and golf

## Weekend activities include:

- Surfing lessons and surf weekends
- Skydiving
- Jet boat activities
- Harbour activities
- Sydney Harbour Bridge Climb
- Bushwalking
- Sydney Aquarium



# International Student Information:

## Student Visa Requirements

International students applying to study a vocational qualification will need to apply for a Student Visa Sub class 572. The criteria required to apply for a student visa is available at [www.immi.gov.au](http://www.immi.gov.au). Download "Applying for a Student Visa" that provides information including:



- **General information**
- **Applying online**
- **Package courses**
- **Acceptable courses**
- **Requirements for the grant of a Student Visa**
- **Genuine temporary entrant requirements**
- **Evidentiary requirements**
- **General requirements**
- **Offer of a place in a course and confirmation of enrolment**
- **Student visa conditions**
- **Permission to work**
- **Members of your family unit**
- **Overseas Student Health Cover (OSHC)**



Students require a SELC 'letter of offer' as part of the visa application. If students need to study in a SELC ELICOS course to meet English language requirements for the VET course, a package offer will identify the ELICOS course as the 'preparatory' and the VET qualification as the 'principal' course. The Student Visa subclass will determine the assessment level.

More information can be found at [www.immi.gov.au/students](http://www.immi.gov.au/students).

## Deferment, Suspension or Cancellation of Studies before or during a Course

Students may apply to SELC to defer the commencement of their studies, or suspend studies during the course, if there are compassionate or compelling circumstances. These will be assessed on a case by case basis and students must follow the 'SELC Student Request to Defer, Suspend or Cancel Studies Procedures'. Refer to the SELC Conditions of Enrolment for information on cancelling your studies. Students are advised to consider the effect that deferring, suspending or cancelling studies will have on the conditions of the student visa.

In cases where deferment, suspension or cancellation of a student enrolment has occurred, SELC contacts the Secretary of DEEWR via PRISMS as required under Section 19 of the ESOS Act.

SELC has the right to suspend a student's studies if the student's behaviour, attitude or progress is not sufficient to justify continuation in the course. A student subject to this institutional decision will have 20 days to access SELC's Complaints and Appeals Policy.



## Cost of Living

DIBP requires students to have the financial capability to cover the cost of airfares, course tuition fees, and living costs for the duration of studies and stay in Australia. DIAC has set the living costs at AUD18, 610 per annum. The period for which students must provide evidence of funds, the type of funds considered acceptable and the savings period for funds may vary with assessment level for VET sector. Living costs are a minimum amount set for visa purposes. Living costs vary depending upon where a student is living and the type of accommodation. Students are not allowed to rely on work to support stay in Australia as a student.

For information on Accommodation fees go to the Fees and Start Dates page of our website. You should expect to pay a minimum of \$200 for a single room per week. Of course, accommodation costs can vary a lot depending on where you live and the type of living arrangements you want.

After students have paid for accommodation and tuition fees, they will need enough money to cover the cost of food, transport, entertainment and should plan to have access to up to AUD \$200 per week.

If students are bringing dependent family members with them to Australia, they will also need to provide evidence of access to funds for the costs of supporting family members and ensuring that school age children attend school in line with Australia's immigration laws. More information can be found at [www.immi.gov.au/students](http://www.immi.gov.au/students).



## Course Credit and/or Prior Learning

SELC appropriately recognises course credit within the ESOS Framework. If a student provides a current and valid Statement of Attainment or Qualification from another Registered Training Organisation within Australia who delivers the same qualification, SELC recognizes AQF qualifications as per Australian Qualifications Framework. Mapping of individual units of competence that have been deemed competent that are delivered in SELC qualifications will be given credit and will shorten the duration of studies. Students should be advised that fees are applicable for the Recognition of Prior Learning process. Please refer to the Fees and Start Dates section on SELC website at [www.selc.com.au](http://www.selc.com.au).

## In the Event SELC does not run a Course on an Advertised Date

For detailed information on this unlikely event refer to point 14 of the SELC Conditions of Enrolment document. The following options apply:

1. SELC will refund all course money paid to date which will be paid within 2 weeks of the day on which the course ceased being provided.
2. SELC will offer enrolment in an alternative course by SELC at no extra cost to the student
3. Students may choose to study the same qualification with another Registered Training Organisation as listed on CRICOS.

SELC will implement, document and report to the Secretary of DEEWR via PRISMS





### SELC City Campus *(Delivery Location)*

Level 6, 56 – 58 York Street  
Sydney NSW 2000, Australia

Tel: (61-2) 9262 3403 Fax: (61-2) 9262 3402



### SELC Australia Pty Ltd

**HO:** Level 2, 19-23 Hollywood Ave  
Bondi Junction NSW 2022, Australia

Tel: (61-2) 8305 5600 Fax: (61-2) 9389 6977

**[www.scca.edu.au](http://www.scca.edu.au)**

Email: [info@scca.edu.au](mailto:info@scca.edu.au)

Facebook: [facebook.com/SELCCareers](https://facebook.com/SELCCareers) | Twitter: [twitter.com/SELCCareers](https://twitter.com/SELCCareers)