



**Training
With CA**

Course Guide 2022

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ABOUT US

College Australia is a leading vocational education institution offering a comprehensive range of qualifications to our domestic and international students.

Established in June 2005, College Australia was founded on a vision and passion to provide high-quality training for students undertaking studies in vocational education.

We provide a range of qualifications that are relevant to the real world, easily accessible and create pathways to successful job outcomes.

College Australia is registered with the Australian Skills Quality Authority (ASQA). This enables us to provide nationally recognised accredited qualifications that meet a set of standards and provide key vocational outcomes that lead to employment.

Our affiliations with various industry and educational networks ensure we're at the forefront of current and trending industry knowledge and innovative technologies, which gives us the ability to support our students every step of their learning journey.

We provide quality support services and networks and offer access to a thriving student community.

We grow with our students as we tailor our innovative and focused education and help find solutions for every stage of their career and workplace development.

Our qualifications range from entry level Certificate II, short mini courses to management level graduate diplomas in the fields of:

- Business
- Leadership and Management
- Horticulture
- Retail
- Health Support and Community
- Hospitality & Tourism



OUR MISSION

To put students and their aspirations at the core of the education experience, building strong foundations for successful career outcomes.

OUR VISION

Create opportunities and enrich lives through high-quality, leading-edge education and training services.



OUR APPROACH

College Australia constantly strives to improve its engagement with stakeholders and clients to ensure our business is strategic, accountable, and on mission. As such, we are committed to building strong relationships and our flexible, consultative approach to how we conduct business is an essential part of providing the exceptional customer service for which we are known.

We take the same approach when communicating with and supporting our students. Our Educators discuss and implement the learning content in a supportive and caring environment, which helps each student achieve their educational outcomes.



DELIVERY PHILOSOPHY

In recent years, the move to online learning has seen College Australia shift most of its courses to eLearning. As a result, our educational content and platform are continually evolving to include the latest technologies and follow instructional design strategies to ensure we deliver best practice when it comes to online education. We pride ourselves in providing a learning experience that supports our students' growth by creating engaging and easy to navigate learning environments, which in turn supports successful study outcomes.

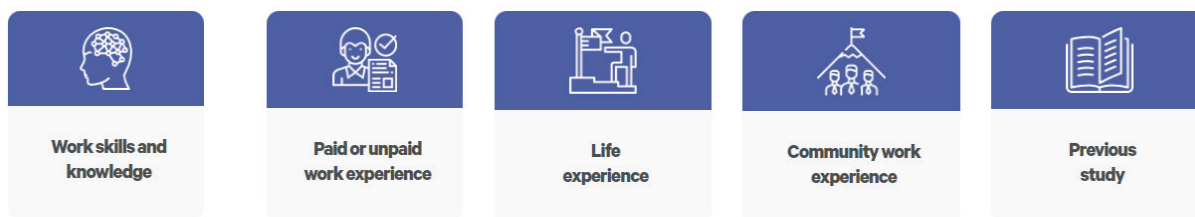
We achieve this through our state-of-the-art educational platform that provides our students with direct access to their Educator via the built-in chat portal.



RPL & UNIVERISTY CREDIT

Recognition of Prior Learning (RPL) is the recognition of knowledge and skills from life, work experience, or any type of training you may have previously undertaken. RPL has the potential to reduce the time it takes to get your qualification—or you may not need to study at all. RPL can also provide a pathway to higher qualifications.

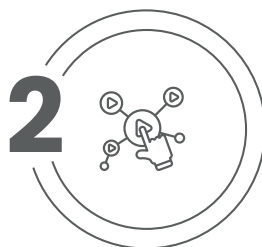
If you have 2 or more years of recent industry experience in any of the following, you may be able to gain credits towards your study:



HOW CAN RPL BENEFIT ME?



Reduce the duration of your qualification.



Reduce your university fees.



Gain credits towards a university degree.



Improve career opportunities.



Support your professional development.

UNIVERSITY PATHWAYS

Study an industry-ready qualification at College Australia, and you'll develop skills that can be used anywhere and gain entry and/or credit towards some university qualifications.



We have formal articulation or pathway arrangements with the following Australian universities. Each university has recognised the learning that occurs within our courses and will grant a credit towards completing a related degree (within undergraduate courses up to bachelor level or postgraduate courses up to master level).

We have formal arrangements with the following universities:



Griffith University



Southern Cross University



USQ



ABOUT QUALIFICATION LEVELS

Our qualifications range from entry level Certificate II to Management level Graduate Diplomas.

Certificate II

These courses prepare students into entry level positions. They teach industry-specific skills and enhance knowledge in communication, numeracy, teamwork, and communication.

Certificate III

Provides theoretical and practical knowledge for work and further learning. It will enhance and develop your skills and problem-solving abilities.

Certificate IV

This level will provide skills that develop your supervisory and management skills. You may wish to further enhance your career by developing your skills that involve a further understanding management of staff and general management skills.

Diplomas

Undertaking a Diploma will further enhance and hone into your skills allowing you to develop broad and in-depth skills in planning, development, and management. A diploma is usually used as a link to get entry into different university courses.

Graduate Diplomas

This is ideal for individuals who are seeking to commence post-graduate studies whilst working in or aspiring to work in senior level roles. They offer high-level knowledge allowing them to gain management skills associated with planning, implementation, and evaluation of business functions.

FEES

Understanding your fees.

We want you to make studying with us an easy decision for you. Therefore, we take the time to understand your circumstances and discuss with you all the options available so that you may select the best fee option to suit your needs.

Below is a guide to the 3 types of fees College Australia may charge you to contribute to your study and qualifications.

Upfront

The upfront fee option allows students to pay for their course upfront. Due to industry regulations, no more than \$1,500 in advance may be paid at a time (unless employer pays).

Pay Per Unit

The pay per unit fee option allows our students to pay for their course on a “pay as you go” arrangement.

Please note that an administration fee of \$150 is applicable to be paid upfront and is non-refundable. Each consecutive unit will require payment before the release of your next unit.

Recognition of Prior Learning (RPL)

An upfront payment of 50% (or \$1,500, whichever is the lesser) will be required before commencement, with the remaining amount required at completion.

The certificate will not be released until all fees are paid.

We aim to make fees and funding as transparent as possible. We never want students to be unclear about how affordable studying is, so we made it plain and simple in our Course Pricelist.

FUNDING

Our promise to our students is this: we are all about offering you high-quality education at the best available investment price. As a Skills Assured Supplier, we can offer eligible students a range of funding opportunities for courses through various Queensland and Australian Government initiatives. If you are eligible for a funded course, we'll let you know during the application process. However, if you're not, we offer competitive pricing and payment options.



These are some of the funding initiatives that may be available to you:

- Certificate 3 Guarantee Program
- Higher Level Skills
- Traineeships & Apprenticeships
- VET in Schools (VETiS)
- School-Based Traineeships
- User Choice



BUSINESS & FINANCIAL SERVICES

Our business and management qualifications are designed for real-world application with contemporary business theory and practical workplace functionality, ensuring our graduates are better placed to meet the needs of their organisations, teams, and themselves.



BSB20120 Certificate II in Workplace Skills

BSB30120 Certificate III in Business

BSB40120 Certificate IV in Business

BSB40520 Certificate IV in Leadership and Management

BSB40320 Certificate IV in Entrepreneurship & New Business

BSB50420 Diploma of Leadership and Management

BSB50120 Diploma of Business

BSB40320 Certificate IV in Human Resources

BSB50320 Diploma of Human Resources

FSK20119 Certificate II in Skills for Work & Vocational Pathways

BSB80320 Graduate Diploma of Strategic Leadership

FNS40222 Certificate IV in Accounting



RETAIL

Created to support your career success on one of Australia's largest industries, our retail qualifications will help you develop and fine tune your customer service and sales skills so you can create a pathway to work in various retail settings.



SIR20216 Certificate II in Retail Services

SIR30216 Certificate III in Retail

SIR40216 Certificate IV in Retail Management



NATIONALLY RECOGNISED
TRAINING

HOSPITALITY AND TOURISM

Support your wanderlust as you build your career in an industry with diverse employment opportunities. You'll learn skills and knowledge to set you up for career success in a fast-paced and exciting industry that has the potential to create high job satisfaction.



SIT20122 Certificate II in Tourism

SIT20322 Certificate II in Hospitality

SIT30622 Certificate III in Hospitality

SIT30821 Certificate III in Commercial Cookery

SIT40422 Certificate IV in Hospitality

SIT40521 Certificate IV in Kitchen Management

SIT50422 Diploma of Hospitality Management



NATIONALLY RECOGNISED
TRAINING

HEALTH & COMMUNITY

Make a real difference in the lives of those in need with a qualification that ignites your passion for helping others. You will learn key strategies and best practice standards, so you're perfectly positioned to use your new skills and knowledge in real life situations within a home, community, or health care environment



CHC22015 Certificate II in Community Services

CHC33015 Certificate III in Individual Support

HLT23215 Certificate II in Health Support Services

HLT33215 Certificate III in Health Support Services

HLT33015 Certificate III in Allied Health Assistance

HLT43015 Certificate IV in Allied Health Assistance

HLT47315 Certificate IV in Health Administration



NATIONALLY RECOGNISED
TRAINING

SHORT COURSES

Not wanting to complete a full qualification or looking to update your skills than a bite size course maybe just what you are looking for.

We have designed these courses with you in mind. Our mandate is to put you in the driver's seat.

So how do our short courses work?

We have structured our courses so you can complete as non-accredited course, or you may decide that you wish to complete the accredited side. So, what does all this mean?

Let's use an example one of our short courses.

Use digital technologies to collaborate in a work environment.

This course is also an accredited unit under the BSB40120 Certificate IV in Business and other qualifications. You will be using the same resources across the board. The only difference is at the end of interactive online content you will have the choice to continue and complete the assessment to achieve a Statement of Attainment issued as part of your chosen qualification from the box below.

If you do not wish to achieve the accredited module you will receive a statement of attendance. So, in essence 3 things can happen:



You complete the interactive content – A statement of attendance is issued.

You complete the assessment at the end – A statement of attainment is issued.



If completing the statement of attainment, you may go on to do further studies and credit can be applied for this

Digital Revolution

Short Course Name	Associated accredited unit	Qualifications can be used as a credit with CA
Digital Collaboration	BSBTEC404	BSB40120 Certificate IV in Business BSB40520 Certificate IV in Leadership & Management BSB40320 Certificate IV in Entrepreneurship & New Business BSB40420 Certificate IV in Human Resource BSB50120 Diploma of Business
Applying Digital Solutions	BSBTEC403	BSB40120 Certificate IV in Business BSB40320 Certificate IV in Entrepreneurship & New Business BSB50120 Diploma of Business

Building Business Relationships

Short Course Name	Associated accredited unit	Qualifications can be used as a credit with CA
Communicating 101	BSBOPS304	BSB30120 Certificate III in Business
Build Business Relationship	BSBTWK401	BSB40120 Certificate IV in Business BSB40420 Certificate IV in Human Resource Management BSB40320 Certificate IV in Entrepreneurship & New Business BSB50120 Diploma of Business

Communicating in the Workplace

Short Course Name	Associated accredited unit	Qualifications can be used as a credit with CA
Communication 101	BSBXCM301	BSB30120 Certificate III in Business
Leading Communication	BSBXCM501	BSB50120 Diploma of Business BSB50420 Diploma of Leadership and Management

Safety at Work

Short Course Name	Associated accredited unit	Qualifications can be used as a credit with CA
Safety Maintenance	BSBWHS311	BSB30120 Certificate III in Business
Safety at Work	BSBWHS411	BSB40120 Certificate IV in Business BSB40520 Certificate IV in Leadership and Management

Leadership

Short Course Name	Associated accredited unit	Qualifications can be used as a credit with CA
Using Emotional Intelligence as a tool	BSBPEF502	BSB40120 Certificate IV in Business BSB50120 Diploma of Business BSB50420 Diploma of Leadership and Management
Managing workplace relationships	BSBWHS411	BSB50120 Diploma of Business BSB50420 Diploma of Leadership and Management BSB50320 Diploma of Human Resource Management



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