



COURSE GUIDE

2021

**INNOVATIVE MINDS
WORKFORCE SKILLS
BETTER CAREERS**



Welcome to GBCA

Welcome to the Global Business College of Australia (GBCA), a part of the Edvantage Group Holdings Limited.

We are a dynamic, cosmopolitan and nationally recognised training organisation located in the CBD of Melbourne, the world's most liveable city.

GBCA is devoted to excellence in teaching, learning, and research. We provide life-changing experiences with our vocational courses, English courses, short programs, corporate training, career development programs and pathway courses. We take pride in helping students from Australia and around the world to achieve globally recognised qualifications.

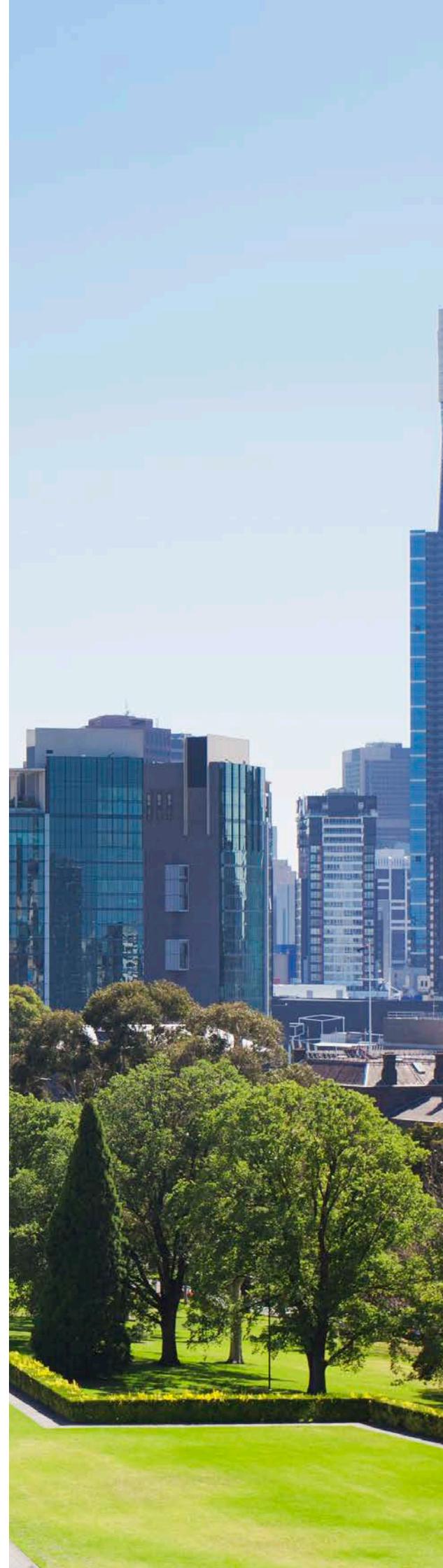
We are dedicated to creating a positive learning environment by embracing diversity, encouraging innovation, fostering creativity, and facilitating inter-cultural communication.

At GBCA we pride ourselves on the quality of our programs and the knowledge, skills and expertise of our qualified trainers who focus on giving everyone the chance to be their best. Our year-round internship opportunities and integrated professional development programs provide hands-on experience for you and ensure that you will leave ready for employment.

We work hard to ensure that your study at GBCA and in Australia is a unique and memorable experience. Come and study with us to create positive change for a better world. I look forward to seeing you at GBCA.

Celina

Dr Celina Yu
GBCA Managing Director





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Your GBCA

Global Business College Australia (GBCA) is a nationally recognised training organisation, which is dedicated to creating a positive and successful learning environment for all students. We have an extensive network of industry partners that work with us to ensure our courses are relevant and meet current industry needs.

At GBCA we offer a range of learning pathways into Vocational and Higher Education in the following areas:

- Business Entrepreneurship
- Financial Services
- Information Technology
- Early Childhood Education & Care
- Interpreting and Translating (Mandarin ↔ English; Spanish ↔ English)
- English

“We pride ourselves on providing a unique study experience, caring and supportive services and highly qualified trainers, who are dedicated to the success of all students.”

HOW TO APPLY GBCA

- 1 APPLICATION**

Select your qualification and visit www.gbca.edu.au to complete the application form and attach the following documents:

 - Certified copies of academic results and certificates
 - Certified copies of your English testing result (IELTS, PTE...)
 - Certified copy of your passport
 - Work experience documents
 - Statement of purpose

Lodge your application and documents listed above through an agent, exhibition, email, phone or fax. If you require any assistance please contact Admissions@gbca.edu.au.
- 2 LETTER OF OFFER**

If your application is successful, the GBCA Admissions Team will send you a 'Letter of Offer'.
- 3 ACCEPTANCE**

You accept the offer by returning signed forms and making payment of your course.
- 4 CONFIRMATION OF ENROLMENT**

Once payment has been received, the GBCA Admissions Team will issue an electronic Confirmation of Enrolment (eCoE) and Overseas Student Health Cover (OSHC).
- 5 TRAVEL AND/OR ACCOMMODATION ARRANGEMENTS**

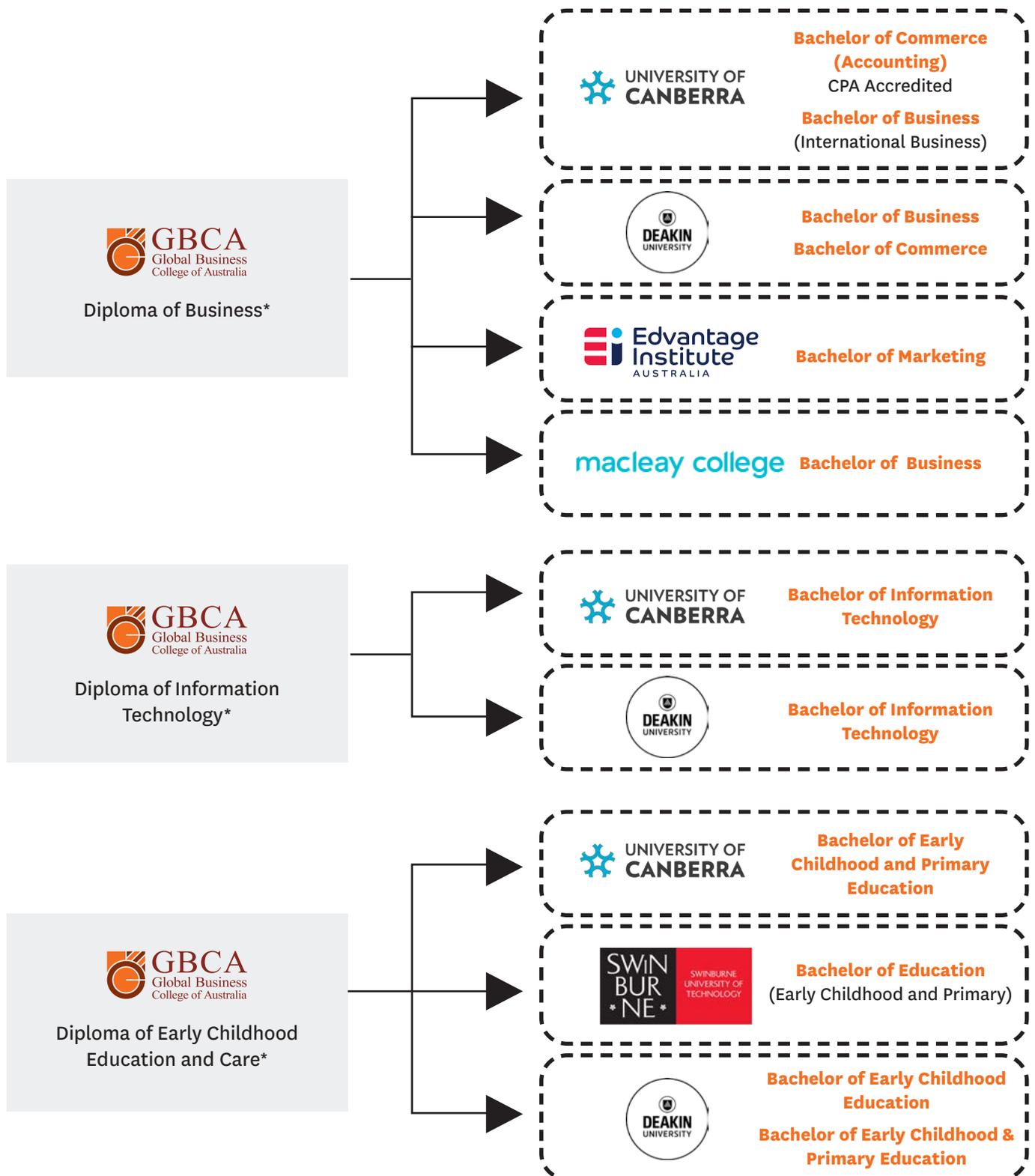
Arrange your own travel and accommodation. Please note that GBCA can provide airport pickup and accommodation assistance.
- 6 ARRIVAL**

You arrive in Australia.
- 7 ORIENTATION DAY**

Meet our friendly GBCA Student Support Staff, receive information about study life at GBCA, course information, registration and Student ID cards.
- 8 CLASSES BEGIN**

If you require any assistance with your course/study please contact one of our friendly Student Support Staff or email studentservices@gbca.edu.au.

Learning Pathways to Universities



*Up to one year exemption into a relevant Bachelor degree.

Why GBCA?

Learning Experience



STUDENT SATISFACTION

- ✓ Courses and trainers
- ✓ Resources and support services
- ✓ Learning environment
- ✓ Support services
- ✓ Career opportunities

GBCA provides a balanced learning platform for students to succeed in their studies, careers and social lives. We encourage students to become well-rounded people, who can engage effectively with other students, work colleagues and those in the wider community.

GBCA course designers keep in close contact with our industry partners to ensure that all courses remain relevant and current in meeting industry's needs. With highly qualified and experienced trainers and regular course reviews, our student training is designed to assist students to meet the future needs of today's employers.

GBCA offers flexible learning environments, where all support resources are on-hand, such as audio-visual equipment in all classrooms, kitchenettes, lounge areas, male and female restrooms with disabled access on each level.

Our library is dedicated to supporting all study needs and provides computer access with unlimited free WiFi throughout the college. Additionally, our library staff provide free academic skills workshops in: research methods, essay and report writing, referencing information sources and working effectively in a team.

At GBCA, our Careers Support Centre provides students with tailored work experience and internships with our many industry partners and various career-boosting opportunities throughout the year.

In addition, we understand that students who need to work will have a more positive study experience if they are happy with their jobs. To help students find suitable employment, we also provide free job skills workshops and on-going job application support.

GBCA is located in the heart of Melbourne's CBD within the free tram zone and is only a 5-minute walk to either Flagstaff or Melbourne Central train station. With trams and buses on our doorstep, our location makes it easy for you to access and/or enjoy your lunch-break at the many great restaurants, cafes and food bars that are all within walking distance.



We provide free job skills workshops and on-going job application support



Located in the heart of Melbourne's CBD with easy access to public transport

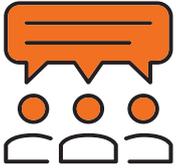


Highly qualified and experienced trainers to assist students to meet the future needs of today's employers



Computer access with unlimited free WiFi throughout the college

Campus Life



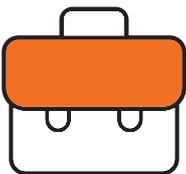
GBCA ORIENTATION

The orientation program is designed to help you settle into your new life in Melbourne. All new students are required to attend the orientation session on the commencement date, which is stated in your Letter of Offer. In this session you will meet new friends, meet the support staff, explore the facilities and services available on campus, as well as receive information about: transport, shopping, recreational activities, work rights, visa obligations, health cover (International students) and further assistance.



LEARNING ENVIRONMENT

- Class-sizes of up to 18 students
- Classrooms equipped with high resolution projectors
- Computer lab with printing facilities and free unlimited WiFi with lounge areas, kitchenettes and restrooms with disabled access.



OUR SUPPORT SERVICES

- Dedicated library staff and resources
- Free academic study skills workshops
- Student welfare support staff
- Careers support services



SKILLS FIRST PROGRAM - ELIGIBLE DOMESTIC STUDENTS ONLY

Skills First Program is provided through the Victorian and Commonwealth Government Funding Scheme for helping eligible domestic students to access vocational education and training skills relevant to the industry's needs. To be eligible for a government-subsidy, please discuss the eligibility requirements with our team prior to your application (enquiry@gbca.edu.au or +61 3 9041 3050).



TUITION FEES AND COST OF LIVING

We understand that studying overseas is an investment and it's important to consider all expenses. Please refer to the 'Cost of Living' section page 8. Please note that any school-aged dependants accompanying a student to Australia will be required to pay full fees if they are enrolled in either a government or non-government school.



YOU ARE PROTECTED

The Tuition Protection Service (TPS) is provided by the Australian Government to protect International students in Australia on a student visa in the event that their course is unable to be delivered.



ABOUT COVID-19

As a consequence of courses being delivered remotely during the COVID-19 lockdown, this course guide may not reflect all adaptive learning and assessment activities methods that GBCA has been arranging for its students who are affected by the lockdown.



GBCA
338 Queen St,
Melbourne
VIC 3000
(Tram Route 30
Stop 4)

**Eureka
Skydeck**

GBCA
CAMPUS LOCATION MAP



Melbourne Central

Melbourne Town Hall

Flinders Street Railway Station

Living in Melbourne



Melbourne is a fascinating, fun and safe city with a world-class public transport system. It is also known as the best destination for International students and one of the world's most liveable cities.

Melbourne is a vibrant cosmopolitan city in the state of Victoria, where 45% of the population were either born overseas or have parents from overseas. Residents speak more than 150 different languages throughout the city and you can meet people from different countries from around world. Melbourne is filled with exciting events and activities including:

Arts and Culture

Melbourne reflects its multi-layered culture by hosting numerous dynamic, international festivals and events. International arts and comedy festivals are hosted each year, featuring renowned artists and comedians from all over the world. Free special events are frequently held in Federation Square located in the heart of Melbourne to celebrate the multicultural nature of the city.

Entertainment

Melbourne offers a wealth of entertainment including:

- Museums
- Galleries
- Exhibitions
- Zoos
- Beaches
- Cinemas
- Festivals
- Sport Events
- Live Shows
- Theme parks
- Gardens

Melbourne offers a wealth of entertainment including museums, galleries, exhibitions, zoos, beaches and cinemas. Venture outside the city to discover the diversity and beauty of regional Victoria, from the Yarra Valley wineries to coastal villages like the Mornington Peninsula and alpine towns, Mount Buller and Falls Creek.

Sport

Melbourne is the 'sports capital' of Australia. Every year the city hosts a multitude of sporting events including:

- The Australian Open (tennis)
- Spring Racing Carnival (horse racing)
- Boxing Day Test Match (cricket)

Watching a live Australian Football League (AFL) match in winter is also a popular pastime for many Melburnians. Soccer has also become increasingly popular with the introduction of the AAMI Park Stadium in Melbourne, which held the AFC Asian Cup in 2015.

Shopping

As a bustling capital, Melbourne is a shopper's delight offering something special for everyone including:

- Major department stores
- Outlet centres
- Fashion houses
- International Supermarkets

There is also an increasing number of international retail giants such as H&M, Zara and Topshop, which are all easily accessible in the CBD. Melbourne also has numerous outdoor markets, offering fresh food to shoppers daily. Queen Victoria Market, South Melbourne Market and Prahran Market are all popular for weekly shopping or to pick up specialty items. The Queen Victoria Market buzzes with energy when it comes alive at night during the winter season.

Climate

Melbourne's temperate climate is well-known to be changeable and is described as 'four seasons in one day'. You will enjoy Melbourne all year with a good plan.

SEASON	MONTH	TEMPERATURE
Summer 	Dec-Feb	14 - 25.3°C (57.2 - 77.5°F)
Autumn 	Mar-May	10.9 - 20.3°C (51.6 - 68.5°F)
Winter 	Jun-Aug	6.5 - 14.2°C (43.7 - 57.6°F)
Spring 	Sep-Nov	9.6 - 19.6°C (49.3 - 67.3°F)

VICTORIAN PUBLIC HOLIDAYS

Public Holidays	2021	2022
New Year's Day	Fri 1 Jan	Sat 1 Jan
Australia Day	Tue 26 Jan	Wed 26 Jan
Labour Day	Mon 8 Mar	Mon 14 Mar
Good Friday	Fri 2 Apr	Fri 15 Apr
Saturday before Easter Sunday	Sat 3 Apr	Sat 16 Apr
Easter Sunday	Sun 4 Apr	Sun 17 Apr
Easter Monday	Mon 5 Apr	Mon 18 Apr
ANZAC Day	Sun 25 Apr	Mon 25 Apr
Queen's Birthday	Mon 14 Jun	Mon 13 Jun
Friday before the AFL Grand Final	Subject to AFL schedule	Subject to AFL schedule
Melbourne Cup	Tue 2 Nov	Tue 1 Nov
Christmas Day	Sat 25 Dec	Sun 25 Dec
Boxing Day	Sun 26 Dec	Mon 26 Dec

Cost of Living

THE COST OF LIVING IN AUSTRALIA

In addition to your study costs the Department of Home and Affairs (DHA) suggests that you should have enough funds to cover your travel costs and 12 months of living expenses. You must demonstrate that the funds you are relying upon can meet these costs and are available during your stay in Australia. You will need to consider other expenses such as bond payment and advanced rent, furniture, textbooks, study excursions and equipment, and other emergency expenses.

The exchange rate between the Australian dollar and your currency is also important to consider.

AVERAGE COST OF LIVING

International Student	AUD \$22,000
Spouse or de facto partner of the primary applicant	AUD \$7,500
A dependent child	AUD \$3,200
Annual school costs	AUD 8,300

Source: <https://www.studyinaustralia.gov.au/english/live-in-australia/living-costs>
*This information was taken at the time of publication



TRANSPORTATION

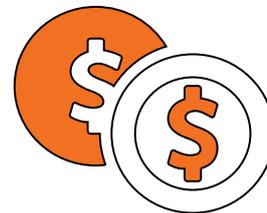
Throughout Melbourne, public transport is reliable and easy to use. You can travel around with trams, trains and buses with a one ticket system (Myki). For more information on ticketing, please visit www.ptv.vic.gov.au.

GBCA CBD campus is located in the heart of Melbourne city within 5 minutes walking distance to Melbourne Central and Flagstaff train stations as well as bus stops just on GBCA's doorstep. (Tram Route 30 Stop 4)



ARRIVAL ASSISTANCE

At Melbourne airport, Study Melbourne offers students free information and advice. For more details visit: www.melbourne.vic.gov.au



JOBS/WORKING

We understand that some students need to work in order to meet their financial responsibilities. Please note that students living in Australia on a Student Visa (subclass 500) cannot work more than 40 hours per fortnight when their course is in session. The visa holder must continue to satisfy the criteria for grant of their visa.

Student Support

Facilities and Resources

- Fully equipped classrooms
- Student lounges
- Kitchenettes
- Restrooms (disabled access)
- Library
- Computer Lab
- Unlimited Wi-Fi network
- Printing services

Student Support Officers will provide support to students and/or refer them to support services on all matters relating to their study in Australia. This includes but is not limited to:

- Conducting an orientation program for students
- Support services to assist students to transition into study and living in Australia
- Emergency and health services
- Legal services
- Counselling services
- Academic assistance/study support
- Welfare related support services
- Facilities and resources
- Locating and understanding GBCA policies and procedures including the complaints and appeals process
- Visa conditions including meeting course progress

NOTE: All support services provided by GBCA are free of charge to students. Students requiring special or welfare assistance will be referred to an appropriate external service provider. GBCA will not charge any referral fee. However, any cost associated with the external service will be at your own expense. The Student Support Officer will assist students, if necessary, when attempting to contact external services.

Learning Support

GBCA's teaching staff are available to assist students with their studies and homework. This support may vary depending on identified needs. Students are encouraged to talk to their trainer when assistance is required to ensure satisfying academic performance. Students who require additional assistance can schedule appointments with their trainer. There will be support available to assist students in meeting their course requirements and maintaining

attendance, such as Skills Workshops and Counselling Services.

The student's academic progress will be reviewed at the end of each study period. Students, who are 'at-risk' will be contacted by the Student Administration Officer immediately, to discuss possible solutions to catch up.

Mentor Support



Fully qualified trainers are available for additional consultation. Students are encouraged to talk to their trainer when mentoring is required. Booking is required for additional consultation.



Callum Forrester

Certified Trainer and Academic Advisor

Callum is a qualified librarian, with a Master of Information Management and several years of university librarian experience. He is a great source of information and provides a variety of workshops that help build that help build the academic skills of our students.

Career Program

At GBCA, we provide a free comprehensive program that aims to prepare students for the Australian workplace, by enabling them to develop their Job Ready Skills and gain work experience through internships and employment.

Internship

GBCA has partnered with industries to give our students opportunities for volunteering internships.

Live Projects

Every year GBCA students are selected along with students from different institutions to participate in real-life projects focused on resolving current business issues and problems.

Volunteering

Our Careers Team recommend various government and not-for-profit organisations to volunteer your skills and abilities, which is a great way to gain valuable work experience.

Career Conversations

GBCA assists our students on the latest job market trends. Our Careers Officer can also provide free career planning, job application guidance and advice.

Career Consultations

Our Careers Officers provide free and confidential career planning, job application guidance and advice. Students in their final year are encouraged to take advantage of the free 30 minute face-to-face consultations.

CAREER SOFT SKILLS TRAINING

GBCA organises monthly Job Ready Workshops from setting career goals, understanding the application/recruitment stages to understanding the Australian work culture – the practical skills and knowledge gained are invaluable. The workshops cover such topics as:

How to Plan Your Career

- Self-evaluation SWOT analysis
- Determining job prospects
- Personal development plan (SMART)

Self-Marketing Methods

- Using online resources (Websites, LinkedIn, etc.)
- Creating video and infographic resumes
- Attending job fairs/networking

Finding Suitable Jobs

- Analysing job advertisements
- Understanding job requirements
- Contacting employers/recruiters

Writing Job Specific Applications

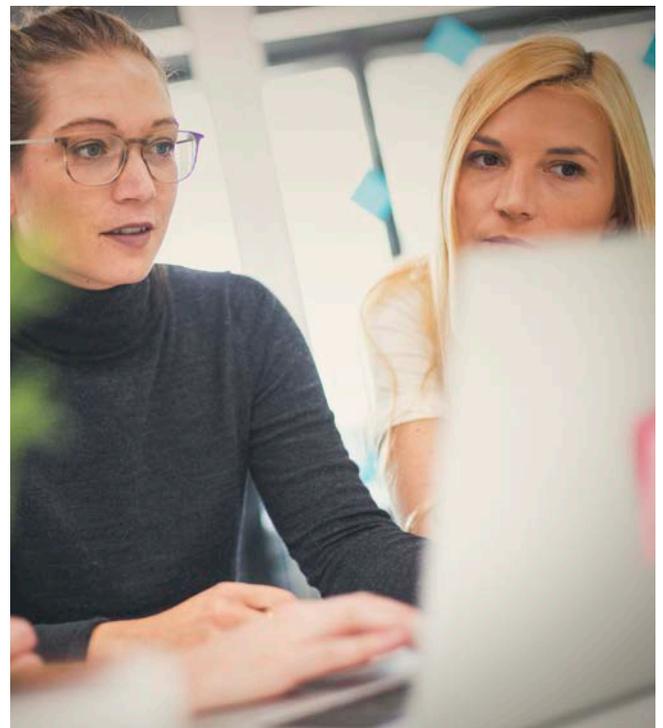
- Addressing the selection criteria
- Writing successful resumes
- Writing successful cover letters

Understanding Interview Strategies

- Responding to job specific questions
- Responding to behavioural type questions (STAR)
- Interpreting body language

Communicating Effectively at Work

- Adapting to the Australian work culture
- Understanding the Australian work language
- Communication strategies



General English (GE)



CRICOS CODE: 098218E

DURATION: 42 weeks

TIMETABLE:

Day Classes
4 days per week
(9am-3pm)

CAMPUS LOCATION AND DELIVERY SITE: 337-339 La Trobe Street, Melbourne 3000 and 338 Queen Street, Melbourne 3000

ELEMENTARY TO UPPER INTERMEDIATE:

You will improve your English language skills. General English will help you develop communication skills for everyday situations, increasing fluency and accuracy in spoken English to build your confidence to use English for travel, work, to get a good job in Australia or when you return home, or for further study.

COURSES:

- Elementary
- Pre-Intermediate
- Intermediate
- Upper-Intermediate

WHAT YOU WILL LEARN:

- English for everyday use
- Cross cultural awareness
- Effective communication
- Pronunciation and fluency

FACILITIES AND RESOURCES AVAILABLE TO STUDENTS:

- Classrooms with overhead projectors
- Whiteboards
- Student lounge
- Kitchen (a kettle, a fridge/freezer and a microwave)
- Bathrooms (including an accessible toilet)
- Library
- Computer lab
- Unlimited Wi-Fi network
- Printing services

ENTRY REQUIREMENTS:

APPROX. ENTRY POINTS	COURSES	POSSIBLE PATHWAY / EXIT POINTS
IELTS 3.5 or equivalent	GE Elementary	GE Pre-Intermediate
IELTS 4.0 or equivalent	GE Pre-Intermediate	GE Intermediate
IELTS 4.5 or equivalent	GE Intermediate	GE Upper-Intermediate EAP 1
IELTS 5.0 or equivalent	GE Upper-Intermediate	-



My experience in GBCA was interesting, because every day I learnt something new.

Romina Rachel Urzia Tono
Pre-Intermediate Level



Very happy with the management team, I love it here, because GBCA cares about the students.

Cesar David Nicolas Tarazona Garzon
Intermediate Level

English For Academic Purposes (EAP)



CRICOS CODE: 098219D

DURATION: 32 weeks

TIMETABLE:

Day Classes
4 days per week
(9am-3pm)

CAMPUS LOCATION AND DELIVERY SITE: 337-339 La Trobe Street, Melbourne 3000 and 338 Queen Street, Melbourne 3000

ENGLISH FOR ACADEMIC PURPOSES (EAP)

EAP courses focus on academic contexts for students wishing to continue further academic study in vocational education and training colleges or universities in Australia, with formal, professional English language skills.

COURSES:

- EAP 1
- EAP 2
- EAP 3

WHAT YOU WILL LEARN:

- Learn to give an academic presentation
- Learn to use different paraphrasing for academic assignments and reports
- Increase your language proficiency including speaking in tutorials, reading academic texts, and writing essays and reports

FURTHER STUDIES:

Please speak to our Student Admissions team to learn more about other university pathway courses and GBCA's VET programs.

ENTRY REQUIREMENTS:

APPROX. ENTRY POINTS	COURSES	POSSIBLE PATHWAY / EXIT POINT
IELTS 5.0 or equivalent	EAP 1	EAP 2 / IELTS 5.5 / GBCA VET programs
IELTS 5.5 or equivalent	EAP 2	EAP 3 / IELTS 6.0 / Bachelor programs at University of Canberra / Bachelor programs at Edvantage Institute of Australia
IELTS 6.0 or equivalent	EAP 3	IELTS 6.5 / Master programs at University of Canberra



GBCA has been a great support for me because teachers have helped me to improve not only my English skills, but with my personal life. I'm really grateful to this school.

David Eduardo Bordonos
EAP I

CHC30113



Certificate III in Early Childhood Education and Care

CRICOS CODE: 097758G

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

Under the Education and Care Services National Law (2011) the Australian Children's Education and Care Quality Authority (ACECQA) publish lists of approved early childhood education and care qualifications and information regarding regulatory requirements here: www.acecqa.gov.au.

Students completing this course will gain credit transfer of up to 13 units in the CHC50113 - Diploma of Early Childhood Education and Care offered by GBCA.

COURSE DURATION: 52 weeks (including 30 weeks of internal training, 6 weeks of vocational placement, 4 weeks catch up class, reassessment, additional placement (if required), and 12 weeks holidays).

SCHEDULE: 20 contact hours per week

DELIVERY MODE: Internal face to face

CAMPUS LOCATION AND DELIVERY SITE: 337-339 La Trobe Street, Melbourne 3000 VIC, and 338 Queen street, Melbourne 3000 VIC

ENTRY REQUIREMENTS:

Applicants must satisfy all requirements as below:

ACADEMIC REQUIREMENT:

Satisfactorily completed Australian year 11 or equivalent level of study

LANGUAGE REQUIREMENTS:

- Minimum of IELTS 5.5 or equivalent, or
- Successfully complete the GBCA ELICOS program: English for Academic Purposes 1 (EAP1)

All students must undertake National Police Check and Working with Children Check before commencing work placement.

VOCATIONAL PLACEMENT REQUIREMENTS:

Before commencing vocational placement, all students must undertake National Police Check and Working with Children Check and complete the unit: HLTAID004 Provide an emergency first aid response in an education and care setting.



GBCA has always believed in helping and guiding students, they are so concerned about students. GBCA has helped me to become a better person to face the challenges of the world and I'm gaining my experience day by day. Thank you GBCA.

Dafni Warnakulasuriga



GBCA has opened a new door for me. I really love learning the experience in GBCA. Also, GBCA facilitates me in every possible way. I really appreciate that GBCA provided me a place to do my placements as well. Also I like GBCA lecturers and friendly staff a lot.

Piumi Tuamalee

Students are required to complete at least 120 hours of work placement as part of their course requirement.

GBCA has signed agreements with prospective employers to offer the work placement opportunities for its students. A list of these prospective employers will be provided to assist you in finding a work placement. Work placements will be arranged by the GBCA Work Placement Coordinator in conjunction with the student and GBCA trainers.

The Fair Work Act 2009, under the definition of Vocational Placement in section 12 outlines the rules restricting unpaid work. The Fair Work Ombudsman provides a clear explanation of these rules in the Internships, Vocational Placements & Unpaid Work Fact Sheet.

Students are required to discuss with the GBCA Work Placement Coordinator if they wish to make their own work placement arrangement.

Due to the requirement to complete vocational placement, a final outcome for each unit would not be provided until the relevant component of vocational placement had been completed.

Course Structure

UNIT CODE	UNIT NAME
CHCDIV002	Promote Aboriginal and/or Torres Strait Islander cultural safety
CHCECE001	Develop cultural competence
CHCECE002	Ensure the health and safety of children
CHCECE003	Provide care for children
CHCECE004	Promote and provide healthy food and drinks
CHCECE005	Provide care for babies and toddlers
CHCECE007	Develop positive and respectful relationships with children
CHCECE009	Use an approved learning framework to guide practice
CHCECE010	Support the holistic development of children in early childhood
CHCECE011	Provide experiences to support children's play and learning
CHCECE013	Use information about children to inform practice
CHCLEG001	Work legally and ethically
CHCPRT001	Identify and respond to children and young people at risk
HLTAID004	Provide an emergency first aid response in an education and care setting
HLTWHS001	Participate in workplace health and safety
CHCECE021	Implement strategies for the inclusion of all children
BSBWOR301	Organise personal work priorities and development
CHCECE012	Support children to connect with their world

ASSESSMENT METHODS: A variety of assessment methods will be used throughout the course, including short questions, case studies, simulations, project, third party observation during work placement, work place observation and portfolio.

GOVERNMENT FUNDING FOR DOMESTIC STUDENTS: Government funding is available for this program. This course is delivered with Victorian and Commonwealth Government funding under the Skills First Program. Individuals with disabilities are encouraged to apply for training. Please contact our student admission team to check the eligibility requirements.

CHC50113



Diploma of Early Childhood Education and Care

CRICOS CODE: 097270J

COURSE DESCRIPTION:

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

ADVANCED STANDING IN THE BACHELOR OF EARLY CHILDHOOD AND PRIMARY EDUCATION:

Graduates from GBCA Diploma of Early Childhood Education and Care will be granted advanced standing for up to 1 year of the:

- Bachelor of Early Childhood and Primary Education at University of Canberra
- Bachelor of Education (Early Childhood and Primary) at Swinburne University of Technology
- Bachelor of Early Childhood Education at Deakin University
- Bachelor of Early Childhood & Primary Education at Deakin University

COURSE DURATION: 76 weeks (including 50 weeks of face to face study, 11 weeks of work placement, 3 weeks for catch up class, reassessment, additional placement (if required) and 12 weeks holidays).

SCHEDULE: 20 contact hours per week during the face to face study period

DELIVERY MODE: Internal face to face

CAMPUS LOCATION AND DELIVERY SITE: 337-339 La Trobe Street, Melbourne 3000 VIC, and 338 Queen street, Melbourne 3000 VIC

ENTRY REQUIREMENTS:

Applicants must satisfy all requirements as below:

ACADEMIC REQUIREMENTS:

- Satisfactorily completed Australian year 12 or equivalent level of study or
- Year 11 school-leavers who can provide evidence of work experience of at least one year in the Child Care industry with relevant skills and knowledge; or
- Completed part/all of the Certificate III in Children’s Services (or similar courses), or
- Victorian Certificate of Education or equivalent certificate.

LANGUAGE REQUIREMENTS

- Minimum of IELTS 6.0 (academic) or equivalent, or
- Successfully complete the GBCA ELICOS program: English for Academic Purposes 2 (EAP2)



The college GBCA renders excellent services to all students. The college provides good knowledge to everyone, explaining every strategy which is applicable to different fields in childcare education. Moreover, I have good learning experience from this college.

Thushari Koshila

WORK PLACEMENT REQUIREMENTS

Before commencing work placement, all students must undertake National Police Check and Working with Children Check and complete the unit: HLTAID004 Provide an emergency first aid response in an education and care setting.

Students are required to complete at least 240 hours of work placement as part of their course requirement.

GBCA has signed agreements with prospective employers to offer the work placement opportunities for its students. A list of these prospective employers will be provided to assist you in finding work placement. Work placements will be arranged by the GBCA Work Placement Coordinator in conjunction with the student and GBCA trainers.

The Fair Work Act 2009, under the definition of Vocational Placement in section 12 outlines the rules restricting unpaid work. The Fair Work Ombudsman provides a clear explanation of these rules in the Internships, Vocational Placements & Unpaid Work Fact Sheet.

Students are required to discuss with the GBCA work placement coordinator if they wish to make their own work placement arrangement.

Due to the requirement to complete vocational placement, a final outcome for each unit would not be provided until the relevant component of vocational placement had been completed.

Course Structure

UNIT CODE	UNIT NAME
CHCDIV002	Promote Aboriginal and/or Torres Strait Islander cultural safety
CHCECE001	Develop cultural competence
CHCECE002	Ensure the health and safety of children
CHCECE003	Provide care for children
CHCECE004	Promote and provide healthy food and drinks
CHCECE005	Provide care for babies and toddlers
CHCECE007	Develop positive and respectful relationships with children
CHCECE009	Use an approved learning framework to guide practice
CHCECE016	Establish and maintain a safe and healthy environment for children
CHCECE017	Foster the holistic development and wellbeing of the child in early childhood
CHCECE018	Nurture creativity in children
CHCECE019	Facilitate compliance in an education and care services
CHCECE020	Establish and implement plans for developing cooperative behaviour

CHCECE021	Implement strategies for the inclusion of all children
CHCECE022	Promote children's agency
CHCECE023	Analyse information to inform learning
CHCECE024	Design and implement the curriculum to foster children's learning and development
CHCECE025	Embed sustainable practices in service operation
CHCECE026	Work in partnership with families to provide appropriate education and care for children
CHCLEG001	Work legally and ethically
CHCPRT001	Identify and respond to children and young people at risk
HLTAID004	Provide an emergency first aid response in an education and care setting
HLTWHS003	Maintain work health and safety
CHCPRP003	Reflect on and improve own professional practice
BSBWOR301	Organise personal work priorities and development
BSBLED401	Develop teams and individuals
BSBINN502	Build and sustain an innovative work environment
CHCPOL002	Develop and implement policy

ASSESSMENT METHODS:

A variety of assessment methods will be used throughout the course, including: short questions, case studies, simulations, project, third party observation during work placement, work place observation, portfolio.

GOVERNMENT FUNDING FOR DOMESTIC STUDENTS:

Government funding is available for this program. This course is delivered with Victorian and Commonwealth Government funding under the Skills First Program. Individuals with disabilities are encouraged to apply for training. Please contact our student admission team to check the eligibility requirements.

CHC33015

Certificate III in Individual Support

CRICOS CODE: 104889M

COURSE DESCRIPTION: This qualification reflects the role of workers in the community and/or residential setting who follow an individualised plan to provide person-centred support to people who may require support due to ageing. Work involves using discretion and judgement in relation to individual support as well as taking responsibility for own outputs. 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. Graduates from this program can work as personal care worker, aged and disability support worker in: Aged care centres, nursing homes, retirement villages, residential aged care facilities or home care.

To achieve this qualification, candidates must have completed at least 120 hours of work as detailed in the assessment requirements of the units of competency.

COURSE DURATION: 1 year.

SCHEDULE: 20 contact hours per week.

DELIVERY MODE: Internal face to face / virtual classroom via Zoom during COVID lockdown

CAMPUS LOCATION AND DELIVERY SITE: 337-339 La Trobe Street, Melbourne 3000 VIC, and 338 Queens street, Melbourne 3000 VIC

ENTRY REQUIREMENTS:

ACADEMIC REQUIREMENT:

- Satisfactorily completed Australian year 11 or equivalent level of study

LANGUAGE REQUIREMENT:

- Minimum of IELTS 5.5 or equivalent, or
- Successfully complete the GBCA ELICOS program: English for Academic Purposes 1 (EAP1)

VOCATIONAL PLACEMENT REQUIREMENTS: Before commencing vocational placement, all students must process a current Police Check and complete the simulation tasks for units:

- CHCCCS011 Meet personal support needs
- HLTWHS002 Follow safe work practices for direct client care
- HLTINFO01 Comply with infection prevention and control policies and procedures

Students are required to complete at least 120 hours of work placement as part of course requirements.

GBCA has signed agreements with prospective employers to offer the work placement opportunities for its students. A list of these prospective employers will be provided to assist you in finding work placement. Work placements will be arranged by the GBCA Work Placement Coordinator in conjunction with the student and GBCA trainers.

The Fair Work Act 2009, under the definition of Vocational Placement in section 12 outlines the rules restricting unpaid work. The Fair Work Ombudsman provides a clear explanation of these rules in the Internships, Vocational Placements & Unpaid Work Fact Sheet.

Students are required to discuss with the GBCA work placement coordinator if they wish to make their own work placement arrangement.

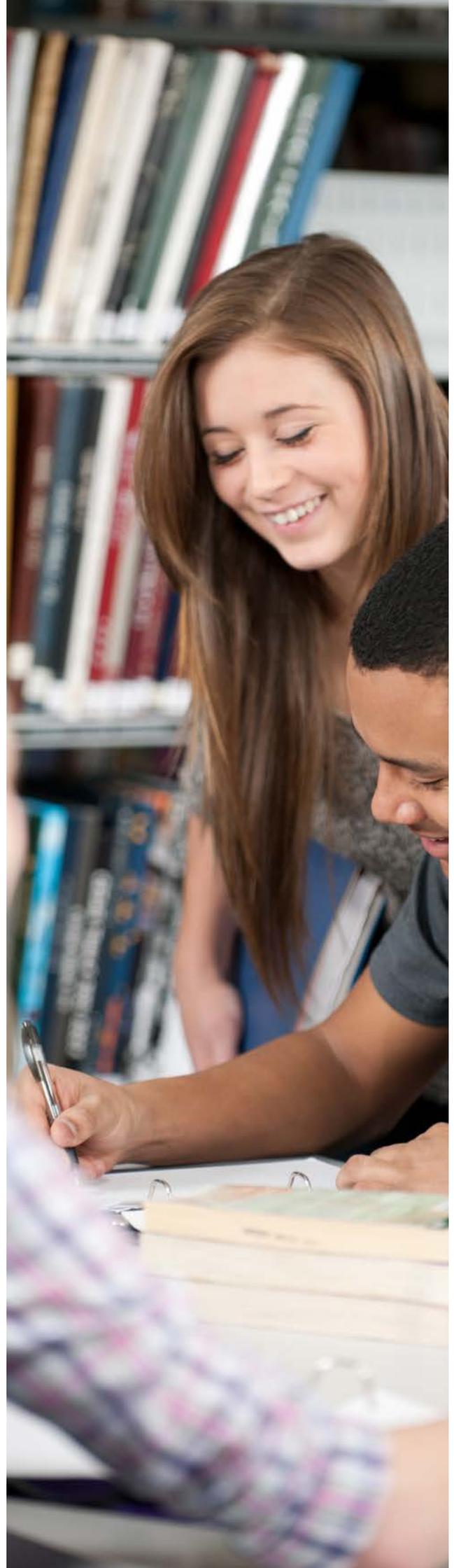
Due to the requirement to complete vocational placement, a final outcome for each unit would not be provided until the relevant component of vocational placement had been completed.

Course Structure

UNIT CODE	UNIT NAME
CHCCCS015	Provide individualised support
CHCCCS023	Support independence and well being
CHCCOM005	Communicate and work in health or community services
CHCDIV001	Work with diverse people
CHCLEG001	Work legally and ethically
HLTAAP001	Recognise healthy body systems
HLTWHS002	Follow safe work practices for direct client care
CHCAGE001	Facilitate the empowerment of older people
CHCAGE005	Provide support to people living with dementia
CHCCCS011	Meet personal support needs
CHCDIS002	Follow established person-centred behaviour supports
CHCCCS006	Facilitate individual service planning and delivery
HLTINF001	Comply with infection prevention and control policies and procedures

ASSESSMENT METHODS:

Written Questions, Cultural research, Role play, Culture Reflections, Case studies, Workplace Observation, Simulation task, Workplace Improvements, Work placement project, Project, workplace Journal and portfolio , Work placement Task, Supervisor report.



FNS40217

Certificate IV in Accounting and Bookkeeping



CRICOS CODE: 098488E

COURSE DESCRIPTION: This course is part of the Financial Services Training Package and satisfies the Australian Qualifications Framework (AQF) guidelines. This qualification reflects the job roles of contract bookkeepers and employees performing bookkeeping tasks for organisations in a range of industries. This may include:

- Establishing and maintaining manual and computerised accounting systems
- Completing Business Activity Statements (BAS) and other office financial statements
- Developing bookkeeping management systems for organisations
- General administration.

Under certain conditions, successful students may meet requirements for registration with the Tax Practitioners Board.

This qualification is suitable for candidates currently working in bookkeeping roles who are seeking a formal qualification to enhance and confirm their existing knowledge and skills.

COURSE DURATION: 33 weeks (Including catch up class, reassessment and course breaks).

SCHEDULE: 20 contact hours per week.

DELIVERY MODE: Internal face to face

CAMPUS LOCATION AND DELIVERY SITE: 337-339 La Trobe street, Melbourne 3000

ENTRY REQUIREMENTS:

ACADEMIC REQUIREMENT:

- Completion of Australian year 11 or equivalent

LANGUAGE REQUIREMENT:

- Minimum of IELTS 5.5 or equivalent, or
- Successfully complete the GBCA ELICOS program: English for Academic Purposes 1 (EAP1)

MATERIAL REQUIREMENT: Students are required to bring their own laptop with Microsoft Office 2007 or a later version installed for face to face classes.



My teacher Michelle is very nice and patient, I have gained the professional accounting knowledge. Appreciate GBCA.

Enqin Chen



I have excellent experience study with Michelle Liu in Accounting bookkeeping Certificate IV at GBCA. Michelle Liu is a very patient and conscientious teacher.

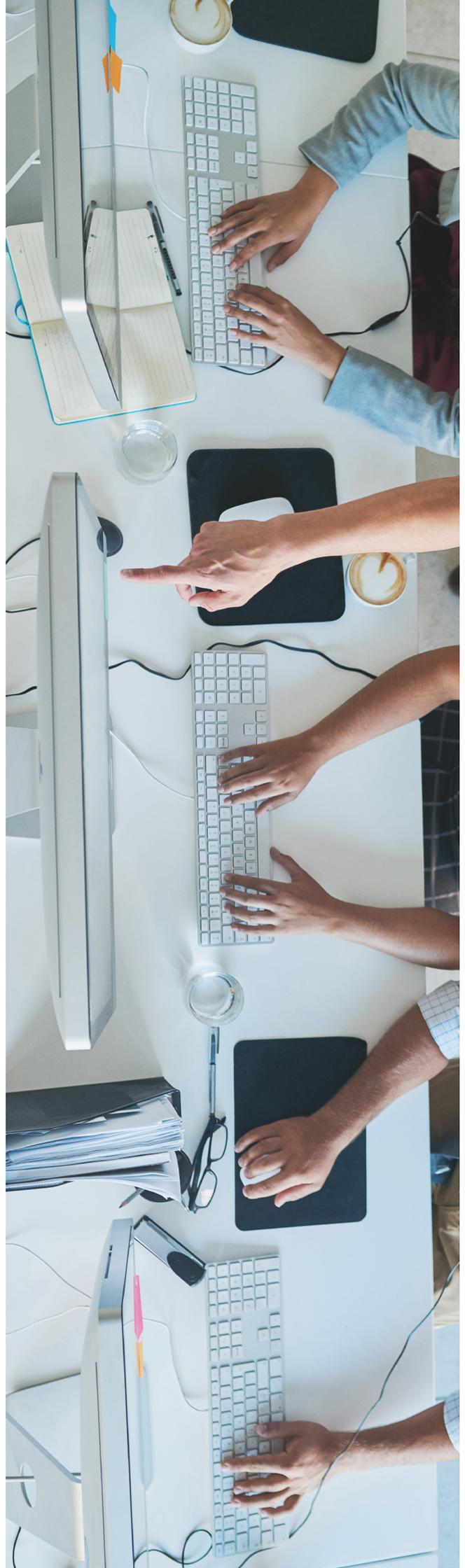
Qihong Chen

Course Structure

UNIT CODE	UNIT NAME
BSBFIA401	Prepare financial reports
BSBSMB412	Introduce cloud computing into business operations
FNSACC311	Process financial transactions and extract interim reports
FNSACC312	Administer subsidiary accounts and ledgers
FNSACC408	Work effectively in the accounting and bookkeeping industry
FNSACC416	Set up and operate a computerised accounting system
FNSTPB401	Complete business activity and installment activity statements
FNSTPB402	Establish and maintain payroll systems
BSBWRT301	Write simple documents
FNSACC313	Perform financial calculations
BSBWOR501	Manage personal work priorities and professional development
BSBITU306	Design and produce business documents
BSBITU304	Produce Spreadsheets

ASSESSMENT METHODS: A variety of assessment methods will be used throughout the course, including: written questions, practical activities, role plays, case studies, project, assignment, integrated practical activities or verbal questioning.

GOVERNMENT FUNDING FOR DOMESTIC STUDENTS: Government funding is available for this program. This course is delivered with Victorian and Commonwealth Government funding under the Skills First Program. Individuals with disabilities are encouraged to apply for training. Please contact our student admission team to check the eligibility requirements.



BSB40215

Certificate IV in Business

CRICOS CODE: 0101737

COURSE DESCRIPTION: This program provides an alternative pathway for high school students to pursue their desired learning goal into tertiary study. This course can be offered as a package: Certificate IV in Business + Diploma of Business. Students completing this pathway may receive credit exemptions in Bachelor programs at GBCA's partnering universities and higher education providers. Students completing this program will possess work ready and fundamental skills in communication, technology skills, collaboration and problem solving etc. that are suitable for the following job title:

- Human Resources Assistant
- Customer Service Representative
- Administrative Assistant
- Receptionist

COURSE DURATION: 26 weeks (Including catch up class, reassessment and course breaks).

SCHEDULE: 20 contact hours per week.

DELIVERY MODE: Internal face to face

CAMPUS LOCATION AND DELIVERY SITE: 337-339 La Trobe street, Melbourne 3000

ENTRY REQUIREMENTS:

ACADEMIC REQUIREMENT:

- Completion of Australian year 11 or equivalent or satisfy the LLN requirement of the program

LANGUAGE REQUIREMENT:

- Minimum of IELTS 5.0 or equivalent, or successfully complete the GBCA ELICOS program.

MATERIAL REQUIREMENT: Students are required to bring their own laptop with Microsoft Office 2007 or a later version installed for face to face classes.

Course Structure

UNIT CODE	UNIT NAME
BSBWHS401	Implement and monitor WHS policies, procedures and programs to meet legislative requirements
BSBADM405	Organise meetings
BSBCUS402	Address customer needs
BSBCUS403	Implement customer service standards
BSBMKG413	Promote products and services
BSBRES411	Analyse and present research information
BSBITS411	Maintain and implement digital technology
BSBITU401	Design and develop complex text documents
BSBINM401	Implement workplace information system
BSBCMM401	Make a presentation

ASSESSMENT METHODS: A variety of assessment methods will be used throughout the course, including: written questions, role plays, case studies, project, or verbal questioning.

BSB50215

Diploma of Business

CRICOS CODE: 090861J

COURSE DESCRIPTION: This course is specifically designed as a pathway program for students who are planning to pursue Bachelor degree at University of Canberra after completing the Diploma of Business at GBCA. Students who successfully complete this course with GBCA are eligible for advanced standing of up to equivalent to 1 year into:

- Bachelor of Commerce (Accounting) at University of Canberra (CPA accredited)
- Bachelor of Business (International Business) at University of Canberra
- Bachelor of Marketing at Edvantage Institute Australia (EIA)

(Students who wish to apply for a package offer from University of Canberra should refer to the UC's admission requirements)

or equivalent to half year into:

- Bachelor of Commerce at Deakin University
- Bachelor of Business at Deakin University
- Bachelor of Marketing at Edvantage Institute Australia

Students will acquire work-ready skills through participating in active learning activities including: analysing business cases, writing business reports, debating, negotiating and presenting ideas... This course will also prepare students with assignment writing, analytical reading, listening and note taking skills to help them succeed in the future University learning environment.

COURSE DURATION: 52 weeks (including 8 weeks re-assessment, catch up class, reassessment and course breaks).

SCHEDULE: 20 contact hours per week

DELIVERY MODE: Internal face to face

CAMPUS LOCATION AND DELIVERY SITE: 337-339 La Trobe Street, Melbourne 3000 VIC

ENTRY REQUIREMENTS:

Applicants must satisfy all requirements as below:

ACADEMIC REQUIREMENT:

- Satisfactory completion of Australian Year 12 or equivalent or higher OR
- Completion of an Australian training program (Certificate IV or above)

LANGUAGE REQUIREMENT:

- Minimum of IELTS 5.5 (no band less than 5) or equivalent, or
- Successfully complete the GBCA English for Academic Purposes 1 (EAP1).

MATERIAL REQUIREMENT: Students are required to bring their own laptop with Microsoft Office 2007 or a later version installed for face to face classes.

Course Structure

UNIT CODE	UNIT NAME
BSBHRM513	Manage workforce planning
BSBCRT401	Articulate, present and debate ideas
BSBMKG507	Interpret market trends and developments
BSBWOR501	Manage personal work priorities and professional development
BSBPMG522	Undertake project work
BSBRSK501	Manage risk
BSBHRM501	Manage human resource services
BSBHRM506	Manage recruitment, selection & induction processes

ASSESSMENT METHODS:

A variety of assessment methods will be used throughout the course, including: observation of students performing role playing, portfolio of work, written report, observation of presentation, analysis of case study/response to simulated work scenario or Written questioning.

ICT50118

Diploma of Information Technology



CRICOS CODE: 099815J

COURSE DESCRIPTION: This qualification provides the skills and knowledge for an individual to administer and manage information and communications technology (ICT) support in small-to-medium enterprises (SMEs) using a wide range of general ICT technologies.

Graduates from this program will be able to provide a broader rather than specialised ICT support function, applying a wide range of higher level technical skills in ICT areas such as:

- Networking
- IT support,
- Database development,
- Web development.
- Programming

In the programming cluster, students will be introduced to Python, one of the most widely used Artificial Intelligence (AI) programming language. Artificial Intelligence will define the next generation of software solutions and will help organizations be more efficient and enrich people's lives.

PATHWAY TO BACHELOR: Students who wishes to pursue further study in IT may continue their education in Bachelor programs and receive credit recognition of up to one year at GBCA's partnering universities including: Canberra University and Deakin university.

COURSE DURATION: maximum 58 weeks (including catch up class, reassessment and holidays. Students who commence the course in term four (4) may take up to a maximum of 58 weeks to complete the course. This maximum duration allows for two Christmas holidays periods.)

SCHEDULE: 20 contact hours per week

DELIVERY MODE: Internal face to face

CAMPUS LOCATION AND DELIVERY SITE: 337-339 La Trobe Street, Melbourne 3000

ENTRY REQUIREMENTS:

Applicants must satisfy all requirements as below:

ACADEMIC REQUIREMENT:

- Satisfactory completion of Australian Year 11 or equivalent or higher
- Completion of an Australian training program (AQF 4 or above)

LANGUAGE REQUIREMENT:

- Minimum of IELTS 5.5 (no band less than 5) or equivalent, or
- Successfully complete the GBCA English for Academic Purposes 1 (EAP1).

To successfully complete the Diploma of Information Technology, participants must complete a total of below twenty (20) units of competency.



My experience of GBCA has so far been very pleasant. The classes are enjoyable, the teacher knows the topics very well and helps us a lot in the learning process. In addition, the facilities are comfortable and the location is very central.

Juan Pablo Espinosa

Course Structure:

UNIT CODE	UNIT NAME
ICTNWK508	Install, operate and troubleshoot medium enterprise switches
ICTNWK507	Install, operate and troubleshoot medium enterprise routers
ICTNWK505	Design, build and test a network server
BSBSUS501	Develop workplace policy and procedures for sustainability
ICTICT509	Gather data to identify business requirements
ICTWEB429	Create a mark-up language document to specification
ICTWEB510	Analyse information and assign meta tags
ICTWEB508	Develop website information architecture
ICTWEB411	Produce basic client-side script for dynamic web pages
ICTWEB502	Create dynamic web pages
BSBWHS501	Ensure a safe workplace
ICTDBS502	Design a database
ICTSAD501	Model data objects
ICTPRG425	Use structured query language
ICTDBS504	Integrate database with a website
ICTSAS505	Review and update disaster recovery and contingency plans
ICTICT517	Match ICT needs with the strategic direction of the organisation
ICTPRG430	Apply introductory object-oriented language skills
ICTPRG528	Perform data conversion
ICTSAD506	Produce a feasibility report

ASSESSMENT METHODS: A variety of assessment methods will be used throughout the course, including: Project, Observation of students performing practical tasks, Portfolio of Work, Written report, Analysis of case study/Response to simulated work scenario or Written questioning.

GOVERNMENT FUNDING FOR DOMESTIC STUDENTS: Government funding is available for this program. This course is delivered with Victorian and Commonwealth Government funding under the Skills First Program. Individuals with disabilities are encouraged to apply for training. Please contact our student admission team to check the eligibility requirements.

ICT60315



Advanced Diploma of Information Technology Business Analysis

CRICOS CODE: 097759F

COURSE DESCRIPTION: This qualification provides the skills and knowledge for an individual to be competent in business analysis in an information and communications technology (ICT) environment, either as an independent ICT specialist or as leader of a team. The ICT Business analyst identifies and communicates with users to formulate and product a requirements specification to create system or software solutions. This include:

- work with users to formulate and document business requirements
- identify, investigate, and analyse business processes, procedures and work practices
- identify and evaluate inefficiencies and recommending optimal business practices, and system functionality and behaviour
- use project management methodologies, principles and techniques to develop project plans and to cost, resource and manage projects
- take responsibility for deploying functional solutions, such as creating, adopting and implementing system test plans, which ensure acceptable quality and integrity of the system
- create user and training documentation, and conducting formal training classes
- develop functional specifications for use by system developers
- use data and process modelling techniques to create clear system specifications for the design and development of system software
- act as a central reference and information source, providing guidance and assistance in the system project decision making process

COURSE DURATION: 52 weeks (including catch up class, reassessment and holidays)

SCHEDULE: 20 contact hours per week

DELIVERY MODE: Internal face to face

CAMPUS LOCATION AND DELIVERY SITE: 337-339 La Trobe street and 338 Queens Street, Melbourne 3000

ENTRY REQUIREMENTS:

Applicants must satisfy all requirements as below:

ACADEMIC REQUIREMENTS:

- Successful completion of any IT related Diploma qualification, or
- Demonstrated vocational experience in a range of work environment in senior information technology or system roles, including analyst or designer.

LANGUAGE REQUIREMENT:

- Minimum of IELTS 5.5 (no band less than 5) or equivalent, or
- Successfully complete the GBCA English for Academic Purposes 1 (EAP1).

MATERIAL REQUIREMENT:

Students are required to bring their own laptop with Microsoft Office 2007 or a later version installed for face to face classes.

Course Structure

UNIT CODE	UNIT NAME
ICTICT608	Interact with clients on a business level
ICTICT610	Manage copyright, ethics and privacy in an IT environment
ICTPMG609	Plan and direct complex IT projects
ICTSAD601	Perform IT-focused enterprise analysis
ICTSAD603	Plan and monitor business analysis activities in an IT environment
ICTSAD604	Manage and communicate IT solutions
ICTSAD605	Elicit IT requirements
ICTSAD606	Analyse stakeholder requirements
ICTSAD607	Manage assessment and validation of IT solutions
ICTPMG602	Manage ICT project initiation
ICTPMG603	Manage ICT project planning
ICTPMG601	Establish ICT project governance
ICTPMG604	Manage ICT project delivery
ICTPMG606	Manage ICT project quality
ICTPMG605	Manage ICT project closure

ASSESSMENT METHODS:

A variety of assessment methods will be used throughout the course, including: Project and written questioning. A typical project will require students to prepare project documentation and make a presentation.

PSP50916

Diploma of Interpreting (Mandarin-English)



CRICOS CODE: 091761E

COURSE DESCRIPTION: This course is designed for students who are planning to work as a paraprofessional interpreter (Mandarin-English) typically in the community and business domains.

During the program, our experienced and NAATI qualified trainers will step by step guide you through various interpreting exercises and help you to develop:

- Notes taking skills for interpreting purposes
- Short term memory retention skills
- Make sense of the briefing and quickly set up your mindset in the dialogue context
- Pick up idioms/collocations and relay in the other language correctly in a blink of eye.
- Build a comprehensive knowledge of Australian community services, and collocations/glossary in both English and Mandarin.
- And many more skills...

INDUSTRY ENDORSEMENT: This program is endorsed by the National Accreditation Authority for Translators and Interpreters (NAATI). Students who successfully graduate from this qualification will be eligible to sit certification test for the: NAATI Certified Provisional Interpreter.



DURATION: 52 weeks (including 40 weeks training and 12 weeks reassessment, catch up class and holidays)

SCHEDULE: 20 contact hours per week

DELIVERY MODE: Internal face to face

CAMPUS LOCATION AND DELIVERY SITE: 337-339 La Trobe Street, 338 Queen Street, Melbourne 3000

ENTRY REQUIREMENTS:

Applicants must satisfy all requirements as below:

ACADEMIC REQUIREMENT:

Satisfactory completion of Australian Year 11 or equivalent or higher

LANGUAGE REQUIREMENT:

- Minimum of IELTS 5.5 (no band less than 5) or equivalent, or
- Successfully complete the GBCA English for Academic Purposes 1 (EAP1)

Applicant will be a native Mandarin speaker or demonstrate equivalent speaking skills through an interview in Mandarin.



I had a great time studying at GBCA, the classmates were lovely, the teachers are experienced and helpful.

Sanxiuzi Xu

Course Structure

UNIT CODE	UNIT NAME
PSPTISO01	Apply codes and standards to ethical practice
PSPTISO02	Build glossaries for interpreting assignments
PSPTISO03	Prepare to translate and interpret
PSPTISO40	Interpret in general dialogue settings (LOTE - English)
PSPTISO41	Interpret in general monologue settings (LOTE - English)
PSPTISO42	Manage discourses in general settings
PSPTISO43	Use routine subject area terminology in interpreting (LOTE - English)
PSPTISO45	Demonstrate routine English proficiency in different subjects and cultural contexts
PSPTISO46	Use routine education terminology in interpreting (LOTE - English)
PSPTISO47	Use routine health terminology in interpreting (LOTE - English)
PSPTISO48	Use routine legal terminology in interpreting (LOTE - English)
SITXLANO03	Conduct oral communication in a language other than English

ASSESSMENT METHODS: A variety of assessment methods will be used throughout the course, including: Observation of students performing a practical interpreting task/s, Role play, Written response.

GOVERNMENT FUNDING FOR DOMESTIC STUDENTS:

Government funding is available for this program. This course is delivered with Victorian and Commonwealth Government funding under the Skills First Program. Individuals with disabilities are encouraged to apply for training. Please contact our student admission team to check the eligibility requirements.

PSP50916

Diploma of Interpreting (Spanish-English)



CRICOS CODE: 091761E

COURSE DESCRIPTION: This course is designed for students who are planning to work as a paraprofessional interpreter (Spanish-English) typically in the community and business domains.

During the program, our experienced and NAATI qualified trainers will step by step guide you through various interpreting exercises and help you to develop:

- Notes taking skills for interpreting purposes
- Short term memory retention skills
- Make sense of the briefing and quickly set up your mindset in the dialogue context
- Pick up idioms/collocations and relay in the other language correctly in a blink of eye.
- Build a comprehensive knowledge of Australian community services, and collocations/glossary in both English and Spanish.
- And many more skills...

INDUSTRY ENDORSEMENT: This program is endorsed by the National Accreditation Authority for Translators and Interpreters (NAATI). Students who successfully graduate from this qualification will be eligible to sit certification test for the: NAATI Certified Provisional Interpreter.



DURATION: 52 weeks (including 40 weeks training and 12 weeks reassessment, catch up class and holidays)

SCHEDULE: 20 contact hours per week

DELIVERY MODE: Combination of face-to-face and online learning

CAMPUS LOCATION AND DELIVERY SITE: 337-339 La Trobe Street, 338 Queen Street, Melbourne 3000

ENTRY REQUIREMENTS:

Applicants must satisfy all requirements as below:

ACADEMIC REQUIREMENT:

Satisfactory completion of Australian Year 11 or equivalent or higher

LANGUAGE REQUIREMENT:

- Minimum of IELTS 5.5 (no band less than 5) or equivalent, or
- Successfully complete the GBCA English for Academic Purposes 1 (EAP1)

Applicant will be a native Spanish speaker or demonstrate equivalent speaking skill through an interview in Spanish.



A marvelous experience! Studying this course revitalized my professional career. I want to highlight the great facilities and the highly qualified teacher. Thank you, GBCA.

Sebastian Wachter

Course Structure

UNIT CODE	UNIT NAME
PSPTIS001	Apply codes and standards to ethical practice
PSPTIS002	Build glossaries for interpreting assignments
PSPTIS003	Prepare to translate and interpret
PSPTIS040	Interpret in general dialogue settings (LOTE - English)
PSPTIS041	Interpret in general monologue settings (LOTE - English)
PSPTIS042	Manage discourses in general settings
PSPTIS043	Use routine subject area terminology in interpreting (LOTE - English)
PSPTIS045	Demonstrate routine English proficiency in different subjects and cultural contexts
PSPTIS046	Use routine education terminology in interpreting (LOTE - English)
PSPTIS047	Use routine health terminology in interpreting (LOTE - English)
PSPTIS048	Use routine legal terminology in interpreting (LOTE - English)
SITXLAN003	Conduct oral communication in a language other than English

ASSESSMENT METHODS: A variety of assessment methods will be used throughout the course, including: Observation of students performing a practical interpreting task/s, Role play, Written response.

GOVERNMENT FUNDING FOR DOMESTIC STUDENTS:

Government funding is available for this program. This course is delivered with Victorian and Commonwealth Government funding under the Skills First Program. Individuals with disabilities are encouraged to apply for training. Please contact our student admission team to check the eligibility requirements.

PSP60816

Advanced Diploma of Translating (English to Mandarin)



CRICOS CODE: 0100865

COURSE DESCRIPTION: This course is designed for students who are planning to work as a translator (English to Mandarin) typically in the community and business domains in personal documents, government, legal, health, technology, business, community, education, tourism, finance, consumer affairs, insurance, culture, science and commerce and economics. Candidates studying this program have Mandarin as their strongest language.

The Advanced Diploma of Translating prepares translators to translate texts where there may be significant equivalence problems between source and target text, the subject of the text has its own specific terminology, or there is need to undertake extensive research and translate complex language and concepts. Specific audiences may be found in commerce and marketing, government and international relations – including immigration, both regular and humanitarian – the media, and sectors generally considered to be professional, such as law, health and medicine, technology and science. Assignments may deal with material which requires significant quality assurance processes as the consequences of mistranslation can be far reaching.

INDUSTRY ENDORSEMENT: This program is endorsed by the National Accreditation Authority for Translators and Interpreters (NAATI). Students who successfully graduate from this qualification will be eligible to sit certification test for the: NAATI Certified Translator.



DURATION: Delivery will occur over 52 weeks (including 12 weeks catch up class, reassessment and course breaks).

SCHEDULE: 20 contact hours per week

DELIVERY MODE: Internal face to face

CAMPUS LOCATION AND DELIVERY SITE: 337-339 La Trobe Street, Melbourne 3000

ENTRY REQUIREMENTS:

Applicants must satisfy all requirements as below:

ACADEMIC REQUIREMENTS:

- Successful completion of an Australian Year 12, or equivalent senior secondary school qualification. Applicants with work experience in this field will also be considered.

ENGLISH REQUIREMENTS: Students must demonstrate that they have either:

- English level equivalent to IELTS 6.0 (or equivalent in an internationally recognised test) with the reading and writing skills of 6.0 or above, or
- Successful completion of GBCA EAP2 English for Academic Purposes
- Successful completion of a Diploma of interpreting (Mandarin-English) or
- Successful completion of the GBCA English Placement Test

MANDARIN REQUIREMENTS:

- Students must demonstrate that they have completed a minimum of year 12 in a program delivered in Mandarin, or
- Successful completion of a Mandarin reading and writing test. Applicants may be interviewed if further information is required.

MATERIAL REQUIREMENT:

- Students are required to bring their own laptop with Microsoft Office 2007 or a later version installed for face to face classes.

Course Structure

UNIT CODE	UNIT OF COMPETENCY
PSPTIS100	Apply codes and standards to professional judgement
PSPTIS002	Build glossaries for translating and interpreting assignments
PSPTIS101	Negotiate translating and interpreting assignments
PSPTIS066	Apply theories to translating and interpreting work practices
PSPTIS070	Prepare translated transcripts
PSPTIS071	Translate multimedia source material
PSPTIS021	Translate and certify non-narrative text
CUAWRT401	Edit texts
PSPTIS060	Analyse text types for translation of special purpose texts (LOTE - English)
PSPTIS067	Demonstrate complex written LOTE proficiency in different subjects and cultural context
PSPTIS064	Read and analyse special purpose English texts to be translated
PSPTIS062	Translate special purpose texts from English to LOTE
PSPTIS061	Quality assure translations

ASSESSMENT METHODS: A variety of assessment methods will be used throughout the course, including: Product based methods, Portfolio, questioning.

GOVERNMENT FUNDING FOR DOMESTIC STUDENTS:

Government funding is available for this program. This course is delivered with Victorian and Commonwealth Government funding under the Skills First Program. Individuals with disabilities are encouraged to apply for training. Please contact our student admission team to check the eligibility requirements.

10727NAT

CERTIFICATE I in Spoken and Written English

COURSE DESCRIPTION: Course graduates develop foundational knowledge and skills in English language which enable them to interact with some autonomy and to take some initiative in a limited and predictable range of community, work and educational contexts. Students can also develop numeracy skills and knowledge to perform simple mathematical operations in highly familiar contexts. They can also begin to develop autonomous learning strategies to start learning English outside the classroom. The knowledge and skills developed through the course provide a firm foundation for further development of their English language skills.

This course is intended to provide participants with the following general education outcomes:

- learning skills to enter formal learning environments
- English language proficiency at the equivalence of International Second Language Proficiency Ratings (ISLPR®) 1+, International English Language Testing System (IELTS) 4 or Common European Framework (CEFR) A2+
- English language proficiency to meet some performance features of Australian Core Skills Framework (ACSF) 1 indicators.

This course is available for domestic students only.

TRAINING DURATION: 2 days per week over 30 weeks

HOLIDAYS: Students may take up to 5 weeks of holidays during the course.

DELIVERY MODE: Internal face to face

CAMPUS LOCATION AND DELIVERY SITE:

- 337-339 La Trobe Street and 338 Queen Street, Melbourne 3000
- 10-12 Prospect Street Box Hill VIC 3128

ENTRY REQUIREMENTS:

Students who wish to undertake English courses will sit the English placement test. GBCA will allocate a student into the level according to the outcome of the placement test.

The recommended entry point against the ACSF is Pre-Level 1.



ASSESSMENT METHODS: A variety of assessment methods will be used throughout the course, including: Observation, Written question and Written assignment.

GOVERNMENT FUNDING FOR DOMESTIC STUDENTS: Government funding is available for this program. This course is delivered with Victorian and Commonwealth Government funding under the Skills First Program. Individuals with disabilities are encouraged to apply for training. Please contact our student admission team to check the eligibility requirements.

Course Structure:

UNIT CODE	UNIT NAME
SWEELC001	Listen to and engage in short simple social conversations
SWEELT001	Listen to and engage in short simple spoken transactions
SWERWT001	Read and write simple social texts
SWERWT002	Read and write simple transactional texts
SWELRT001	Read and listen to simple information texts

10728NAT

Certificate II in Spoken and Written English

COURSE DESCRIPTION: Course graduates will develop basic English language skills in the areas of speaking, listening, reading and writing to participate in everyday life and community, work preparation and further learning. They will develop basic learning and digital literacy skills.

Graduates will be able to apply their skills and knowledge to demonstrate autonomy and limited judgement in familiar, structured and defined everyday contexts. They will be able to deal with a limited range of predictable everyday problems where they need to use English and will be able to use English to satisfy their own everyday transactional, commercial, recreational and social needs.

This course is intended to provide participants with the following general education outcomes:

- English language proficiency at the equivalent of International Second Language Proficiency Ratings (ISLPR®) 2+, International English Language Testing System (IELTS) 5.0, or Common European Framework (CEFR) B1+
- English language proficiency to meet some performance features of Australian Core Skills Framework (ACSF) 2 indicators.

This course is available for domestic students only.

TRAINING DURATION: 2 days per week over 30 weeks

HOLIDAYS: Students may take up to 5 weeks of holidays during the course.

DELIVERY MODE: Internal face to face

CAMPUS LOCATION AND DELIVERY SITE:

- 337-339 La Trobe Street and 338 Queen Street, Melbourne 3000
- 10-12 Prospect Street Box Hill VIC 3128

ENTRY REQUIREMENTS:

There are no set requirements for this course. Students who wish to undertake English courses will sit the Language, Literacy and Numeracy test. GBCA will allocate a student into the level according to the outcome of the placement test. Learners entering this course are identified as beginner learners of English language.

The recommended entry point against the ACSF is Level 1.



ASSESSMENT METHODS: A variety of assessment methods will be used throughout the course, including: observation, written question and written assignment.

GOVERNMENT FUNDING FOR DOMESTIC STUDENTS: Government funding is available for this program. This course is delivered with Victorian and Commonwealth Government funding under the Skills First Program. Individuals with disabilities are encouraged to apply for training. Please contact our student admission team to check the eligibility requirements.

Course Structure:

UNIT CODE	UNIT NAME
SWEELD001	Engage in and listen to basic spoken dialogues
SWEDCT001	Deliver and comprehend basic procedural spoken texts
SWERWT004	Read and write basic procedural texts
SWERWT006	Read and write basic opinion texts
SWERWT007	Read and write basic factual texts

10729NAT

Certificate III in Spoken and Written English

COURSE DESCRIPTION: Course graduates will have developed routine English language skills in the areas of speaking, listening, reading and writing to participate in everyday life, community, employment, and further learning. Graduates will be able to apply their English language skills and knowledge to demonstrate autonomy and judgement in a range of familiar and some unfamiliar contexts. They will be able to deal with a range of predictable routine and some non-routine situations where they need to use English. They will be able to use English to satisfy their own routine transactional, commercial, social and recreational needs, and will be able to use English functionally at work or in further training, in known and stable contexts.

This course is intended to provide participants with the following general education outcomes:

- English language proficiency at the equivalent of International Second Language Proficiency Ratings (ISLPR®) 3, +, International English Language Testing System (IELTS) 5.5, or Common European Framework (CEFR) B2
- English language proficiency to meet some performance features of Australian Core Skills Framework (ACSF) 3 indicators.

This course is available for domestic students only.

TRAINING DURATION: 2 days per week over 30 weeks

HOLIDAYS: Students may take up to 5 weeks of holidays during the course.

DELIVERY MODE: Internal face to face

CAMPUS LOCATION AND DELIVERY SITE:

- 337-339 La Trobe Street and 338 Queen Street, Melbourne 3000
- 10-12 Prospect Street Box Hill VIC 3128

ENTRY REQUIREMENTS:

There are no set requirements for this course. Students who wish to undertake English courses will sit the Language, Literacy and Numeracy test. GBCA will place a student into the level according to the outcome of the placement test. Learners entering this course are identified as beginner learners of English language.

The recommended entry point against the ACSF is Level 2.



ASSESSMENT METHODS:

A variety of assessment methods will be used throughout the course, including: Observation, Written question and written assignment.

GOVERNMENT FUNDING FOR

DOMESTIC STUDENTS: Government funding is available for this program. This course is delivered with Victorian and Commonwealth Government funding under the Skills First Program. Individuals with disabilities are encouraged to apply for training. Please contact our student admission team to check the eligibility requirements.

Course Structure:

UNIT CODE	UNIT NAME
SWELPE001	Comprehend and participate in routine formal spoken exchanges
SWELPE002	Comprehend and participate in routine informal spoken exchanges
SWERWT009	Read and write routine transactional texts
SWERLNO01	Read and listen to the news
SWERWT010	Read and write routine procedural texts

10726NAT

Course in Spoken and Written English for Job Seeking

COURSE DESCRIPTION: This course will help graduates to improve their English communication skills and equip them with necessary job seeking skills to search and prepare for an interview with an Australian workplace. The course also assists learners to develop the associated pragmatic cultural knowledge assumed in an Australian workplace.

The English learning environment will be contextualized for individual learner skillset and industry of interest. Learners will be guided through a complete job seeking process, including:

- Career planning including self-evaluation of skills and knowledges, identify career options, job fit and suitability analysis, and career plan.
- Active job hunting including job seeking, register online, job advert analysis, company research, job enquiry
- Job application process prepare customized job application, resume, prepare a video resume
- Recruitment process including workplace awareness, interview preparation and mock interview

This course is available for domestic students only.

TRAINING DURATION: 2 sessions per week over 18 weeks.

HOLIDAYS: Students may take up to 4 weeks holidays during the course.

DELIVERY MODE: Internal face to face

CAMPUS LOCATION AND DELIVERY SITE:

- 337-339 La Trobe Street and 338 Queen Street, Melbourne 3000
- Best Western plus the Tudor Hotel, 1101 Whitehorse Rd, Box Hill VIC 3128

ENTRY REQUIREMENTS:

There are no set requirements for this course. Students who wish to undertake English courses will sit the Language, Literacy and Numeracy test. GBCA will allocate a student into the level according to the outcome of the placement test.

Students should be at least 16 years of age and achieve level 3 across the three ACSF macro skills of reading, writing and oral communication.



ASSESSMENT METHODS: A variety of assessment methods will be used throughout the course, including: observation, portfolio, written questions...

Course Structure:

UNIT CODE	UNIT NAME
SWECKS001	Develop cultural knowledge and spoken language competence to seek professional employment
SWECKW001	Develop cultural knowledge and written language competence to seek professional employment
SWEEPS001	Extend pronunciation skills
FSKLRG10	Use routine strategies for career planning



CONNECT WITH GBCA

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Compliant statement: GBCA is responsible for providing compliant training and assessment, and issuing of the AQF certification documentation for qualifications detailed in its scope of registration on the National Training Register (training.gov.au).

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