



COURSE GUIDE

International students

2023

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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

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 English
- Aged and disability care

“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:

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

Lodge your application and documents listed above to 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

Flexibility is a key element of the Australian vocational education and training (VET) system. There are multiple pathways through the Australian Qualifications Framework (AQF), and learning programs are tailored to the specific needs of each student.

The majority of students undertaking a VET program will follow more than one learning pathway. There are many ways to achieve success. Do it your way with GBCA.



Why GBCA?

Learning Experience



STUDENT SATISFACTION

- ✓ Courses and trainers
- ✓ Resources and support services
- ✓ Learning environment
- ✓ 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 training is designed to assist students to meet the future needs of employers.

GBCA offers flexible learning environments, where all support resources are on-hand, such as audio-visual equipment in all classrooms, kitchenettes, lounge areas, 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 employers



Monthly intake and flexible timetable

Campus Life



GBCA ORIENTATION

The orientation program is designed to help you settle into your learning 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

- Friendly and supportive teachers and staff
- 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



TUITION FEES AND COST OF LIVING

We understand that studying overseas is an investment and it's important to consider all expenses. Study Australia has a tool to help you estimate how much it could cost to have the lifestyle you choose in Australia. www.studyaustralia.gov.au



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.



Eureka
Skydeck

GBCA
337-339
La Trobe street
&
338
Queens street
Melbourne
3000 VIC



GBCA

CAMPUS LOCATION

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.

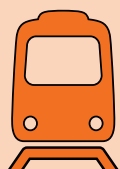
CLIMATE

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 | 2023 | 2024 |
|--|--------------------------------------|-------------------------|
| New Year's Day | Sunday 1 January Monday 2 January | Monday 1 January |
| Australia Day | Thursday 26 January | Friday 26 January |
| Labour Day | Monday 13 March | Monday 11 March |
| Good Friday | Friday 7 April | Friday 29 March |
| Saturday before Easter Sunday | Saturday 8 April | Saturday 30 March |
| Easter Sunday | Sunday 9 April | Sunday 31 March |
| Easter Monday | Monday 10 April | Monday 1 April |
| ANZAC Day¹ | Tuesday 25 April | Thursday 25 April |
| King's Birthday | Monday 12 June | Monday 10 June |
| Friday before the AFL Grand Final | Subject to AFL schedule | Subject to AFL schedule |
| Melbourne Cup | Tuesday 7 November | Tuesday 5 November |
| Christmas Day | Monday 25 December | Wednesday 25 December |
| Boxing Day | Tuesday 26 December | Thursday 26 December |



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

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.



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

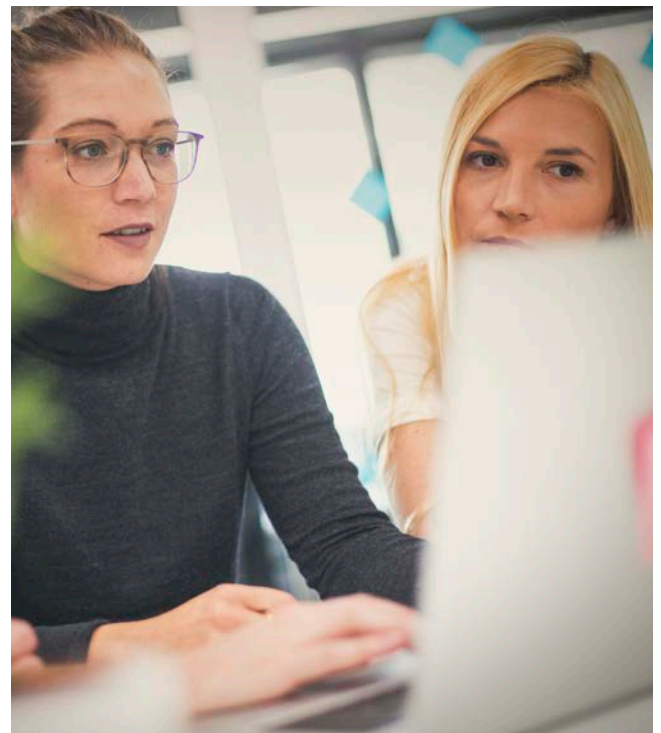
- Addressing the selection criteria
- Writing successful resumes
- Writing successful cover letters

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



098218E

General English (GE)



COURSE DESCRIPTION: General English (GE) is designed to cater for students who are interested in improving their level of general English proficiency, including for travel, employment or personal interest. It is also designed for those who intend to progress to further study in English and require a higher level of English proficiency in order to enrol in Global Business College of Australia 's English for Academic Purposes course.

The General English course comprises four levels:

1. Elementary
2. Pre-Intermediate
3. Intermediate
4. Upper-Intermediate

Each level has a nominal duration of 10 weeks, making a total course duration of 40 weeks. However, students enter the course at their level of proficiency and it is possible to progress to the next level if the relevant level of proficiency is demonstrated in under 10 weeks.

COURSE DURATION: 42 weeks (including 2 weeks course breaks).

SCHEDULE: 20 contact hours per week

DELIVERY MODE: Face to face training

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

ENTRY REQUIREMENTS:

| APPROX. ENTRY POINTS | LEVEL | 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 | – |

WHAT YOU WILL LEARN:

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

098219D

English For Academic Purposes (EAP)



COURSE DESCRIPTION: The EAP course is designed for students who want to study for a degree with a university or private higher education provider, or a non-trades classroom-based VET course. Three exit points are provided: students successfully completing EAP 1 should be ready for VET courses requiring IELTS 5.5 overall or equivalent for entry; those successfully completing EAP 2 should be ready for VET and degree courses requiring IELTS 6.0 overall or equivalent; while those successfully completing EAP 3 should be ready for courses requiring IELTS 6.5 overall or equivalent. During the EAP course, Students will learn to work and develop their presentation skills, research skills, referencing, and writing assignments and reports.

The EAP course comprises three levels:

1. EAP 1
2. EAP 2
3. EAP 3

Each level has a nominal duration of 10 weeks, making a total course duration of 30 weeks.

COURSE DURATION: 32 weeks (including 2 weeks course breaks).

SCHEDULE: 20 contact hours per week

DELIVERY MODE: Face to face training

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

ENTRY REQUIREMENTS:

| APPROX. ENTRY POINTS | LEVEL | 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 / EIA Bachelor courses |
| IELTS 6.0 or equivalent | EAP 3 | IELTS 6.5 |

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

CHC30121 (CRICOS 108236E)



Certificate III in Early Childhood Education and Care

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.

COURSE DURATION: 52 weeks (including 32 weeks of internal training, 8 weeks of vocational placement, 12 weeks catch up class, reassessment, additional placement (if required), and holidays).

SCHEDULE: International students undertaking a vocational course in Australia are expected to undertake a full-time study load (a minimum 20 scheduled course contact hours per week. This may include up to 6 hours of online/distance learning. GBCA does not offer online/distance learning to the vocational placement component of a course).

DELIVERY MODE: Blended learning between face to face and online

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 requirements:

- Minimum of IELTS 5.5 (no band less than 5) or equivalent, or
- Successfully complete the GBCA English course/s EAP1 to meet the English requirements of the intended course.
- GBCA also accepts completion of a recognised equivalent English preparation course from NEAS/EA accredited ELICOS providers.
- Overseas students who do not provide a satisfactory evidence for their English proficiency will be interviewed/ asked to undertake a language, literacy and numeracy (LLN) skills to ascertain their skills.

VOCATIONAL PLACEMENT REQUIREMENTS:

Before commencing vocational placement, all students must undertake National Police Check and Working with Children Check and complete the unit: HLTAID012 Provide an emergency first aid in an education and care setting.

Students are required to complete at least 160 hours of vocational placement as part of course requirements.

GBCA has signed agreements with prospective employers to offer the vocational placement opportunities for its students. A list of these prospective employers will be provided to assist you in finding vocational placement. Vocational placements will be arranged by the GBCA vocational 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 vocational placement coordinator if they wish to make their own vocational 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 |
|-----------|---|
| CHCECE030 | Support inclusion and diversity |
| CHCECE031 | Support children's health, safety and wellbeing |
| CHCECE032 | Nurture babies and toddlers |
| CHCECE033 | Develop positive and respectful relationships with children |
| CHCECE034 | Use an approved learning framework to guide practice |
| CHCECE035 | Support the holistic learning and development of children |
| CHCECE036 | Provide experiences to support children's play and learning |
| CHCECE037 | Support children to connect with the natural environment |
| CHCECE038 | Observe children to inform practice |
| CHCECE054 | Encourage understanding of Aboriginal and/or Torres Strait Islander peoples' cultures |
| CHCECE055 | Meet legal and ethical obligations in children's education and care |
| CHCECE056 | Work effectively in children's education and care |
| CHCPRT001 | Identify and respond to children and young people at risk |
| HLTAID012 | Provide First Aid in an education and care setting |
| HLTWHS001 | Participate in workplace health and safety |
| CHCDIV001 | Work with diverse people |
| CHCPRP003 | Reflect on and improve own professional practice |

ASSESSMENT METHODS:

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

CHC50121 (CRICOS 108237D)



Diploma of Early Childhood Education and Care

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.

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.

COURSE DURATION: 58 weeks (including 32 weeks of face to face study, 14 weeks of vocational placement and 12 weeks for for catch up class, reassessment, additional placement (if required) and holidays).

SCHEDULE: International students undertaking a vocational course in Australia are expected to undertake a full-time study load (a minimum 20 scheduled course contact hours per week. This may include up to 6 hours of online/distance learning. GBCA does not offer online/distance learning to the vocational placement component of a course).

DELIVERY MODE: Blended learning between face to face and online

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

ENTRY REQUIREMENTS:

Academic requirements:

- Hold a CHC30121 Certificate III in Early Childhood Education and Care or
- CHC30113 Certificate III in Early Childhood Education and Care.

Language requirements for international students:

- Minimum of IELTS 5.5 or equivalent, or
- Satisfactory outcome for Internal English placement test, or
- Completion of an Australian Certificate III in Early Childhood Education and Care within the last 2 years is deemed to meet the language requirement of the course.

VOCATIONAL PLACEMENT REQUIREMENTS

Before commencing work placement, all students must undertake National Police Check and Working with Children Check.

Students are required to complete at least 280 hours of vocational placement as part of course requirements.

GBCA has signed agreements with prospective employers to offer the vocational placement opportunities for its students. A list of these prospective employers will be provided to assist you in finding vocational placement. Vocational placements will be arranged by the GBCA vocational 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 vocational 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 |
|-----------|---|
| BSBTWK502 | Manage team effectiveness |
| CHCECE041 | Maintain a safe and healthy environment for children |
| CHCECE042 | Foster holistic early childhood learning, development and wellbeing |
| CHCECE043 | Nurture creativity in children |
| CHCECE044 | Facilitate compliance in a children's education and care service |
| CHCECE045 | Foster positive and respectful interactions and behaviour in children |
| CHCECE046 | Implement strategies for the inclusion of all children |
| CHCECE047 | Analyse information to inform children's learning |
| CHCECE048 | Plan and implement children's education and care curriculum |
| CHCECE049 | Embed environmental responsibility in service operations |
| CHCECE050 | Work in partnership with children's families |
| CHCPRP003 | Reflect on and improve own professional practice |
| CHCDIV003 | Manage and promote diversity |
| BSBSUS511 | Develop workplace policy and procedures for sustainability |
| CHCINM002 | Meet community information needs |

ASSESSMENT METHODS:

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

CHC33015 (CRICOS 104889M)



Certificate III in Individual Support

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: 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: International students undertaking a vocational course in Australia are expected to undertake a full-time study load (a minimum 20 scheduled course contact hours per week. This may include up to 6 hours of online/distance learning. GBCA does not offer online/distance learning to the vocational placement component of a course).

DELIVERY MODE: Blended learning between face to face and online

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 requirements:

- Minimum of IELTS 5.5 (no band less than 5) or equivalent, or
- Successfully complete the GBCA English course/s EAP1 to meet the English requirements of the intended course.
- GBCA also accepts completion of a recognised equivalent English preparation course from NEAS/EA accredited ELICOS providers.
- Overseas students who do not provide a satisfactory evidence for their English proficiency will be interviewed/ asked to undertake a language, literacy and numeracy (LLN) skills to ascertain their skills.

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
- HLTIN001 Comply with infection prevention and control policies and procedures

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

GBCA has signed agreements with prospective employers to offer the vocational placement opportunities for its students. A list of these prospective employers will be provided to assist you in finding vocational placement. Vocational placements will be arranged by the GBCA vocational 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 vocational placement coordinator if they wish to make their own vocational 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 wellbeing |
| 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 |
| HLTINFO01 | 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, vocational placement project, project, workplace journal and portfolio, vocational placement task and supervisor report.

CHC52015 (CRICOS 108238C)



Diploma of Community Services

COURSE DESCRIPTION: This qualification reflects the roles of community services, case management and social housing workers involved in the managing, co-ordinating and/or delivering of person-centred services to individuals, groups, and communities.

At this level, workers have specialised skills in community services and work autonomously under broad directions from senior management. Workers are usually providing direct support to individuals or groups of individuals. Workers may also have responsibility for the supervision of other workers and volunteers and/or case management, program coordination or the development of new business opportunities.

To achieve this qualification, candidates must have completed at least 100 hours of work as detailed in the Assessment Requirements of the units of competency.

COURSE DURATION: 52 weeks (including 6 weeks for vocational placement and 12 weeks term breaks and holidays)

SCHEDULE: International students undertaking a vocational course in Australia are expected to undertake a full-time study load (a minimum 20 scheduled course contact hours per week. This may include up to 6 hours of online/distance learning. GBCA does not offer online/distance learning to the vocational placement component of a course).

DELIVERY MODE: Blended learning between face to face and online

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 or
- Mature aged students who can demonstrate basic level understanding of community work, or some level of vocational experience in a range of work environment in the community services industry.

Language requirements:

- Minimum of IELTS 5.5 (no band less than 5) or equivalent, or
- Satisfactory outcome for Internal English placement, or
- Successfully complete the GBCA English course/s to meet the English requirements of the intended course.
- Students who are unable to provide evidence to demonstrate meeting the above English requirement may be interviewed or asked to undertake the language, literacy and numeracy (LLN) skills to ascertain their existing skills.

VOCATIONAL PLACEMENT REQUIREMENTS:

Students are required to complete at least 100 hours of vocational placement as part of course requirements. We understand the industry and will assist you in finding vocational placement. GBCA vocational placement coordinator, GBCA trainers and the student will work collaboratively in securing a vocational placement. Once you are marked satisfactory in the required units, you apply for vocational placement by completing an online placement application form. You can indicate your availability and preferred location. We endeavour to place you in an aged care facility and/or disability facility and/or community care setting of your choice, however we cannot guarantee this as it depends on the availability in the facilities of your preferred location.

Once you submit your form, all parties will work towards securing a place for you. Remember, Aged care facilities and/or Disability and/or community care facilities prefer students who are both flexible and reliable. On average, it takes approximately 4 weeks to secure vocational placement.

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.

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 |
|-----------|---|
| CHCCCS007 | Develop and implement service programs |
| CHCCOM003 | Develop workplace communication strategies |
| CHCDEV002 | Analyse impacts of sociological factors on clients in community work and services |
| CHCDIV003 | Manage and promote diversity |
| CHCLEG003 | Manage legal and ethical compliance |
| CHCMGT005 | Facilitate workplace debriefing and support processes |
| CHCPRP003 | Reflect on and improve own professional practice |
| HLTWHS004 | Manage work health and safety |
| CHCCCS004 | Assess co-existing needs |
| CHCCSM004 | Coordinate complex case requirements |
| CHCCSM005 | Develop, facilitate and review all aspects of case management |
| CHCCSM006 | Provide case management supervision |
| CHCDIV001 | Work with diverse people |
| CHCCSL002 | Apply specialist interpersonal and counselling interview skills |
| CHCDEV003 | Analyse client information for service planning and delivery |
| CHCCDE007 | Develop and provide community projects |

ASSESSMENT METHODS:

Questions, case studies, presentation, project, portfolio, vocational placement project and work placement observation.

FNS40217 (CRICOS 098488E)



Certificate IV in Accounting and Bookkeeping

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: International students undertaking a vocational course in Australia are expected to undertake a full-time study load (a minimum 20 scheduled course contact hours per week. This may include up to 6 hours of online/distance learning.

DELIVERY MODE: Blended learning between face to face and online

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

ENTRY REQUIREMENTS:

Academic requirement:

- Satisfactorily completed Australian year 11 or equivalent level of study

Language requirement:

- Minimum of IELTS 5.5 (no band less than 5) or equivalent, or
- Successfully complete the GBCA English course/s EAP1 to meet the English requirements of the intended course.
- GBCA also accepts completion of a recognised equivalent English preparation course from NEAS/EA accredited ELICOS providers.
- Overseas students who do not provide a satisfactory evidence for their English proficiency will be interviewed/ asked to undertake a language, literacy and numeracy (LLN) skills to ascertain their skills.

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 |
|-----------|--|
| 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 |
| BSBTEC302 | Design and 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.

BSB50420 (CRICOS 104270B)



Diploma of Leadership and Management

COURSE DESCRIPTION: This qualification reflects the role of individuals who apply knowledge, practical skills and experience in leadership and management across a range of enterprise and industry contexts.

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

COURSE DURATION: This course is delivered during a maximum duration of 52 weeks, including term breaks and public holidays.

SCHEDULE: International students undertaking a vocational course in Australia are expected to undertake a full-time study load (a minimum 20 scheduled course contact hours per week. This may include up to 6 hours of online/distance learning).

DELIVERY MODE: Blended learning between face to face and online

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

ENTRY REQUIREMENTS:

Academic requirement:

- Satisfactorily completed Australian year 11 or equivalent level of study or
- Matured aged learners who can demonstrate some level of vocational experience in a range of work environment in would be accepted into this course.

Language requirement:

- Minimum of IELTS 5.5 (no band less than 5) or equivalent, or
- Satisfactory outcome for Internal English placement, or
- Successfully complete the GBCA English course/s to meet the English requirements of the intended course.
- Students who are unable to provide evidence to demonstrate meeting the above English requirement may be interviewed or asked to undertake the language, literacy and numeracy (LLN) skills to ascertain their existing skills.

COURSE STRUCTURE

| UNIT CODE | UNIT NAME |
|-----------|---|
| BSBCMM511 | Communicate with influence |
| BSBCRT511 | Develop critical thinking in others |
| BSBLDR523 | Lead and manage effective workplace relationships |
| BSBOPS502 | Manage business operational plans |
| BSBPEF502 | Develop and use emotional intelligence |
| BSBTWK502 | Manage team effectiveness |
| BSBXBD501 | Develop big data strategy |
| BSBOPS501 | Manage business resources |
| BSBSTR502 | Facilitate continuous improvement |
| BSBPEF501 | Manage personal and professional development |
| BSBHRM524 | Coordinate workforce plan implementation |
| BSBOPS504 | Manage business risk |

ASSESSMENT METHODS:

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

ICT50220 (CRICOS 106680A)



Diploma of Information Technology

COURSE DESCRIPTION: The e-commerce impact on the business is revolutionary, as new variable of doing business online is changing the consumer's trend of shopping. New business trends augment the sales and promotion experience by using the new channels: e-business to business, e-business to consumer and e-consumer to consumer. In this new business environment sellers and buyers interact directly through the web sites and applications, which is innovative, attractive, and opening up new frontiers, while removing the limitations of doing business across the Globe.

This qualification provides the skills and knowledge for an individual to design and build interactive web site and applications for small-to-medium enterprises (SMEs) using a wide range of front-end and back-end ICT technologies.

Students will acquire skills to design web-based applications using a user experience (UX) methodology that consider the users' experience at the centre of design. The three main front-end coding languages are HTML, CSS and JavaScript. Students will use them to build dynamic web pages that are beautiful and functional in common online business scenarios. Students will also learn a range of back-end technologies, such as server-side REST API and database operations, to complete the implementation of a complex web application.

Potential job opportunities for graduates for this course include:

- Front end web developer
- Backend developer
- Full stack web developer
- API developer
- User interface (UI) and user experience (UX) developer

COURSE DURATION: This course is delivered during a maximum duration of 56 weeks, including term breaks and public holidays

SCHEDULE: International students undertaking a vocational course in Australia are expected to undertake a full-time study load (a minimum 20 scheduled course contact hours per week. This may include up to 6 hours of online/distance learning).

DELIVERY MODE: Blended learning between face to face and online

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

ENTRY REQUIREMENTS:

Academic requirements:

- Satisfactorily completed Australian year 11 or equivalent level of study or
- Mature aged students who can demonstrated basic level understanding of IT knowledge, or some level of vocational experience in a range of work environment in information technology industry.

Language requirements:

- Minimum of IELTS 5.5 (no band less than 5) or equivalent, or
- Satisfactory outcome for Internal English placement, or
- Successfully complete the GBCA English course/s to meet the English requirements of the intended course.
- Students who are unable to provide evidence to demonstrate meeting the above English requirement may be interviewed or asked to undertake the language, literacy and numeracy (LLN) skills to ascertain their existing skills.

COURSE STRUCTURE

| UNIT CODE | UNIT NAME |
|-----------|--|
| BSBCRT512 | Originate and develop concepts |
| BSBXCS402 | Promote workplace cyber security awareness and best practices |
| BSBXTW401 | Lead and facilitate a team |
| ICTICT517 | Match ICT needs with the strategic direction of the organisation |
| ICTICT532 | Apply IP, ethics and privacy policies in ICT environments |
| ICTSAS527 | Manage client problems |
| ICTDBS507 | Integrate databases with websites |
| ICTPRG553 | Create and develop REST APIs |
| ICTPRG554 | Manage data persistence using noSQL data stores |
| ICTWEB522 | Develop website information architecture |
| ICTWEB525 | Implement quality assurance process for websites |
| ICTICT530 | Design user experience solutions |
| ICTWEB513 | Build dynamic websites |
| ICTWEB514 | Create dynamic web pages |
| ICTWEB518 | Build a document using extensible markup language |
| ICTWEB519 | Develop complex web page layouts |
| ICTWEB520 | Develop complex cascading style sheets |
| BSBTEC501 | Develop and implement an e-commerce strategy |
| ICTSAD508 | Develop technical requirements for business solutions |
| ICTWEB451 | Apply structured query language in relational databases |
| ICTWEB452 | Create a markup language document |

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.

ICT60220 (CRICOS 106679E)



Advanced Diploma of Information Technology (IT Strategy and Organisation Development)

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 product requirements and specification, to create system or software solutions. This includes:

- 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.
- 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.

Potential job opportunities for graduates from this course include:

- ICT Project manager
- ICT Business Analyst
- Project team leader

COURSE DURATION: This course is delivered during a maximum duration of 52 weeks, including term breaks and public holidays

SCHEDULE: International students undertaking a vocational course in Australia are expected to undertake a full-time study load (a minimum 20 scheduled course contact hours per week. This may include up to 6 hours of online/distance learning).

DELIVERY MODE: Blended learning between face to face and online

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

ENTRY REQUIREMENTS:

Academic requirements:

- Satisfactorily completed Australian year 12 or equivalent level of study
- Demonstrated basic level understanding of IT knowledge, or some level of vocational experience in a range of work environment in information technology industry would be highly recommended.
- Matured aged learners who can demonstrate basic level understanding of IT knowledge, or some level of vocational experience in a range of work environment in information technology industry would be accepted into this course.

Language requirements:

- Minimum of IELTS 5.5 (no band less than 5) or equivalent, or
- Satisfactory outcome for Internal English placement, or
- Successfully complete the GBCA English course/s to meet the English requirements of the intended course.
- Students who are unable to provide evidence to demonstrate meeting the above English requirement may be interviewed or asked to undertake the language, literacy and numeracy (LLN) skills to ascertain their existing skills.

COURSE STRUCTURE

| UNIT CODE | UNIT NAME |
|-----------|---|
| BSBCRT611 | Apply critical thinking for complex problem solving |
| BSBXCS402 | Promote workplace cyber security awareness and best practices |
| BSBWOR502 | Lead and manage team effectiveness |
| ICTICT608 | Interact with clients on a business level |
| ICTSAD609 | Plan and monitor business analysis activities in an ICT environment |
| ICTICT618 | Manage IP, ethics and privacy in ICT environments |
| ICTICT611 | Develop ICT strategic business plans |
| ICTSAD604 | Manage and communicate ICT solutions |
| ICTSAD608 | Perform ICT-focused enterprise analysis |
| ICTSAD610 | Analyse stakeholder requirements |
| ICTPMG612 | Manage ICT project initiation |
| ICTPMG613 | Manage ICT project planning |
| ICTPMG615 | Manage ICT project closure |
| ICTPMG614 | Manage ICT project delivery |
| ICTSAD611 | Manage assessment and validation of ICT solutions |
| BSBLDR601 | Lead and manage organisational change |

ASSESSMENT METHODS:

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

PSP50916 (CRICOS 091761E)

Diploma of Interpreting (Mandarin-English)



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...

Our mock exam simulates the final exam conditions, level of difficulty and marking procedures. Our trainers provide personal feedback to help you identify your own strength as well as areas for further development.

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: International students undertaking a vocational course in Australia are expected to undertake a full-time study load (a minimum 20 scheduled course contact hours per week. This may include up to 6 hours of online/distance learning.

DELIVERY MODE: Blended learning between face to face and online

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

ENTRY REQUIREMENTS:

Applicants must satisfy all requirements as below:

- Satisfactorily completed Australian year 12 or equivalent level of study
- Minimum of IELTS 5.5 (no band less than 5) or equivalent, or
- Successfully complete the GBCA ELICOS English for Academic Purposes 1 (EAP1), and
- Proficient in Mandarin (speaking and listening skills)

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 matter 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 and written response.

PSP60816 (CRICOS 0100865)



Advanced Diploma of Translating (English to Mandarin)

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: International students undertaking a vocational course in Australia are expected to undertake a full-time study load (a minimum 20 scheduled course contact hours per week. This may include up to 6 hours of online/distance learning.

DELIVERY MODE: Blended learning between face to face and online

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

ENTRY REQUIREMENTS:

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 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. Applicant 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 texts |
| 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 and questioning.



CONNECT WITH GBCA

CALL

03 9041 3050

EMAIL

enquiry@gbca.edu.au

MAIL

Global Business College of Australia

337-339 La Trobe Street, Melbourne VIC 3000

338 Queen St, Melbourne VIC 3000

 Global Business College of Australia

 @gbca.edu.au

 @gbca_au

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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).

Global Business College of Australia Pty Ltd trading as Global Business College of Australia
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