



RTO 91364 / CRICOS No. 02751M

# University Preparation College



## Our Brief History

UPC history goes back to early 2002 when a private college was established to provide coaching to Australian students.

By early 2004, a group of academics from the University of New South Wales, University of Sydney, and University of Technology Sydney conceived the idea of a high quality private education institute: University Preparation College was established.

The college has solidly grown since its inception and by December 2019, the college celebrates its 15<sup>th</sup> Anniversary.

## Why going through UPC to higher education?

There are many reasons why UPC pathway to higher education will bring huge benefits to your study plan, career and employment.

- Our trainers and assessors are highly qualified who have to undergo through regular updates of skills to keep up with new ideas, techniques and innovations.
- We assist to transition you from traditional high school to modern university studying approach.
- We provide small classes and intensive supporting facilities during your first stage in Australia.
- Our VET courses will help you to switch to alternative programs in case of uncertainties (Changes of your family situation)
- Studying the VET courses at UPC will give you time and ability to find out the nature of your “dream” course. You will either go on with our planned course or re-select your course which will serve your life-time career.
- Our VET course will equip you with skills that direct-entry university students don’t have when they graduate.
- Articulation pathway will save you huge costs comparing to direct university entry.
- UPC offers flexibility (Normal and fast track courses) to suit individual capacity and situation.
- Your work experience (For your future employment or immigration purpose) will be counted after you have completed your first qualification at UPC.

### **Additional benefits to childcare students**

- Our in-house playgroup facilities will help
  - i) Certificate III students to be familiar with the Australian childcare system before being actually placed in childcare centres and
  - ii) Diploma students to learn high level childcare skills (Leadership, management and compliance tasks) which are not available at childcare centres.
- You are eligible for graduate work experience visa (1.5 years) and then professional training (up to 2 years) after completing your diploma course.

## Welcome Message from Dr. Brian Low

An educational qualification is one of the most valuable investments you can make in life. Although it is relatively small commitment of time in your life span, it provides you with the knowledge, skills and discipline to cope with a career in business or a technical profession.



As a professor I have seen many students at the start of their studies and again at graduation and I have always been amazed to see the transformation that occurs over this time. Students enter college life with a combination of optimism and fear of the unknown. When I have see the students again at graduation, they have a new confidence gained from hard work and practical experience. Maturity, independence, discipline and knowledge are the greatest reward you can get from an educational qualification.

Whether business or commerce, technology or community service is your interest, University Preparation College is the right vehicle to take you there.

Dr. Brian Low (UPC Patron)  
Former Pro Vice Chancellor,  
University of Technology, Sydney

## Welcome Message from Dr. Thuy Mai-Viet

University Preparation College commits to providing quality academic programs, enjoyable learning environments and appropriate student supports that will result in successful learning outcomes for all students. At the UPC, we recognise education as a fundamental human right. Our students, teachers and professional staff work together exploring solutions to real-world problems.



Since its establishment 15 years ago, the college has built up a great reputation for success. It has a strong presence in the community, reflecting innovation and outstanding activities to support learning needs, student interests, articulation and employment.

Domestically, the college has continuously won government contracts to provide training to Australian residents, directly competing with public colleges. Internationally, the college has received students from over 30 countries. The college itself has brought its programs to Hong Kong, Vietnam, Sri Lanka and will extend to other countries in the coming years.

Students at the college show strong interests in participation in both education programs and extra-curricular activities. Either going on to employment or taking further study at the universities, graduates are happy with their experience at our college.

Your Australian study journey is a life-time commitment. I invite you to visit our website, contact our representatives or make direct contact with me to learn more about our commitment to quality and support.

Dr Thuy Mai-Viet  
President

# English Studies

## English for Higher Education

CRICOS 076089B

AUD 2,500 per term

This is a basic starting point that teaches everyday English and then English for Academic purposes, preparing students for higher education studies.

There are 5 levels of English for Higher Education:

- Level 1: Elementary
- Level 2: Pre-Intermediate
- Level 3: Intermediate
- Level 4: Upper Intermediate
- Level 5: Advanced



## English for Academic Purposes

CRICOS 076368F

AUD 2,500 per term

This is a preparation course for further study. We expect that most UPC students will complete at least 10 weeks of the English for Academic Purposes (EAP) course.

Whilst you may be academically excellent in your subject area, you will need to learn how to read, write, listen and speak in an Australian college or university environment and for everyday use while you are in Australia.

Many overseas students find that lectures, tutorials, homework, essay writing and exams are conducted in a different way from their home country.

The course will increase your vocabulary and teach research and writing skills for further academic study. English for Academic Purposes deals with English language skills necessary for pursuing college or university studies in Australia.

This course focuses on skills required in academic study such as:

- communicating information on the everyday and dealing with some abstract academic topics
- reading and understanding texts of a more academic nature & dealing with some abstraction
- making brief classroom presentations
- writing short essays and discussion texts

There are two levels: EAP 1 (Upper Intermediate) and EAP 2 (Advanced)

## Duration

It takes 10 study weeks (3 calendar months) to complete each level.

## Volume of Learning

English courses are classroom based. You will have to attend 20 hours per week with a minimum attendance rate of 80%. On top of these 20 hours, you need to study in your own time to complete homework and assignments.

## Preparation for IELTS

CRICOS 076372K

AUD 2,500 per term

This course focuses on preparation for the International English Language Testing System (IELTS). We offer intensive IELTS preparation at UPC to meet external IELTS examination dates and entry cut offs for colleges and universities.

Preparation for IELTS focuses on the IELTS test. At this level the English focus is on reading and listening comprehension, writing and speaking at a tertiary level of study. You will learn to:

- contribute with ease to classroom interaction and discussions of an academic nature
- write notes, assignments, essays and rephrase and rework research findings
- read and understand academic texts and interpret examination questions
- make effective classroom presentations and involve colleagues in discussions



# Childcare Studies

## CHC30113 Certificate III in Early Childhood Education and Care

### CRICOS 083064G

Normal course (12 months - \$8,000) and  
Fast track course\* (9 months - \$7,000)

This qualification provides students intending to work with children in a supervised or unsupervised capacity. It equips them with the understanding of child-centred approaches, knowledge about learning and development, and how to utilize organization policies and procedures and individual children profiles to plan activities and provide care to children so as to facilitate their leisure and play, and enable them to achieve their physical and mental development.

Undertaking this qualification will prepare you for work in early childhood education settings that meet the requirements of Australia Education and Care Services National Regulations and the National Quality Standard.

The course comprises of 15 core and 3 elective units of competency.

*\*To enrol in the fast track option, you should be a committed and above-average student and your overall English score should be*

### Entry Conditions

Referring to Page 7.

### Volume of Learning

We offer a blended timetable. For the first 7 weeks of each term, you attend classes 14 hours per week and complete another 6 hours of structured self-study doing required coursework. For fast track option\*, you will do a number of units online. We monitor your progress. On top of these, you study in your own time up to 20 hours per week then complete assessments.

### Duration

#### Normal Option:

Your study time is 4 terms – Each term, for the first 7 weeks, you will study 20 hours (Classroom and structured self-study). For the last 2 weeks, you will be placed in a childcare centre, 2 days a week (total 120 hours for the course).

#### Fast Track Option\*:

Your study time is 3 terms – Each term, for the first 7 weeks, you will study 20 hours (classroom and structured self-study and up to 5 hours per week online). For the following 3 weeks, you will be placed in a childcare centre, 5 days a week (total 120 hours for the course).



I am very happy that I have decided to study at UPC. As well as the excellent teachers and curriculum, they also have very good student support. Currently, I am about to finish my Diploma of Early Childhood Education and Care and I am already working with the student support team to help me find a job and a sponsorship.

***Sura Khamisi (from Germany)***

### Possible Employment Outcomes

- Kindergarten Assistant
- Nanny
- Playgroup Supervisor
- Child Care Worker
- Family Day Care

# Childcare Studies

## CHC50113 Diploma of Early Childhood Education and Care

CRICOS 083065G

*Diploma Units only (18 months - \$13,200) (You already have Cert III)*

*Direct Diploma (27 months - \$19,200) (You will be awarded the Diploma only)*

*Double qualifications: (You will be awarded both Cert III and Diploma)*

*Normal course (30 months - \$21,200) and Fast track course\* (27 months - \$20,200)*

This qualification will teach you the skills required to be responsible for designing and implementing curriculum that foster children's learning and development. In doing so you will work to implement an approved learning framework within the requirements of Australia Education and Care Services National Regulations and the National Quality Standard.

On successful completion, you may also be responsible for supervision of volunteers or other staff. During the course, you'll learn about providing care for children. The course covers a range of units including: developing cultural competencies; ensuring the health and safety of children; using appropriate learning framework to guide practice; analyzing information to inform learning and more.

### Volume of Learning

We offer blended timetables including face-to-face (classroom), structured self-study, online (Options 4) and work placement. On top of these, you study in your own time up to 20 hours per week then complete assessments and workplace logbook.

### Entry Conditions

Referring to Page 7.

### Possible Employment Outcomes

- Centre Director
- Children's Services Coordinator
- Authorized Supervisor
- Child Care Worker
- Children's Services Team Leader
- Children's Services Advisor
- Program Leader

*\*To enrol in the fast track option, you should be a committed and above-average student and your overall English score should be 5.5 IELTS or above with no skills under 5.0.*

### Duration

There are 4 options you can choose which depends on your situation.

#### Option 1 (You already have CHC30113 Certificate III in ECEC):

The course comprises of 23 core (11 are transferred from your Certificate III) and 5 elective units of competency. Weekly load includes 14 hours of classroom plus 6 hours at workplace for 54 study weeks (324 hours in 18 months).

#### Option 2 (You want to by-pass Certificate III, enter directly into the Diploma):

The Diploma course comprises of 23 core and 5 elective units of competency. There are two stages.

- Stage 1 (Studying 11 Cert III core units): There are 3 terms (6 months) – Each term, for the first 7 weeks, you will study 14 hours of face-to-face and 6 hours of structured self-study. For the last 2 weeks, you will be placed in a childcare centre, 2 days a week.
- Stage 2: The same as in Option 1.

#### Option 3 (You want to obtain both Certificate III and the Diploma at normal speed): There are two stages.

- Stage 1: 4 terms (12 months) - Each term, for the first 7 weeks, you will study 20 hours (classroom and structured self-study). For the last 2 weeks, you will be placed in a childcare centre, 2 days a week (total 120 hours for the course).
- Stage 2: The same as in Option 1.

#### Option 4\* (You want to obtain both Certificate III and the Diploma quickly): There are two stages.

- Stage 1: 3 terms (9 months) – Each term, for the first 7 weeks, you will study 20 hours (Classroom, structured self-study and up to 5 hours per week online). For the following 3 weeks, you will be placed in a childcare centre, 2 days a week (total 120 hours for the course).
- Stage 2: The same as in Option 1.



# Business and Management Studies

## BSB40215 Certificate IV in Business

CRICOS 087792K

Normal course (9 months - \$6,000) and

Fast track course\* (6 months - \$5,000)

The Certificate IV in Business will help you understand the fundamentals of business to support you in exploring career options or starting your career in business. You will be trained in areas such as creating documents, making presentations, organizing meetings, establishing networks & effective workplace relationships, as well as understanding how to promote products and services.

The course comprises of 1 core and 9 elective units of competency.

### Volume of Learning

We offer blended timetables including face-to-face (Classroom), structured self-study and online (Fast track option). On top of these, you study in your own time up to 20 hours per week then complete assessments, reports, etc.

### Duration

**Normal Option:** Your study time is 3 terms – You will study 14 hours in class and 6 hours of structured self-study. Your trainer will monitor your progress.

**Fast Track Option\*:** Your course duration is 2 terms of 10-week each. You will study 14 hours in class, 6 hours of structured self-study and up to 5 hours eLearning. Your trainer will monitor your progress.

### Possible Employment Outcomes

- Office Administrator
- Personal Assistant
- Project Administrator
- Accounts Supervisor

## BSB61015 Advanced Diploma of Leadership and Management

CRICOS 087794G

Normal course (12 months - \$8,000) and Fast track course\* (9 months - \$7,000)

The Advanced Diploma prepares students to work in roles with senior or managerial responsibilities. They may oversee the work of others or provide strategic leadership. This qualification is suitable for students who are interested in gaining employment in a high level management role or who wish to pursue university level studies in the management field. Covering critical skills required by all enterprises, the Advanced Diploma covers leadership theories, employee relations, innovation, risk management, diversity, change management, planning and managing finances. These knowledge areas are needed by managers in contemporary Australian and global companies. The course comprises of 4 core units of competency and 8 electives.

### Volume of Learning

We offer blended timetables including face-to-face (Classroom), structured self-study and online (Fast track option). On top of these, you study in your own time up to 20 hours per week then complete assessments, reports, etc.

### Possible Employment Outcomes

- Executive Manager
- Human Resources (Strategy)
- Director Manager
- Senior Executive

\*To enrol in the fast track option, you should be a committed and above-average student and your overall English score should be 5.5 IELTS or above with no skills under 5.0.

## BSB51918 Diploma of Leadership and Management

CRICOS 087793J

Normal course (12 months - \$8,000) and

Fast track course\* (9 months - \$7,000)

The Diploma of Leadership and Management has been designed to turn you into a professional manager, working to inspire, motivate and get the very best out of employees, while at the same time meeting and exceeding business expectations.

### Volume of Learning

We offer blended timetables including face-to-face (Classroom), structured self-study and online (Fast track option). On top of these, you study in your own time up to 20 hours per week then complete assessments, reports, etc.

### Duration

**Normal Option:** Your study time is 4 terms – You will study 14 hours in class and 7 hours of structured self-study. Your trainer will monitor your progress.

**Fast Track Option\*:** Your course duration is 3 terms of 10-week each. You will study 14 hours in class, 6 hours of structured self-study and up to 5 hours eLearning. Your trainer will monitor your progress.

### Possible Employment Outcomes

- Administrator
- Business Development Manager
- Corporate Services Manager
- Advertising Executive
- Office Manager
- Operations Manager
- Project Coordinator
- Project Consultant



# General Conditions

## Entry Conditions

### English Courses

- English proficiency: IELTS overall score equals to 3.5 or over
- Academic: Completed Year 10 or above (over 16 years old)

### VET Courses

#### General

- English proficiency: IELTS overall score equals to 5.5 or equivalence
- Academic: Successfully completed year 12 of the 12-year education system.

#### Diploma and Advanced Diploma of Leadership and Management

- Academic: Successfully completed AQF Certificate III or equivalence

#### Fast track courses

- English proficiency: IELTS overall score equals to 5.5 or equivalence with no skills is under 5.0.
- You should be a committed and highly-achieved student

For more details, see UPC website.

## Articulation to Higher Education

The Australian Qualifications Framework (AQF) allows students to move from one study level to another (Except in a number of specialist fields). Nowadays, Australian high school graduates are encouraged to start their tertiary study with a VET course.

- **Within the VET sector** - Accredited courses are recognised by all Australian Recognised Training Organisations (RTOs). Students can freely move from one college to another to continue their studies.
- **Between VET and higher education (HE) sector** – The HE sector (Universities and HE providers) gives credits to diploma and advanced diploma graduates who enter their bachelor degree courses, from nine to eighteen months. Credits are dependent on courses and VET providers.
- **UPC articulation** – In general, UPC diploma and advanced diploma graduates will get between 9 to 18-month credits to a number of bachelor courses at a number of HE institutes and universities. For the current articulation list, please see our website.

## General Notes

- Term – There are 4 terms per year with holiday breaks between terms.
- Term durations - Depending on types of course: Ten (10) weeks for English and fast track courses and nine (9) weeks for all other courses.
- Unit of competency is the smallest unit that can be independently assessed and recognised.
- Qualification: The Australian Qualifications Framework (AQF) provides six levels of qualification for the VET sector: Certificates I, II, III and IV, Diploma and Advanced Diploma. Each qualification comprises a number of units of competency.
- Letter of Offer is the first contractual document between you and the College. A Letter of Offer is issued after your application for a course (or courses) has been processed and approved by the College. An Acceptance Letter is attached with the Letter of Offer.
- Confirmation of Enrolment (COE) is issued after the College receive confirmation that you have accepted the offer (by signing the Acceptance Letter) and paid fees as specified in the Letter of Offer. The COE is required when you submit the application to the Australian Immigration for your study visa.
- Vocational Education and Training (VET) is based on partnerships between the Australian government (Policies, regulations and quality assurance), the industry (Training policies and priorities) and course providers (Deliveries and issuance of qualifications). Whether you are looking to move straight into the workforce, or to take an initial step in your tertiary education, a VET qualification can take you where you want to go.
- Unique Student Identifier (USI) is a unique number for each VET student that creates a secure online record of your recognised training gained in Australia from all training providers you have undertaken your studies with. It will give you access to your training records and transcripts for life. The database is maintained by the Australian government.

## Sydney City Campus

- Located in the hub of the Central Business District (CBD) and just 3 minutes' walk from Central Station.
- Close to tourist attractions such as Darling Harbour, China Town, Opera House, Harbour Bridge etc.
- Easily accessible by train, buses, and light rail
- Proximity to Sydney's top universities e.g. SydU, UTS, UNSW, etc.
- Lots of cafes, restaurants etc. around with different types of cuisine. Plenty job opportunities



**Your Australian study journey is a life-time commitment.  
We invite you to visit our website, contact our representatives  
or make direct contact with us to learn more about our  
commitment to quality education and student support.**



## **University Preparation College**

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