

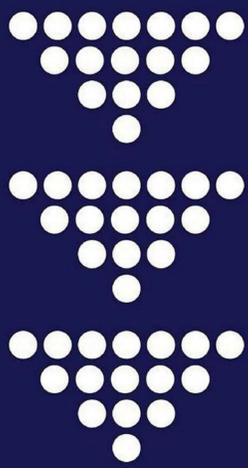


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University Preparation College

2025





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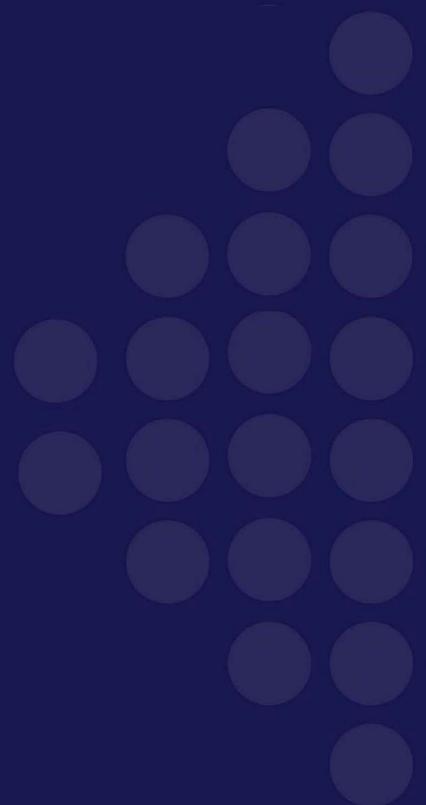
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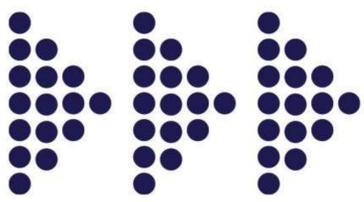
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WELCOME MESSAGES



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

Welcome Message from Dr Brian Low

An educational qualification is one of the most valuable investments you can make in life. Although it is a 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 seen 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 services is your interest, University Preparation College is the right vehicle to take you there.

Welcome Message from Dr Thuy Mai-Viet

University Preparation College (UPC) 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 18 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 institutions. 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



OUR BRIEF HISTORY

In the last 20 years, UPC College has achieved its reputation through quality training and student support.

● **2002**

UPC history goes back to 2002 when a private college was established to provide coaching to local primary and high school students.

● **2004**

By 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: UPC Pty Ltd trading as University Preparation College was established.

● **2008**

UPC was one of a small number of quality private colleges chosen by the Australian Government to deliver government-funded training to local students under the Productivity Places Program (PPP) in 2008. By 2012, the Program was transferred to the NSW Government, changed the name to Strategic Skilled Program (SSP) and UPC has continued to win annual contract since then.

● **2012**

On the international scene, UPC has successfully introduced “RPL/Gap Training” to Hong Kong Kindergarten teachers to acquire Certificate III in & Diploma of Early Childhood Education and Care (ECEC) qualifications. The candidates have theoretical training in Hong Kong and arrive in Australia to complete their work placements. This training mode has been ongoing till now.

● **2016**

By 2016, the Transnational delivery of ECEC has been rolled out to Sri Lanka with students finishing the theoretical component of the courses in Colombo and coming to Australia for work placement.

● **2019**

In June 2019, UPC completed its relocation from Bankstown to the new City Campus. By October, its cooperation program with the College of Foreign Economic Relations (COFER – HCM City, Vietnam) showed its first success, and the pandemic has not slowed down its expansion in 2020 and 2021. By September 2022, UPC will have two new partners in HCM City and one in Hanoi.

● **2020**

The 2020-pandemic year marked two significant events. On 23/1/2020, eight childcare graduates from Daedong College (Busan, Korea) arrived for a 3-month childcare RPL/gap training program under a Korean Government scholarship scheme. The supposedly normal journey has become a great challenge for both students and UPC. With great effort and desire for long-life learning, all students have completed their training on time. Six of them safely returned home while the other two stayed in Australia to pursue their working holiday program. And in December, UPC officially opened its Melbourne Campus.

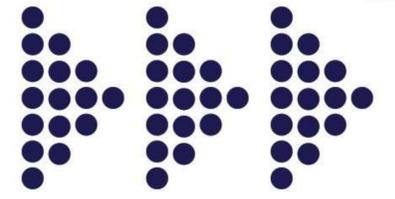
● **2023**

UPC normal activities have swiftly rebounded to its pre-pandemic level with additional programs in Marketing & Communications and Community Services. All learning, training, and assessment resources have been updated to reflect the current status. The Melbourne Campus has commenced the Diploma of ECEC.

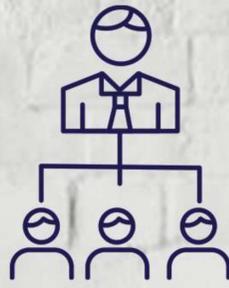
● **2024**

2024 was a year of uncertainty in the international student sector. However, on a positive note, the new skills demand list benefited UPC childcare program. The College went through the re-registration process and was extended until 2031.

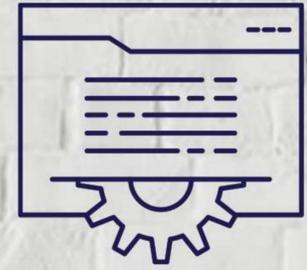
WHY UPCC



A chance to network with students from around the world.



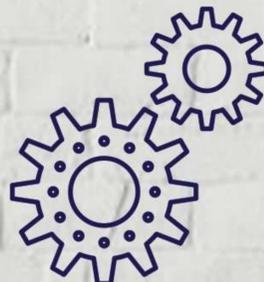
Local students mix with international students. We run government-funded courses for Australian-resident students.



ELICOS courses for international students who need additional English learning for VET or higher education courses.



Childcare graduates are eligible for Graduate Work Experience and Occupational Training Program (Conditions apply).



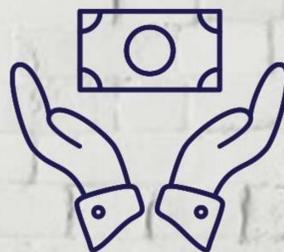
Business and management graduates are eligible for Post-graduate Work Experience after completing their university studies.



Our teachers and trainers are well qualified and undergoing regular updating of skills to keep up with new ideas and techniques, as well as industry currency.



A pleasant and supportive environment which will enable you to obtain qualifications in minimum time.



Our campus is well equipped with lecture rooms, modern computer labs, common student areas, well-equipped kitchens and private space for meeting with your teachers and management team.



Excursion trips are organised regularly to enable students to learn from outdoor activities and building up friendship among themselves.





ENGLISH (ELICOS) PROGRAM

Components of the English Program

Our ELICOS (English Language Intensive Course for Overseas Students) program has been developed for international students who require English training to meet English entry requirements by the Australian education providers. Our program has been endorsed by NEAS Australia, approved by ASQA as an official English course for entering into formal VET or university courses, and also recognised by the Australian Department of Home Affairs for the student visa application purpose.

Our ELICOS program includes the main English course preparing students for VET and higher education courses.

English Placement and Proficiency Tests

If you do not have results of an international English test (e.g. IELTS, TOEFL, etc.), you will first sit for UPC online **English Placement Test** to measure your English competence and estimate the time requirement of your English program to reach a certain level for your tertiary education (For visa application purpose).

On arriving at the College, you will sit for a more comprehensive test (**English Proficiency Test**) to determine your current English level for actual class placement.

Teaching Method

- You progress through each level at your own pace.
- Reading, writing, listening and speaking are based around themes.
- Excursions and study tours introduce Australian culture.
- Topical newspapers, magazines, websites and entertainment are used as resources.
- Every student will build a folder of learning materials and complete assessment tasks.

Assessment Methods

- Writing tasks, short answer questions and quizzes.
- Direct observation in class.
- Oral practice, individually and in groups.
- Oral and written assessment tasks.
- Progress assessments, mid-course and end-of-course examinations.
- Your progress is carefully tracked and recorded in individual records.



Resources Requirements

You can access all course learning, training and assessment materials using our Moodle system. The course material fee for each English level (one term or 10 weeks) is \$80.

Total Volume of Learning and Delivery Mode

Each ELICOS course is divided into different levels, and each level is delivered in a 10-week study period (or term). The total volume of learning of each level is 350 hours which include 180 hours of contact learning, 150 hours of self-study and 20 hours of exam.

We offer a blended delivery mode of classroom learning and structured self-study. During the study period, you attend classes 20 hours per week (four sessions) and spend another 15 hours for self-study.

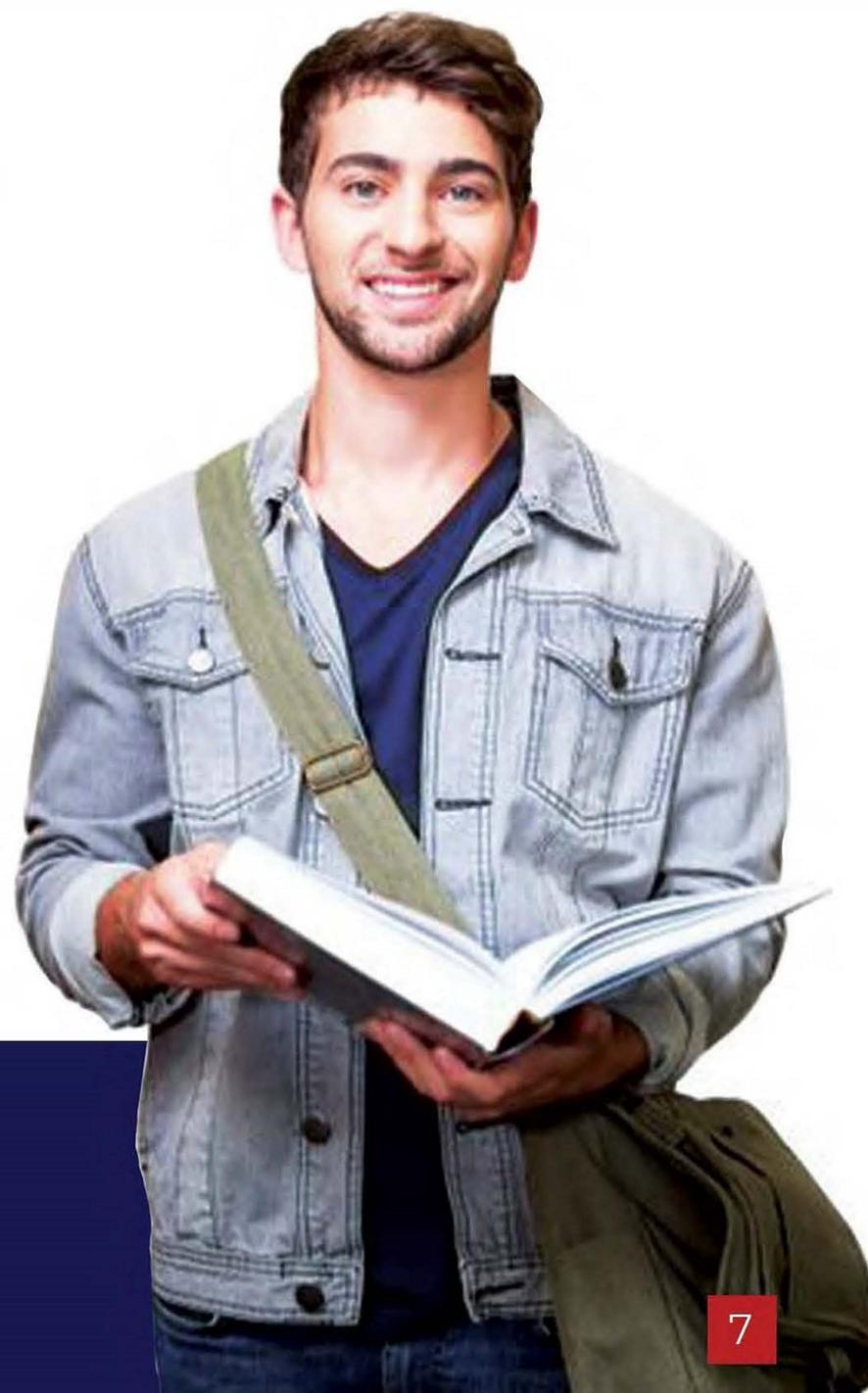
Start date

It is preferred you will commence the program at the start of a term. However, if you miss it you can start from Week 6.

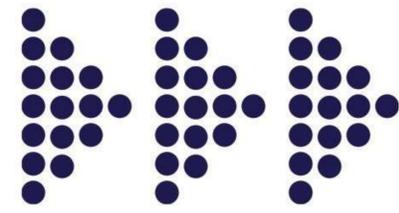
Work Permit during Study Period

You are permitted to have paid employment during your study in Australia: 48 hours per fortnight (every two weeks) during study term and no hour limit during term breaks or holidays.

Currency - *The electronic version of this document posted in UPC website is the approved and most current. Any printed version is uncontrolled and may not be current.*



ENGLISH FOR HIGHER EDUCATION STUDY



CRICOS Course Code 076089B
Only available at Sydney Campus

Course Description and Program Outcomes

The English for Higher Education Study (EHES) is our flagship English program which provides English training to students who want to maximize their language learning and practice during their preparation for college or university studies. The program aims at providing students with different opportunities, in and out of the classroom, to learn daily English language at the lower levels (Levels 1-4) and move to academic English for higher education study (Levels 5-6).

Your teachers will include various learning activities, inside and outside the classroom, to ensure the highest involvement and interaction of the students. Ultimately, the assessments will demonstrate improvement in your English language skills.

The program has five levels, and their entry and exit levels are presented in the Table 1 while specific skills after completing each level are explained in Table 2.

Table 1 – English proficiency level of entry and exit

Level	Level Name	Entry Level	Exit Level
1	Beginner	(Currently not offered)	-
2	Elementary	IELTS* score 3.5 or equivalent**	IELTS equivalent to 4.0
3	Pre-intermediate	IELTS score 4.0 or equivalent	IELTS equivalent to 4.5
4	Intermediate	IELTS score 4.5 or equivalent	IELTS equivalent to 5.0
5	Upper Intermediate (English for Academic Purposes – EAP 1)	IELTS score 5.0 or equivalent	IELTS equivalent to 5.5
6	Advanced (English for Academic Purpose EAP 2)	IELTS score 5.5 or equivalent	IELTS equivalent to 6.0

* IELTS Trademark

** Other international English tests, or UPC English Placement Test, or passed the previous EHES level.



Table 2 – Skills level of the English for Higher Education Study

(1) Beginner Level (Currently not offered)

(2) Elementary Level

- ✓ read short texts and develop vocabulary
- ✓ write simple paragraphs
- ✓ interact with others: listen, ask questions and communicate personal information and everyday needs

(3) Pre-Intermediate Level

- ✓ give and receive instructions, ask for clarification
- ✓ read moderately difficult texts including instructions and texts with diagrams
- ✓ read for relaxation and entertainment
- ✓ write paragraphs which cohere
- ✓ deal with different genres
- ✓ read, understand and extract information from short texts
- ✓ understand Australian systems & culture

(4) Intermediate Level

- ✓ deal with more complex communication for problem solving in everyday life
- ✓ listen and comprehend a range of complex situations
- ✓ write paragraphs dealing with factual material and expressing opinions
- ✓ read, understand and interpret longer texts

(5) Upper Intermediate or English for Academic Purposes 1

- ✓ communicate information on the everyday and deal with academic topics abstracts
- ✓ read and understand texts of a more academic nature and deal with more complex abstraction
- ✓ make classroom presentations
- ✓ write short essays and discussion texts

(6) Advanced or English for Academic Purpose 2

- ✓ produce spoken texts in both familiar and unfamiliar topics with degree of fluency and spontaneity
- ✓ understand and interpret academic texts
- ✓ follow extended discourse on abstract and complex topics
- ✓ produce clear, well-structured texts on complex subjects, using academic vocabulary
- ✓ design and write academic report using reference appropriately

Entry Requirement

Depending on your English proficiency level, you can enter the program at different entry points.

- **Academic:** Completed Year 11 of a 12-year school system.
- **English proficiency:** See Table 1.

Program Outcomes

On successful completion of each level, you will be issued with a Certificate to show your English proficiency level (At skill levels and overall). Your English Certificate will be valid for 2 years.

Learning Materials

- Learning materials of your current level and topic handouts
- Internet/computer access
- Reference library

Pathways

- **Internal pathway** - Each student works at their own pace and moves forward when the assessments are satisfactory.
- **VET and higher education pathways** – All VET colleges and a large number of Australian higher education providers accept UPC English results for entering into their courses.



BUSINESS, LEADERSHIP AND MANAGEMENT PROGRAM

Components of the Program

The Business, Leadership and Management Program includes four qualifications (or courses). Depending on your academic achievements and workplace experience, you can enter the program at a suitable point. Similarly, you can exit the program to seek employment, enrol into a bachelor degree, change study field or due to personal situation, without losing recognition of your knowledge and skills you have gained.

- **BSB40120** Certificate IV in Business
- **BSB50420** Diploma of Leadership and Management
- **BSB60420** Advanced Diploma of Leadership and Management
- **BSB80320** Graduate Diploma of Strategic Leadership

Credit Transfer (CT) and Recognition of Prior Learning (RPL)

Credit Transfer or/and Recognition of Prior Learning are available if you have studied business or management courses or worked in business environments. If CT or/and RPL is granted, you may have your studying and visa periods shortened.

English Entry Requirement to a Course (Qualification)

If you do not have results from an international English test such as IELTS, TOEFL, Pearson, etc., the below tests/situations may be used for course admission:

- UPC English Placement Test (Free of charges)
- ELICOS Certificate from an endorsed English centre/college
- Successfully completing the 2-year senior high school or an AQF Certificate III or above, taught in English or
- Coming from an English-speaking country.

Resources Requirements

You can access all course learning, training and assessment materials using our Moodle system. The course material fees for all business and management courses are \$200 per qualification.

Assessment Method

Assessments are competency-based. The theoretical component of each unit is assessed in the form of written assignments, case studies, research projects, etc. while the practical component is assessed in a simulated business environment.

Work Permit during Study Period

You are permitted to have paid employment during your study in Australia: 48 hours per fortnight (Every two weeks) during study term and no hour limit during term breaks or holidays.

Currency - The electronic version of this document posted in UPC website is the approved and most current. Any printed version is uncontrolled and may not be current.

Main Points of the Program

- ✓ **Gaining the qualifications in record time** – The whole program is cleverly designed that you can competently complete it in a reasonable time.
- ✓ **Most affordable tuition fees** – UPC College celebrated its 20th Anniversary in December 2024 and we are proud that the College is a top quality one and the most affordable college in Australia.
- ✓ **Start date** – It is preferred you will commence the program at the start of a term.
- ✓ **Internship placements** – There is no mandatory work placement for any course in the business and management program. All practical components of the training are performed in simulated environments where the conditions are typical of those in the real business world. However, the College could provide internship placement of up to 6 months in an industry of your choice during the training period.
- ✓ **Higher education pathways** – After you have completed the Diploma, Advanced Diploma or Graduate Diploma, you can choose to enter a university degree with excellent credits.
- ✓ **Post-study work experience** – On completion of your university course, you can apply for the Postgraduate Work Program to stay up to 2 years to gain work experience.



CERTIFICATE IV IN BUSINESS

Australian
Qualifications
Framework

- National Code BSB40120
- CRICOS Course Code 104698G
- Only available at Sydney Campus

Qualification Description

This qualification reflects the role of individuals in a variety of Business Services job roles. These individuals may have supervisory performance accountabilities.

Individuals in these roles carry out a mix of specialist and moderately complex administrative or operational tasks that require self-development skills. They use well-developed skills and a broad knowledge base to apply solutions to a defined range of unpredictable problems and analyse information from a variety of sources. They may provide leadership and guidance to others with some limited responsibility for the output of others.

Entry requirements

- ⦿ English proficiency: IELTS overall score equals to 6.0 or equivalent
- ⦿ Academic: Successfully completed year 12 of the 12-year school system. Year 11 students with high achievement will be considered.

Pathway to Further Study

This qualification provides theoretical and practical knowledge and skills for specialised and skilled work or for further learning.

Therefore, after successfully completed this qualification, you may choose to study a Diploma or an Advanced Diploma in a wide range of study fields.

For internal pathway, you will have a credit of 4 units (or 3 months) when you enrol in the BSB50420 Diploma of Leadership and Management.

Job Roles

- ⦿ Personal Assistant
- ⦿ Office Administrator
- ⦿ Sales Assistant
- ⦿ Trade Coordinator
- ⦿ Customer service assistant

Course Completion

Upon successful completion of all 12 units of competency of this course, you will receive the Australian nationally recognised qualification of the Certificate IV in Business (BSB40120) which includes two documents, the Testamur and the Record of Results. A student who does not complete all required 12 units will be issued a Statement of Attainment showing all units of competency that he/she has successfully completed.



Delivery Mode and Total Volume of Learning

We offer a mixed mode of delivery: Classroom and structured self-study.

The course will last 9 calendar months or three 9-week study terms, separated by term breaks. Every week, you will have 14 hours (or two days) in classroom and 6 hours of structured self-study (Following your trainer's instructions). On top of these, you study in your own time approximately 15 hours per week then complete assessments.

Course Structure

This qualification is made up of 6 core and 6 elective units.

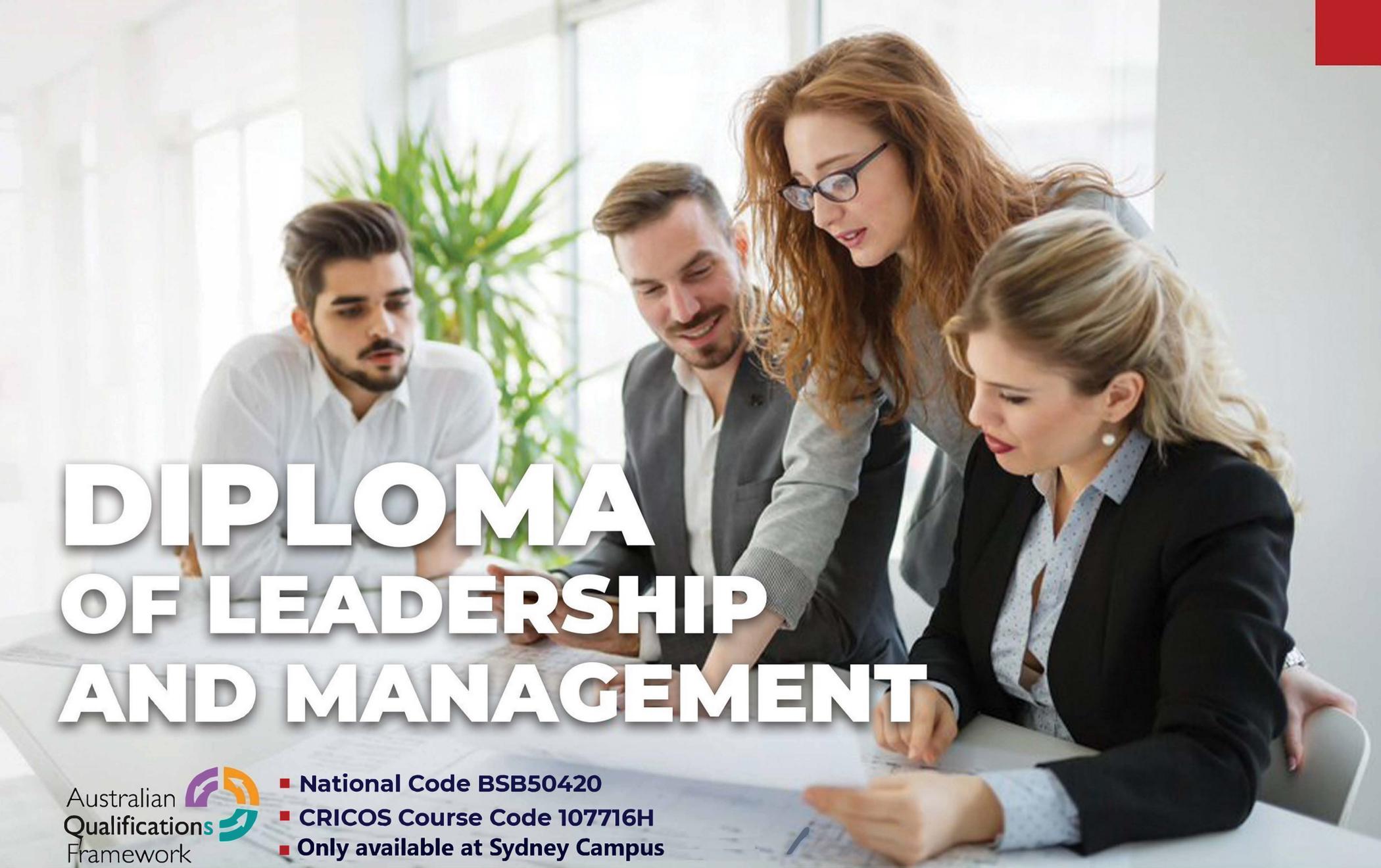
Core Units of Competency

1. BSBCRT411 Apply critical thinking to work practices
2. BSBTEC404 Use digital technologies to collaborate in a work environment
3. BSBTWK401 Build and maintain business relationships
4. BSBWHS411 Implement and monitor WHS policies, procedures and programs
5. BSBWRT411 Write complex documents
6. BSBXCM401 Apply communication strategies in the workplace

Elective Units of Competency*

7. BSBCRT412 Articulate, present and debate ideas
8. BSBHRM415 Coordinate recruitment and onboarding
9. BSBPMG430 Undertake project work
10. BSBPEF402 Develop personal priorities
11. BSBPEF501 Manage personal and professional development
12. BSBPEF502 Develop and use emotional intelligence

** These elective units of competency may be changed during the training program without prior notice.*

A photograph of four business professionals (three men and one woman) in a meeting, looking at documents on a table. The woman is pointing at a document. The background shows a bright office with a large window and a potted plant.

DIPLOMA OF LEADERSHIP AND MANAGEMENT

Australian
Qualifications
Framework

- National Code BSB50420
- CRICOS Course Code 107716H
- Only available at Sydney Campus

Qualification Description

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.

During your studies, you will learn how to use emotional intelligence to understand and work with team members. You will get hands on experience with recruitment, selection, and induction of staff, leading and managing team effectiveness, and managing people performance. Another very important area is planning as well as project work and inspiring innovation.

Entry requirements

• English proficiency

IELTS overall score equals to 6.0 or equivalent
(Also see Page 11 for more details).

• Academic:

- ✓ Completed Year 12 in a 12-year high school system with good results (Average aggregated marks is over 75%) or
- ✓ Completed an AQF Certificate III or above or
- ✓ Completed high school with at least 1-year work experience in an office environment

Course Completion

Upon successful completion of all 12 units of competency of this course, you will receive the Australian nationally recognised qualification of the Diploma of Leadership and Management (BSB50420) which includes two documents, the Testamur, and the Record of Results.

A student who does not complete all required 12 units will be issued a Statement of Attainment showing all units of competency that he/she has successfully completed.

Delivery Mode and Total Volume of Learning

We offer a mixed mode of delivery: Classroom and structured self-study.

The course will last 12 calendar months or four 9-week study terms, separated by term breaks. Every week, you will have 14 hours (or two days) in classroom and 6 hours of structured self-study (Following your trainer's instructions). On top of these, you study in your own time approximately 15 hours per week then complete assessments.

Course Structure

This qualification is made up of 6 core and 6 elective units.

Core Units of Competency

1. BSBCMM511 Communicate with influence
2. BSBCRT511 Develop critical thinking in others
3. BSBLDR523 Lead and manage effective workplace relationships
4. BSBOPS502 Manage business operational plans
5. BSBPEF502 Develop and use emotional intelligence
6. BSBTWK502 Manage team effectiveness

Elective Units of Competency*

7. BSBFIN501 Manage budgets and financial plans
8. BSBOPS504 Manage business risk
9. BSBPEF501 Manage personal and professional development
10. BSBXCM501 Lead communication in the workplace
11. BSBPMG430 Undertake project work
12. SIRXMKT006 Develop a social media strategy

*These elective units of competency may be changed during the training program without prior notice.

Pathway to Further Study

This qualification will equip you with the skills you need to be a trusted workplace leader in any industry or setting.

For internal pathway, you will have a credit of 2 units (or 3 months) when you enrol in the Advanced Diploma (BSB60420)

For higher education pathway, you will have the opportunity to progress directly into a variety of bachelor's degrees at a number of Australian higher education providers with 30% credit. (See Higher Education Articulation on UPC website).

Job Roles

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



ADVANCED DIPLOMA OF LEADERSHIP AND MANAGEMENT

Australian
Qualifications
Framework



- National Code BSB60420
- CRICOS Course Code 104699F
- Only available at Sydney Campus

Qualification Description

This qualification reflects the role of individuals who apply specialised knowledge and skills, together with experience in leadership and management, across a range of enterprise and industry contexts.

Individuals at this level use initiative and judgement to plan and implement a range of leadership and management functions, with accountability for personal and team outcomes within broad parameters.

They use cognitive and communication skills to identify, analyse and synthesise information from a variety of sources and transfer their knowledge to others, and creative or conceptual skills to express ideas and perspectives or respond to complex problems.

Entry requirements

• English proficiency

IELTS overall score equals to 6.0 or equivalent (Also see Page 11 for more details)

• Academic: Entry to this qualification is limited to those who

- ✓ have completed an AQF Diploma, or
- ✓ have completed a diploma or higher from an overseas education provider, or
- ✓ have at least 2-year equivalent full-time workplace experience in a business environment after completing high school.

Course Completion

Upon successful completion of all 10 units of competency of this course, you will receive the Australian nationally recognised qualification of the Advanced Diploma of Leadership and Management (BSB60420) which includes two documents, the Testamur and the Record of Results.

A student who does not complete all required 10 units will be issued a Statement of Attainment showing all units of competency that he/she has successfully completed.

Delivery Mode and Total Volume of Learning

We offer a mixed mode of delivery: Classroom and structured self-study.

The course will last 12 calendar months or four 9-week study terms, separated by term breaks. Every week, you will have 14 hours (or two days) in classroom and 6 hours of structured self-study (Following your trainer's instructions). On top of these, you study in your own time approximately 15 hours per week then complete assessments.

Course Structure

This qualification is made up of 5 core and 5 elective units.

Core Units of Competency

1. BSBCRT611 Apply critical thinking for complex problem solving
2. BSBLDR601 Lead and manage organisational change
3. BSBLDR602 Provide leadership across the organisation
4. BSBOPS601 Develop and implement business plans
5. BSBSTR601 Manage innovation and continuous improvement

Elective Units of Competency*

6. BSBPEF501 Manage personal and professional development
7. BSBCRT511 Develop critical thinking in others
8. BSBCMM511 Communicate with influence
9. BSBHRM613 Contribute to the development of learning and development strategies
10. BSBXCM501 Lead communication in the workplace

** These elective units of competency may be changed during the training program without prior notice.*

Pathway to Further Study

This qualification will equip you with the skills you need to be a trusted workplace senior leader in any industry or setting.

For internal pathway, you will have a credit of 2 units when you enrol in the BSB80120 Graduate Diploma of Management (Learning)

For higher education pathway, you will have the opportunity to progress directly into a variety of Bachelor degrees at a number of Australian higher education providers with 50% credit.

(See Higher Education Articulation on UPC website).

Job Roles

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

GRADUATE DIPLOMA OF STRATEGIC LEADERSHIP

Australian
Qualifications
Framework

- National Code BSB80320
- CRICOS Course Code 103696F



Qualification Description

This qualification reflects the role of individuals who apply advanced knowledge and skills in a range of strategic leadership and management roles.

Individuals at this level make high level autonomous decisions and use initiative and judgement to plan and implement a range of leadership and management functions in varied contexts. They have full responsibility and accountability for personal outputs and for the work or function of others.

They use cognitive and creative skills to review, critically analyse, consolidate and synthesise knowledge, in order to generate ideas and provide solutions to complex problems. They use communication skills to demonstrate their understanding of theoretical concepts and to transfer knowledge and ideas to others.

Entry requirements

- **English proficiency:** IELTS overall score equals to 6.0 or equivalent

- **Academic:** Entry into this qualification is limited to those who

- ✓ have completed a Diploma or Advanced Diploma qualification in related fields of study and 3 years equivalent full-time relevant workplace experience at a significant level of leadership and management responsibility and/or complexity in an enterprise, or

- ✓ have completed a Bachelor degree in related fields of study and 2 years equivalent full-time relevant workplace experience at a significant level of leadership and management responsibility and/or complexity in an enterprise, or

- ✓ have five years equivalent full-time relevant workplace experience at a significant level of leadership and management responsibility and/or complexity in an enterprise.

Course Completion

Upon successful completion of all 8 units of competency of this course, you will receive the Australian nationally recognised qualification of the BSB80320 Graduate Diploma of Strategic Leadership which includes two documents, the Testamur and the Record of Results.

A student who does not complete all required 8 units will be issued a Statement of Attainment showing all units of competency that he/she has successfully completed.

Delivery Mode and Total Volume of Learning

We offer a mixed mode of delivery: Classroom and structured self-study.

The course will last 12 calendar months (Four 9-week study terms), separated by term breaks. Every week, you will have 14 hours (Two days) in classroom and 6 hours of structured self-study (Following your trainer's instructions).

On top of these, you study in your own time approximately 15 hours per week then complete assessments.

Pathway to Further Study

This qualification is for graduate students who want to improve their personal leadership style and professional competence aiming at driving the development of high-end strategic plans that serve the vision and mission of their organisation in any industry or setting.

For higher education pathway, you will have the opportunity to progress directly into a variety of Master degrees at a number of Australian higher education providers with 50% credit. (See *Higher Education Articulation on UPC website*).

Job Roles

- Board member
- Chief executive officer
- General manager
- Senior administrator

Course Structure

This qualification is made up of 2 core and 6 elective units.

Core Units of Competency

1. BSBLDR811 Lead strategic transformation
2. BSBSTR802 Lead strategic planning processes for an organisation

Elective Units of Competency*

3. BSBINS603 Initiate and lead applied research
4. BSBLDR812 Develop and cultivate collaborative partnerships and relationships
5. BSBPMG810 Prioritise projects and programs
6. BSBSTR801 Lead innovative thinking and practice
7. BSBCRT611 Apply critical thinking for complex problem solving
8. BSBHRM613 Contribute to the development of learning and development strategies

** These elective units of competency may be changed during the training program without prior notice.*



EARLY CHILDHOOD EDUCATION AND CARE PROGRAM

Components of the Program

The Early Childhood Education and Care Program includes two qualifications (or courses). It is mandatory that you should have the Certificate III (Either the recent CHC30113 or the current CHC30121) before you can start the Diploma

- **CHC30121** Certificate III in Early Childhood Education and Care and
- **CHC50125** Diploma of Early Childhood Education and Care.



Credit Transfer (CT) and Recognition of Prior Learning (RPL)

Credit Transfer or/and Recognition of Prior Learning are available if you have studied childcare courses or/and worked in the childcare profession. If CT or/and RPL is granted, you may have your studying and visa periods shortened.

English Entry Requirement to a course (Qualification)

If you do not have results from an international English test such as IELTS, TOEFL, Pearson, etc., the below tests/situations may be used for course admission:

- UPC English Placement Test (Free of charges) or
- ELICOS Certificate from an endorsed English centre/college or
- Successfully completing the 2-year senior high school or an AQF Certificate III or above, taught in English or
- Coming from an English-speaking country.

Resources Requirements

You can access all course learning, training and assessment materials using our Moodle system. The course material fees for all Early Childhood Education and Care courses are \$200 per qualification.

Assessment Method

Assessments are competency-based. The theoretical component of each unit is assessed in the form of written assignments, case studies, research projects, etc. While majority part of the practical component is assessed in childcare centres, some will be assessed in simulated environment where the conditions are typical of those in the real business world.

Work Permit during Study Period

You are permitted to have paid employment during your study in Australia: 48 hours per fortnight (Every two weeks) during study term and no hour limit during term breaks or holidays.

Currency - The electronic version of this document posted in UPC website is the approved and most current. Any printed version is uncontrolled and may not be current.

Main Points of the Program

- ✓ **Gaining the qualifications in record time** – The whole program is cleverly designed that you can competently complete it in a reasonable time.
- ✓ **Most affordable tuition fees** – UPC College celebrated its 20th Anniversary in December 2024 and we are proud that the College is a top quality one and the most affordable college in Australia.
- ✓ **Start date** – It is preferred you will commence the program at the start of a term.
- ✓ **Higher education pathways** – After you have completed the Diploma, you can choose to enter the Bachelor of Early Childhood Education with excellent credits, varying from 12 to 18 months.
- ✓ **Post-study work experience** – Alternatively, you can apply for the Graduate Work Program to stay in Australia for 2 years to gain work experience (Conditions apply).





CERTIFICATE III IN EARLY CHILDHOOD EDUCATION AND CARE



Australian Qualifications Framework  ■ National Code **CHC30121**
■ CRICOS Course Code **107160F**

Qualification Description

This qualification reflects the role of educators in early childhood education and care who work in regulated children's education and care services in Australia. They support children's wellbeing, and development in the context of an approved learning framework. Educators use a range of well-developed skills and knowledge using discretion and judgment when carrying out their work in the context of established policies and procedures. They may work independently or under the guidance of others, though in some contexts that guidance may not be on-site. Early childhood educators work in long day care centres, family day care, pre-schools or kindergartens.

To achieve this qualification, the individual must have completed a total of least 160 hours of work in a regulated children's education and care service in Australia as detailed in the Assessment Requirements of units of competency. The total number of hours may be applied collectively across all units of competency that include the requirement for workplace hours.

Pathway to Work or Further Study

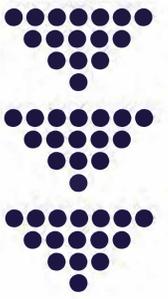
On completing this qualification you will become a skilled early childhood professional and be qualified to work in a wide range of early childhood profession. Alternatively, you can enrol to study the Diploma of Early Childhood Education and Care (CHC50125).

Job Roles

- Early Childhood assistant educator
- Early childhood educator
- Before and after school care assistant
- Playgroup supervisor
- Family day care worker
- Nanny

Entry requirements

- ➔ **English proficiency:** ELTS overall score equals to 6.0 or equivalent
(Also see Page 20 for more details).
- ➔ **Academic:** Successfully completed year 12 of the 12-year school system.
Year 11 students with high achievement will be considered.



Course Completion

Upon successful completion of all 17 units of competency of this course, you will receive the Australian nationally recognised qualification of the Certificate III in Early Childhood Education and Care (CHC30121) which includes two documents, the Testamur and the Record of Results. A student who does not complete all required 17 units will be issued a Statement of Attainment showing all units of competency that he/she has successfully completed.

Delivery Mode and Total Volume of Learning

We offer a mixed mode of delivery: Classroom, structured self-study and workplace.

The course will last 12 calendar months or four 9-week study terms, separated by term breaks. For the first 7 weeks, you will have 14 hours (or two days) in classroom and 6 hours of structured self-study (Following your trainer's instructions). On top of these, you will study your own time approximately 15 hours then complete assessments. For the last 2 weeks of each term, you will be placed in a regulated childcare centre for work placement. Your assessor will visit you for skill assessment. You must have a Working With Children Check before starting your placement in a childcare centre.

Course Structure

This qualification is made up of 15 core and 2 elective units.

Core Units of Competency

- 1) CHCECE030 Support inclusion and diversity
- 2) CHCECE031 Support children's health, safety and wellbeing
- 3) CHCECE032 Nurture babies and toddlers
- 4) CHCECE033 Develop positive & respectful relationships with children
- 5) CHCECE034 Use an approved learning framework to guide practice
- 6) CHCECE035 Support the holistic learning and development of children
- 7) CHCECE036 Provide experience to support children's play and learning
- 8) CHCECE037 Support children to connect with the natural environment
- 9) CHCECE038 Observe children to inform practice
- 10) CHCECE054 Encourage understanding of Aboriginal and/or Torres Strait Islander people's cultures
- 11) CHCECE055 Meet legal and ethical obligations in children's education and care
- 12) CHCECE056 Work effectively in children's education and care
- 13) CHCPRT001 Identify and respond to children and young people at risk
- 14) HLTAID012 Provide First aid in an education and care setting
- 15) HLTWHS001 Participate in workplace health and safety

Elective Units of Competency*

- 16) HLTFS001 Follow basic food safety practices
- 17) CHCPRP003 Reflect on and improve own professional practice

* These elective units of competency may be changed during the training program without prior notice.



DIPLOMA OF EARLY CHILDHOOD EDUCATION AND CARE



Australian
Qualifications
Framework



- National Code CHC50125
- CRICOS Course Code 107161E

Qualification Description

This qualification reflects the role of educators in early childhood education and care who work in regulated children's education and care services in Australia. Educators at this level are responsible for designing and implementing curriculum that meets the requirements of an approved learning framework and for maintaining compliance in other areas of service operations. They use specialised knowledge and analyse and apply theoretical concepts to diverse work situations. They may have responsibility for supervision of volunteers or other educators.

Early childhood educators work in long day care centres, family day care, pre-schools or kindergartens.

To achieve this qualification, the individual must have completed a total of at least 280 hours of work in a regulated children's education and care service in Australia as detailed in the Assessment Requirements of units of competency. The total number of hours may be applied collectively across all units of competency that include the requirement for workplace hours.

Pathway to Work or Further Study

On completing this qualification you will be qualified to work in a wide range of early childhood profession.

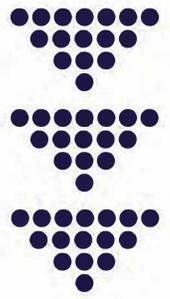
For higher education pathway, you will have the opportunity to progress directly into the Bachelor of Early Childhood Education (*See Higher Education Articulation on UPC website*).

Job Roles

- Early childhood lead educator
- Nominated Supervisor
- Service Director/Centre Director

Entry requirements

- ➔ **English proficiency:** IELTS overall score equals to 6.0
(Also see Page 20 for more details)
- ➔ **Academic:** Hold a CHC30121 (Or CHC30113) Certificate III in Early Childhood Education and Care.



Course Completion

Upon successful completion of all 15 units of competency of this course, you will receive the Australian nationally recognised qualification of the Diploma of Early Childhood Education and Care (CHC50125) which includes two documents, the Testamur and the Record of Results. A student who does not complete all required 15 units will be issued a Statement of Attainment showing all units of competency that he/she has successfully completed.

Delivery Mode and Total Volume of Learning

We offer a mixed mode of delivery: Classroom and workplace.

The course will last 18 calendar months or six 9-week study terms, separated by term breaks. You will have 14 hours (or two days) in classroom studying theory and 7 hours of work in a regulated childcare centre. On top of these, you will study in your own time approximately 15 hours then to complete assessments per week. Your assessor will visit you for skill assessment. You must have a Working With Children Check before starting your placement in a childcare centre.

Course Structure

This qualification is made up of 12 core and 3 elective units.

Core Units of Competency

- 1) BSBTWK502 Manage team effectiveness
- 2) CHCECE041 Maintain a safe and healthy environment to children
- 3) CHCECE042 Foster holistic early childhood learning, development and wellbeing
- 4) CHCECE043 Nurture creativity in children
- 5) CHCECE044 Facilitate compliance in a children's education and care service
- 6) CHCECE045 Foster positive and respectful interaction and behaviour in children
- 7) CHCECE046 Implement strategies for the inclusion of all children
- 8) CHCECE047 Analyse information to inform children's learning
- 9) CHCECE048 Plan and implement children's education and care curriculum

- 10) CHCECE049 Embed environmental responsibility in service operations
- 11) CHCECE050 Work in partnership with children's families
- 12) CHCPRP003 Reflect on and improve own professional practice

Elective Units of Competency*

- 13) CHCMGT003 Lead the work team
- 14) CHCPOL002 Develop and implement policy
- 15) CHCPOL003 Research and apply evidence to practice

** These elective units of competency may be changed during the training program without prior notice.*



NON-CURRICULUM INFORMATION



Fees and Charges

- ➔ Fees or charges may be subject to change at any time without prior notice.
- ➔ After you have paid the first instalment, tuition fee (course fee) will remain unchanged during your studying period. It may only be changed if your study program has changed due to failure, delay or change of course
- ➔ All fees are in Australian dollars.

Referring to “Intake Dates and Fee Schedule Flyer” for more details.

Terms and Intake Dates

There are four terms (or study periods) per year, and the duration of study within a term is dependent on type of your course:

10 study weeks for ELICOS courses.

9 study weeks for all VET courses.

Terms and Intake Dates

Term Commencement Dates

	Term 1	Term 2	Term 3	Term 4
2025	03 Feb	28 Apr	21 Jul	13 Oct
2026	02 Feb	27 Apr	20 Jul	12 Oct

Intake Dates

There are multiple commencement dates for both ELICOS and VET courses, depending on your study plan.

- ➔ ELICOS courses - Four (4) intakes per term (Every Monday of the first 4 weeks of the term)
- ➔ VET courses – One intake per term



Sample Timetables

As an international student, you have to enrol in a full-time CRICOS course. During each study period (or Term), you have to attend a minimum of 20 contact hours per week. There are four types of timetables due to the characteristics of your course. Following are some examples which can be changed without prior notice.

English class

An ELICOS course has a mandatory minimum of 20 hours face-to-face scheduled course contact per week. You will have to attend classes for 5 days, 4 hours per day and the class will start at 8.30 am and finish at 1.00 pm with 30-minute break

Business, Leadership and Management Class

Every week, you will have 14 hours (2 days) in classroom and 6 hours of structured self-study (Following your trainer's instructions). Your class (Two times a week) will start from 9 am to 5 pm with 1-hour break.

Certificate III in ECEC Class

For the first 7 weeks of each term, you will have 14 hours (2 days) in classroom and 6 hours of structured self-study (Following your trainer's instructions). Your class (Two times a week) will start from 9 am to 5 pm with 1-hour break. For the last two weeks of the term, you will be placed in a regulated childcare centre to carry out the practical component of your course (20 hours per week) under the supervision of a senior staff there. A UPC assessor will visit you at the centre to assess your practical work.

Diploma of ECEC Class

Every term from week 1-9, you will attend 14 hours (2 days) in classroom and your class (Days 1 and 2) will start from 9.00 am and finish at 5.00 pm with 1-hour lunch break. From Week 3, you will attend your third day at a regulated childcare centre to carry out the practical component of your course under the supervision of a senior staff. A UPC assessor will visit you at the centre to assess your practical work.



Study in Australia – Your lifetime journey

Choosing to study in Australia is a lifetime decision. The following reference sources from the Australian Government's Study in Australia website will provide you basic information about Australia and your study journey. We strongly recommend you to visit it (You can choose your own language by clicking the button on the top right of the screen).

Australia – A magnificent country

Australia is known globally as one of the world's most diverse and welcoming countries.



Of Australia's
26.4 million population

- almost half were either born overseas, or have one parent born overseas.



Australia is

- the biggest island in the world,
- the sixth biggest country in the world in land area, and
- the only nation to govern an entire continent.

Many people around the world know Australia for being a beautiful country but we also enjoy **world-class quality of living**, with six of our cities in the top 40 cities in the world.



Living in Australia

Living in Australia will be a new experience, but there are various support services from UPC College as well as from other organisations to help you adjust to life in Australia easier.

Australia is among one of the happiest countries in the world (**World Happiness Report 2019**), and we have five of the 30 best cities in the world for students (**QS Top University Rankings 2019**), so you are sure to enjoy your time here.

No matter what type of study you are doing in Australia, whether you are here for a few months or a few years, some **research and planning** will help you have a safe and rewarding study experience.

Studying

You can study at all levels of education – English language, primary and secondary school, vocational education and training (VET) and higher education (including universities).

The country offers you a diverse range of study options, with more than **1,100** institutions and over **22,000** courses tailored for you.

Regardless of what you are studying or how long you are studying for, Australia's laws promote quality education and protection for international students.

[\(https://www.studyaustralia.gov.au/\)](https://www.studyaustralia.gov.au/)

Employability

Studying in Australia will equip you with a globally recognised qualification. You will also gain the 21st century skills, global perspective and industry experience needed to expand your horizons and achieve personal and professional success.

You are allowed to work up to 48 hours a fortnight during your study session and unlimited hours during breaks or holidays. After completing your course and depending on the duration and type of courses, you may apply to remain in Australia for more work experience.

[\(https://www.homeaffairs.gov.au/\)](https://www.homeaffairs.gov.au/)

STUDENT TESTIMONIALS



I am studying in a mixed mode of in-class and distance learning in UPC. The learning environment here in UPC is great. My classmates and I have learned so much from our highly qualified and experienced trainer, Tracy, who gives us both theoretical and practical knowledge and skills in a fun and educational way. My favourite thing about UPC is the atmosphere in the classroom, which is welcoming, friendly and really supportive.

Hannah McEllin (From Ireland)

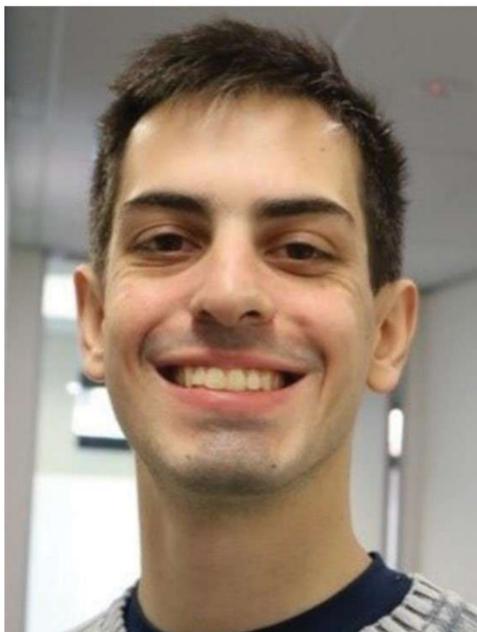
The most important thing is that you don't have to be shy. I used to be, but once I have been different countries, I found that the reason to travel is to mingle with people and see varies of view points. In Australia, there are always something going on. You can go for parties, join heaps of festivals and enrich your knowledge. The nature here is so amazing for me. Come to Australia!

Anna Zilkova (From Slovakia)



What I like most is the staff and trainers here who have created a fabulous learning environment, in which I feel welcomed and contented. I graduated from an English course here and will continue to study business. I am looking forward to studying.

Bruno Ragonha Alves (From Bazil)



STUDENT TESTIMONIALS



I had studied at UPC for 2 years which was the best time ever regarding my experience in Early Childhood. UPC has good teachers and assistants and they were always trying to assist students with not only assignments but also our English skills. Their classes were always full of informative knowledge, joyfulness and happiness. UPC is similar to a big family in which everyone is encouraged to study, make friends and socialise into Australian life. I have learnt and matured a lot since the day I started my study at UPC and this is always a big family to me which has given me the first big step in my career.

Doan Nguyen (From Vietnam)

I was really lucky to have found UPC to study for CHILDCARE certificate III. Study environment was perfect, and its atmosphere was so comfortable I could feel relaxed and focused on my study.

All teachers are lovely, friendly, and supportive. As well as its location and inexpensive tuition, UPC's curriculum of childcare is great.

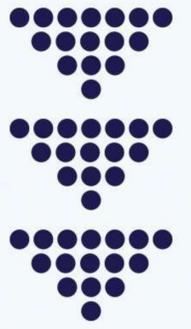
Our courses went at perfect speed which was neither too fast nor too slow and provided us important knowledge and useful tips in order to work in centres effectively. And also we had enough assignments for each chapter so that we could recap everything. Thanks to this curriculum, I didn't get nervous while doing my work placement. I'm thrilled to get back to UPC and continue my study journey for Diploma of childcare next.

Seiya Okabayashi (From Japan)



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)



HOW TO APPLY

Contact us for more information

After visiting our website, if you need further information, you can either

- send a brief email to us via **info@upc.edu.au** or
- using the enquiry link at the bottom of any page of our website to send us an enquiry message online or
- alternatively, you can locate and visit one of our approved education agents close to you.

Complete Your Application Form

You can download our electronic application form in MS Word, fill in the information and return it to our office either

- via email **admission@upc.edu.au** or
- through an approved education agent.

Provide All Supporting Documents

You attach important supporting documents to us including

- A copy of your current passport (Or your Birth Certificate)
- Evidence of your English proficiency (If applicable)
- Your highest academic records

Receive An Offer Letter

Upon receipt of your Application Form and supporting documents, we will assess your case. Depending on your country of origin, further information may be required.

If your application is successful, you will receive a Letter of Offer which outlines details of your enrolled course(s), course fees, fee instalment payment, etc. and an Acceptance Letter (The agreement).

Electronic Confirmation of Enrolment (eCoE)

If you are happy with the offer of a place at UPC College, sign the Acceptance Letter and proceed with the first payment.

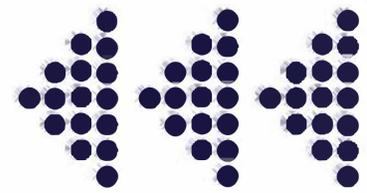
When we receive your signed Letter of Offer and fees, we will send you an electronic Confirmation of Enrolment (eCoE). This eCoE is used to apply for your student visa.

Once the visa is granted, you are ready to go!

Further Information

You can login our website to find more information regarding to your life-time journey.

PATHWAYS TO HIGHER EDUCATION



Pathways to higher education are a crucial aspect of the Vocational Education and Training (VET) sector. Generally, students who graduate with a diploma or advanced diploma under the Australian Qualifications Framework (AQF) may receive a certain number of credits when they enrol in a bachelor's degree program. The number of credits awarded depends on their field of study and the policies of the higher education provider. Below are examples of how students from UPC courses have progressed to higher education providers.

UPC Qualification	Higher education institutes		
BSB40120 Certificate IV in Business	Southern Cross University Bachelor of Business and Enterprise <i>(4 out of 24 units)</i>	Skylines Higher Education Aust Bachelor of Information Technology <i>(2 out of 24 subjects)</i>	
BSB50420 Diploma of Leadership & Management	Southern Cross University Bachelor of Business and Enterprise Bachelor of Business in Hotel Management <i>(8 out of 24 units)</i>	AA Polytechnic Bachelor of Business in Leadership & Management Cyber Security Digital Marketing Analytics Bachelor of Information Technology Bachelor of Tourism and Hotel Management <i>(8 out of 24 subjects)</i>	King's Own Institute Bachelor of Business in Accounting Finance & Management <i>(6 out of 24 subjects)</i>
			Skylines Higher Education Aust Bachelor of Information Technology <i>(2 out of 24 subjects)</i>
BSB60420 Advanced Diploma of Leadership & Management	Southern Cross University Bachelor of Business and Enterprise <i>(12 out of 24 units)</i>	AA Polytechnic Bachelor of Business in Leadership & Management Cyber Security Digital Marketing Analytics Bachelor of Information Technology Bachelor of Tourism and Hotel Management <i>(12 out of 24 subjects)</i>	King's Own Institute Bachelor of Business in Accounting Finance & Management <i>(8 out of 24 subjects)</i>
			Skylines Higher Education Aust Bachelor of Information Technology <i>(2 out of 24 subjects)</i>
BSB80320 Graduate Diploma of Strategic Leadership	Southern Cross University Master of Business Administration <i>(6 out of 16 units)</i>	AA Polytechnic Bachelor of Business in Leadership & Management Cyber Security Digital Marketing Analytics Bachelor of Information Technology Bachelor of Tourism and Hotel Management <i>(8 out of 24 subjects)</i>	
CHC50125 Diploma of Early Childhood Education and Care	Southern Cross University Bachelor of Early Childhood Education <i>(8 out of 24 units)</i>	NSW TAFE Higher Education Bachelor of Early Childhood Education and Care <i>(1 to 1.5 years of the 4-year course)</i>	
	Bachelor of Education (Early Childhood/Primary) <i>(3 out of 32 units)</i>		



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.



RTO 91364 / CRICOS Provider No. 02751M

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Sydney Campus

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