

# Business & Administration

at SELC Bondi and City Campus

BSB30415 Certificate III in Business Administration  
BSB50215 Diploma of Business



[www.selceducation.com](http://www.selceducation.com)

Facebook: SELCAustralia Instagram: @selcaustralia  
LinkedIn: SELC Education Group Twitter: @selcaustralia

## Course Description

Business Administration is the process of managing a business or non-profit organisation, so that it remains stable and continues to grow. With SELC's Business programs, you can learn fundamental administrative skills that will make you a valuable member of an office team. Students will be equipped with the skills needed to succeed in Business Administration and office based roles, both in Australia and internationally.

### Career Opportunities

The skills gained in SELC's Business courses are transferrable across many jobs and industries. Job roles and titles vary across different industry sectors, however possible job titles relevant to this qualification include:

- Administrative Assistant
- Office Administrator Assistant
- Junior Personal Assistant
- Receptionist
- Accounts Clerk
- Accounts Payable Clerk

## Business & Administration Sample Timetable

☀ Time	Wednesdays	Thursdays
7:30 AM - 8:30 AM	Assessments Support	Supported Learning (tutorial)
8:30 AM - 12:30 PM	Lecture	
12:30 PM - 12:45 PM	Break	Break
12:45 PM - 2:30 PM	Supported Learning (tutorial)	Supported Learning (tutorial)

🌙 Time	Wednesdays	Thursdays
3:00 PM - 4:45 PM	Supported Learning (tutorial)	Supported Learning (tutorial)
4:45 PM - 5:00 PM	Break	Break
5:00 PM - 6:00 PM	Assessments Support	Supported Learning (tutorial)
6:00 PM - 10:00 PM	Lecture	

\*SELC reserves the right to update or modify timetables at any time without prior notice.

☀ Daytime 🌙 Evening

## Courses Calendar

Terms	2020	2021	2022
Term 1	28 Jan to 27 Mar	25 Jan to 26 Mar	24 Jan to 25 Mar
Break	3 week Break	3 week Break	3 week Break
Term 2	20 Apr to 19 Jun	19 Apr to 18 Jun	26 Apr to 24 Jun
Break	3 week Break	3 week Break	3 week Break
Term 3	13 Jul to 11 Sep	12 Jul to 10 Sep	18 Jul to 16 Sep
Break	3 week Break	3 week Break	3 week Break
Term 4	6 Oct to 4 Dec	5 Oct to 3 Dec	10 Oct to 9 Dec
Break	7 week Break	7 week Break	7 week Break

## Important information

### Business & Administration - Timetable Availability

#### BSB30415 Certificate III in Business Administration

☀ 🌙 City | 🌙 Bondi

#### BSB50215 Diploma of Business

☀ 🌙 City | 🌙 Bondi

## Courses Duration

### 🌐 BSB30415 Certificate III in Business Administration

3 terms - Approx. 9 months

### 🌐 BSB50215 Diploma of Business

4 terms - Approx. 12 months

## Entry Requirements

- 1 – Year 12 or equivalent and above; and
- 2 – IELTS 5.5 or equivalent and above.

## Campus Location

### Bondi Campus

Level 2, 19-23 Hollywood Ave  
Bondi Junction, Sydney, NSW 2022  
Tel: +61 2 8305 5600

### Sydney City Campus

Level M&1, 56-58 York St  
Sydney CBD, NSW 2000  
Tel: +61 2 9262 3403



## Qualification Structure & Course Content

This qualification applies to a range of work-based roles in varied contexts. Individuals gaining these skills can conduct meetings, co-ordinate work based activities, establish support based activities and identify work opportunities.

### BSB30415 Certificate III in Business Administration

Module	Unit of Competency
Business Communication	BSBADM302 Produce texts from notes
	BSBITU307 Develop keyboarding speed and accuracy
	BSBADM307 Organise schedules
	BSBITU313 Design and Produce digital Text Documents
	BSBWRT301 Write simple documents
Business Computing	BSBITU306 Design and produce business documents
	BSBITU314 Produce spreadsheets
	BSBITU309 Produce desktop published documents
	BSBITU312 Create electronic presentations
Customer Service	BSBWH5201 Contribute to health and safety of self and others
	BSBPRO301 Recommend products and services
	BSBCUS301 Deliver and monitor a service to customers
	BSBCMM301 Process customer complaints

### BSB50215 Diploma of Business

Module	Unit of Competency
Manage the workplace	BSBADM502 Manage Meetings
	BSBHRM513 Manage workforce planning
Coordinate advertising & manage activities	BSBADV503 Coordinate advertising research
	BSBPUB503 Manage fundraising and sponsorship activities
Establish innovative & informative systems	BSBINN501 Establish systems that support innovation
	BSBINM501 Manage information or knowledge mgmnt system
Analyse marketing opportunities & mix	BSBMKG501 Identify and evaluate marketing opportunities
	BSBMKG502 Establish and adjust the marketing mix

## Pathways from the qualification

Upon successful completion of the Business Administration courses, students may gain employment in the Business industry or enrol into a tertiary institution in a related Diploma, Advanced Diploma or Bachelor Degree course.

## Training and Assessment

All vocational courses are assessed through a combination of assessment types that may include written assignments, case studies, reports, group tasks, portfolios and/or presentations. Students must successfully pass all units to complete the qualification.

## MAKING A DIFFERENCE IN YOUR CAREER

### Exit Point/Award

BSB30415 Certificate III in Business Administration (AQF – Level 3) and BSB50215 Diploma of Business (AQF – Level 5) are all nationally recognised qualifications under the Australian Qualifications Framework (AQF).

### Business & Administration Programs Fees

Enrolment Fee	<del>\$250</del> <b>\$125</b>
Material Fee	<del>\$395</del> <b>\$0</b>
Term Tuition Fee	\$1,500 (Daytime & Evening)

### NEW Special Package Deposit Offer\*

<b>Only \$250</b>	Deposit for all SELC VET Programs packaged with SELC English Language Programs
<b>Only \$500</b>	Deposit for all SELC VET Programs - COE issuance
<b>VET enrolment fee Waived</b>	For all SELC VET Programs packaged with SELC English Language Programs

\*Material fee is paid only once on packaged courses

\*Deposit is non-refundable



“When started at SELC, I instantly knew that I had made the right choice. From the first day, I could see that this course would change my career and would successfully put me on the right path to my plan of starting my own business. I will start my company even before I complete the course, and I must thank SELC for that.

**Mariel Ouriquez**  
Chile

# Leadership & Management at SELC Bondi and City Campus

BSB42015 Certificate IV in Leadership and Management  
BSB51918 Diploma of Leadership and Management  
BSB61015 Advanced Diploma of Leadership and Management

[www.selceducation.com](http://www.selceducation.com)

SELCAustralia @selcaustralia  
SELCEducation Group @selcaustralia



## Course Description

Leadership and Management courses are suitable for those who aim to work as leaders and managers in a range of enterprise and industry contexts. Leadership and Management allows people to assume responsibility for their own performance as well as provide leadership, guidance and support for others. At the Diploma and Advanced Diploma level, individuals will display initiative and judgement for planning, organising, implementing and monitoring a variety of workloads to meet the organisational

## Career Opportunities

The skills gained in SELC's Leadership and Management courses are transferrable across many jobs and industries. Job roles and titles vary across different industry sectors, however possible job titles relevant to this qualification include:

- Team Leader
- Leading Hand
- Business or Sales Team
- Sales Team Coordinator

## Leadership & Management Sample Timetable

Time	Wednesdays	Thursdays
7:30 AM - 8:30 AM	Assessments Support	Supported Learning (tutorial)
8:30 AM - 12:30 PM	Lecture	Supported Learning (tutorial)
12:30 PM - 12:45 PM	Break	Break
12:45 PM - 2:30 PM	Supported Learning (tutorial)	Supported Learning (tutorial)

Time	Wednesdays	Thursdays
3:00 PM - 4:45 PM	Supported Learning (tutorial)	Supported Learning (tutorial)
4:45 PM - 5:00 PM	Break	Break
5:00 PM - 6:00 PM	Assessments Support	Supported Learning (tutorial)
6:00 PM - 10:00 PM	Lecture	Supported Learning (tutorial)

\*SELC reserves the right to update or modify timetables at any time without prior notice.

☀ Daytime 🌙 Evening

## Courses Calendar

Terms	2020	2021	2022
Term 1	28 Jan to 27 Mar	25 Jan to 26 Mar	24 Jan to 25 Mar
Break	3 week Break	3 week Break	3 week Break
Term 2	20 Apr to 19 Jun	19 Apr to 18 Jun	26 Apr to 24 Jun
Break	3 week Break	3 week Break	3 week Break
Term 3	13 Jul to 11 Sep	12 Jul to 10 Sep	18 Jul to 16 Sep
Break	3 week Break	3 week Break	3 week Break
Term 4	6 Oct to 4 Dec	5 Oct to 3 Dec	10 Oct to 9 Dec
Break	7 week Break	7 week Break	7 week Break

## Important information

### Leadership & Management - New Courses Availability

#### BSB42015 Certificate IV in Leadership and Management

☀ 🌙 City | 🌙 Bondi

#### BSB51918 Diploma of Leadership and Management

☀ 🌙 City | 🌙 Bondi

#### BSB61015 Advanced Diploma of Leadership and Management

☀ 🌙 City | 🌙 Bondi

## Courses Duration

### BSB42015 Certificate IV in Leadership and Management

3 terms - Approx. 9 months

### BSB51918 Diploma of Leadership and Management

4 terms - Approx. 12 months

### BSB61015 Advanced Diploma of Leadership and Management

4 terms - Approx. 12 months

## Entry Requirements

- 1 – Year 12 or equivalent and above; and
- 2 – IELTS 5.5 or equivalent and above.

## Campus Location

### Bondi Campus

Level 2, 19-23 Hollywood Ave  
Bondi Junction, Sydney, NSW 2022  
Tel: +61 2 8305 5600

### Sydney City Campus

Level M&1, 56-58 York St  
Sydney CBD, NSW 2000  
Tel: +61 2 9262 3403

## Qualification Structure & Course Content

This course provides students with a wide range of skills to analyse, design, plan, execute and evaluate management functions. Individuals at this level display initiative and judgement in planning, organising and implementing a workload. The range of courses cater for beginners, through to those who currently have experience working on the frontline of management.

### BSB42015 Certificate IV in Leadership and Management

Module	Unit of Competency
Researching & implementing a plan	BSBLDR402 Lead effective workplace relationships
	BSBINN301 Promote innovation in a team environment
	BSBRES411 Analyse and present research information
	BSBMGT402 Implement operational plan
Leading & mentoring a team	BSBLDR403 Lead team effectiveness
	BSBWOR404 Develop work priorities
	TAEDEL404A Mentor in the workplace
	BSBCMM401 Make a presentation
Research and identify needs & opportunities	BSBLDR401 Communicate effectively as a workplace leader
	BSBINT401 Research international business opportunities
	BSBCUS402 Address customer needs
	BSBRSK401 Identify risk and apply risk management processes

### BSB51918 Diploma of Leadership and Management

Module	Unit of Competency
Manage the workplace	BSBADM502 Manage meetings
	BSBHRM513 Manage workforce planning
Develop & lead a diverse team	BSBLDR511 Develop and use emotional intelligence
	BSBLDR502 Lead and manage effective workplace relationships
	BSBWOR502 Lead and manage team effectiveness
	BSBLDR504 Implement diversity in the workplace
Establish innovative & informative systems	BSBINN501 Establish systems that support innovation
	BSBINM501 Manage an info or knowledge mngmnt system
Plan & manage the project	BSBMGT517 Manage operational plan
	BSBFIM501 Manage budgets and financial plans
	BSBPMG522 Undertake project work
	BSBRSK501 Manage risk

### BSB61015 Adv. Diploma of Leadership and Management

Module	Unit of Competency
Development & Leadership	BSBMGT615 Contribute to organisational development
	BSBMGT605 Provide leadership across the organisation
	BSBDIV601 Develop and implement diversity policy
Financial Planning	BSBRSK501 Manage risk
	BSBFIM601 Manage finances
	BSBHRM602 Manage human resources strategic planning
Innovation & Growth	BSBINN601 Lead and manage organisational change
	BSBMGT608 Manage innovation and continuous improvement
	BSBINM601 Manage knowledge and information
Business Strategy	BSBMKG609 Develop a marketing plan
	BSBMGT616 Develop and implement strategic plans
	BSBMGT617 Develop and implement a business plan



## MAKING A DIFFERENCE IN YOUR CAREER

### Pathways from the qualification

Upon successful completion of the Leadership and Management courses, students may gain employment in the Leadership and Management industry or enrol into a tertiary institution in a related Diploma, Advanced Diploma or Bachelor Degree course.

### Training and Assessment

All vocational courses are assessed through a combination of assessment types that may include written assignments, case studies, reports, group tasks, portfolios and/or presentations. Students must successfully pass all units to complete the qualification.

### Exit Point/Award

BSB42015 Cert. IV in Leadership and Management (AQF – Level 4), BSB51918 Dip. of Leadership and Management (AQF – Level 5) and BSB61015 Adv. Dip. of Leadership and Management (AQF – Level 6) are all nationally recognised qualifications under the Australian Qualifications Framework (AQF).

### Leadership & Management Programs Fees

Enrolment Fee	<del>\$250</del> <b>\$125</b>
Material Fee	<del>\$395</del> <b>\$0</b>
Term Tuition Fee	\$1,500 (Daytime & Evening)

### NEW Special - Package Deposit Offer\*

<b>Only \$250</b>	Deposit for all SELC VET Programs packaged with SELC English Language Programs
<b>Only \$500</b>	Deposit for all SELC VET Programs - COE issuance
<b>VET enrolment fee Waived</b>	For all SELC VET Programs packaged with SELC English Language Programs

\*Material fee is paid only once on packaged courses

\*Deposit is non-refundable



# Project & Program Management at SELC Bondi and City Campus

BSB41515 Certificate IV in Project Management Practice  
BSB51415 Diploma of Project Management  
BSB61218 Advanced Diploma of Program Management

[www.selceducation.com](http://www.selceducation.com)

f SELCAustralia @selcaustralia  
in SELC Education Group @selcaustralia



## Course Description

Project Management is suitable for individuals who are able to identify and apply project management skills and knowledge in a variety of contexts. Project managers work as part of a team using a range of project management tools and methodologies to support organisational or business activities.

### Career Opportunities

The skills gained in SELC's Project Management courses are transferrable across many jobs and industries. Job roles and titles vary across different industry sectors, however possible job titles relevant to this qualification include:

- Contracts officer
- Project Administrator
- Project Team Member or Manager
- Program Manager

## Project & Program Management Sample Timetable

Time	Mondays	Tuesdays
7:30 AM - 8:30 AM	Assessments Support	Supported Learning (tutorial)
8:30 AM - 12:30 PM	Lecture	
12:30 PM - 12:45 PM	Break	Break
12:45 PM - 2:30 PM	Supported Learning (tutorial)	Supported Learning (tutorial)

Time	Monday	Tuesdays
3:00 PM - 4:45 PM	Supported Learning (tutorial)	Supported Learning (tutorial)
4:45 PM - 5:00 PM	Break	Break
5:00 PM - 6:00 PM	Assessments Support	Supported Learning (tutorial)
6:00 PM - 10:00 PM	Lecture	

\*SELC reserves the right to update or modify timetables at any time without prior notice.

☀ Daytime 🌙 Evening

## Campus Location

Bondi Campus	Sydney City Campus
Level 2, 19-23 Hollywood Ave Bondi Junction, Sydney, NSW 2022 Tel: +61 2 8305 5600	Level M&1, 56-58 York St Sydney CBD, NSW 2000 Tel: +61 2 9262 3403

CRICOS provider code: 00051M RTO ID: 91721 SELC Australia Pty Ltd ABN 34 051 281 380  
PM\_08\_19\_Flyer v4

## Courses Calendar

Terms	2020	2021	2022
Term 1	28 Jan to 27 Mar	25 Jan to 26 Mar	24 Jan to 25 Mar
Break	3 week Break	3 week Break	3 week Break
Term 2	20 Apr to 19 Jun	19 Apr to 18 Jun	26 Apr to 24 Jun
Break	3 week Break	3 week Break	3 week Break
Term 3	13 Jul to 11 Sep	12 Jul to 10 Sep	18 Jul to 16 Sep
Break	3 week Break	3 week Break	3 week Break
Term 4	6 Oct to 4 Dec	5 Oct to 3 Dec	10 Oct to 9 Dec
Break	7 week Break	7 week Break	7 week Break

## Important Information

### Project & Program Management - Timetable Availability

#### BSB42015 Certificate IV in Project Management Practice

☀ City | 🌙 Bondi

#### BSB51915 Diploma of Project Management

☀ City | 🌙 Bondi

#### BSB61218 Advanced Diploma of Program Management

☀ City | 🌙 Bondi

## Courses Duration

### BSB41515 Certificate IV in Project Management Practice

3 terms - Approx. 9 months

### BSB51415 Diploma of Project Management

4 terms - Approx. 12 months

### BSB61218 Advanced Diploma of Program Management

4 terms - Approx. 12 months

## Entry Requirements

- 1 – Year 12 or equivalent and above; and
- 2 – IELTS 5.5 or equivalent and above.
- 3 – Adv. Dip. PM : Have completed a Diploma of Project Management qualification or have completed two years equivalent full-time relevant workplace experience at a significant level within a project or program environment within an enterprise.



## Qualification Structure & Course Content

This course allows students to practice applying skills needed to participate in a project management team. They will be exposed to a range of techniques that can be applied to individual aspects of projects, including human resources and risk management skills. The Diploma and Advanced Diploma provides further opportunity for students to learn about collaborating with others, implementing change and leading others.



## MAKING A DIFFERENCE IN YOUR CAREER

### BSB41515 Certificate IV in Project Management Practice

Module	Unit of Competency
Project Initiation	BSBPMG409 Apply project scope management techniques
	BSBPMG417 Apply project life-cycle management processes
	BSBPMG412 Project Cost Management Techniques
Project Communication	BSBPMG411 Apply project quality management techniques
	BSBPMG418 Apply project stakeholder engagement techniques
	BSBCUE405 Survey stakeholders to gather and record information
Project Management	BSBPMG410 Apply project management techniques
	BSBPMG413 Apply project human resources mngmnt approaches
	BSBPMG415 Apply project risk management techniques

### BSB51415 Diploma of Project Management

Module	Unit of Competency
Fundamentals	BSBPMG519 Manage project stakeholder engagement
	BSBPMG511 Manage project scope
	BSBPMG521 Manage project integration
Teamwork	BSBWOR502 Lead and manage team effectiveness
	BSBPMG516 Manage project information and communication
	BSBPMG515 Manage project human resources
Governance	BSBPMG517 Manage project risk
	BSBMGT516 Facilitate continuous improvement
	BSBPMG520 Manage project governance
Resources	BSBPMG512 Manage project time
	BSBPMG513 Manage project quality
	BSBPMG514 Manage project cost

### BSB61218 Advanced Diploma of Program Management

Module	Unit of Competency
Manage the Program	BSBPMG610 Enable program execution
	BSBMGT520 Plan and manage the flexible workforce
	BSBPMG616 Manage program risk
Engage & Lead the Program	BSBPMG621 Facilitate stakeholder engagement
	BSBPMG624 Engage in collaborative alliances
	BSBPMG617 Provide leadership for the program
Program Governance & Change	BSBPMG622 Implement program governance
	BSBINN601 Lead and manage organisational change
	ICTICT602 Develop contracts and manage contracted performance
Develop the Program	BSBPMG623 Manage benefits
	BSBFIM601 Manage finances
	PSPMNGT607B Develop a business case

## Pathways from the qualification

Upon successful completion of the Project & Program Management courses, students may gain employment in the Project Management industry or enrol into a tertiary institution in a related Diploma, Advanced Diploma or Bachelor Degree course.

## Training and Assessment

All vocational courses are assessed through a combination of assessment types that may include written assignments, case studies, reports, group tasks, portfolios and/or presentations. Students must successfully pass all units to complete the qualification.

### Exit Point/Award

BSB41515 Certificate IV in Project Management Practice (AQF – Level 4), BSB51415 Diploma of Project Management (AQF – Level 5) and BSB61218 Advanced Diploma of Project Management (AQF – Level 6) are all nationally recognised qualifications under the Australian Qualifications Framework (AQF).

### Project Management Programs Fees

Enrolment Fee	<del>\$250</del> <b>\$125</b>
Material Fee	<del>\$395</del> <b>\$0</b>
Term Tuition Fee	\$1,500 (Daytime & Evening)

### NEW Special Package Deposit Offer\*

<b>Only \$250</b>	Deposit for all SELC VET Programs packaged with SELC English Language Programs
<b>Only \$500</b>	Deposit for all SELC VET Programs - COE issuance
<b>VET enrolment fee Waived</b>	For all SELC VET Programs packaged with SELC English Language Programs

\*Material fee is paid only once on packaged courses  
\*Deposit is non-refundable

# Sport & Fitness at SELC Bondi Campus

SIS30315 Certificate III in Fitness  
SIS40215 Certificate IV in Fitness

[www.selceducation.com](http://www.selceducation.com)

f SELCAustralia

@selcaustralia

in SELC Education Group

@selcaustralia



## Course Description

Fitness provides the skills and knowledge for an individual to be competent in a range of activities and functions within the fitness industry, including working independently in a broad range of settings, such as within fitness centres, gyms, pools, community facilities and in open spaces. The Certificate IV level allows you to become a personal trainer.

### Career Opportunities

The skills gained in SELC's Fitness courses are transferrable across many jobs and industries. Job roles and titles vary across different industry sectors, however possible job titles relevant to this qualification include:

- Program Coordinator
- Older Client Trainer
- Personal Trainer
- Fitness Instructor

## Sport & Fitness Sample Timetable

Time	2 times a week** CIII Wed and Thu - CIV Mon and Tue**
8:00 AM - 9:00 AM	Student Support Tutorial
9:00 AM - 3:30 PM	Lecture
3:30 PM - 4:30 PM	Practical Classes*
Time	Monday to Wednesday**
4:30 PM - 5:30 PM	Student Support Tutorial
5:30 PM - 9:30 PM	Lecture
9:30 PM - 10:00 PM	Practical Classes*

\*Practical Classes can be delivered at any time during classes.

\*\*SELC reserves the right to update or modify timetables at any time without prior notice.

## FIT General Courses Calendar

Terms	2019	2020	2021
Term 1	29 Jan to 5 Apr	28 Jan to 3 Apr	27 Jan to 1 Apr
Break	2 week Break	2 week Break	2 week Break
Term 2	23 Apr to 28 Jun	20 Apr to 26 Jun	19 Apr to 25 Jun
Break	2 week Break	2 week Break	2 week Break
Term 3	15 Jul to 20 Sep	13 Jul to 18 Sep	12 Jul to 17 Sep
Break	2 week Break	2 week Break	2 week Break
Term 4	8 Oct to 13 Dec	6 Oct to 11 Dec	4 Oct to 10 Dec
Break	6 week Break	6 week Break	6 week Break

## Courses Duration

SIS30315 Certificate III in Fitness

3 terms - Approx. 9 months

SIS40215 Certificate IV in Fitness

4 terms - Approx. 12 months

## Entry Requirements

- Year 12 or equivalent and above; and
- IELTS 5.5 or equivalent and above

### Exit Point/Award

SIS30315 Certificate III in Fitness (AQF – Level 3),

SIS40215 Certificate IV in Fitness (AQF –Level 4)

## Campus Location

Bondi Campus	Sydney City Campus
Level 2, 19-23 Hollywood Ave Bondi Junction, Sydney, NSW 2022 Tel: +61 2 8305 5600	Level M&1, 19-23 York St Sydney CBD, NSW 2000 Tel: +61 2 9262 3403



## Qualification Structure & Course Content

With SELC's Fitness courses students will focus on providing practical skills and knowledge to provide professional fitness group exercise instruction in a confident, contemporary and dynamic way. The Certificate IV level increases student's knowledge to include catering for individual exercise programs.

### SIS30315 Certificate III in Fitness

Module	Unit of Competency
Working In The Fitness Industry	SISXIND001 Work effec. in sport and recreation environment
	SISXCCS001 Provide quality service
	SISXFAC001 Maintain equipment for activities
Screening And Appraisal Processes	SISFFIT001 Provide health screening and fitness orientation
	SISFFIT005 Provide healthy eating information
	SISFFIT006 Conduct fitness appraisals
Health And Safety Considerations	HLTAID003 Provide first aid
	BSBRSK401 Identify risk and apply risk management processes
	HLTWHS001 Participate in workplace health and safety
	SISFFIT004 Incorporate anatomy and physiology principles into fitness programming
Group Exercise Specialisation	SISFFIT003 Instruct fitness programs
	SISFFIT008 Instruct water-based fitness activities
	SISFFIT001 Instruct approved community fitness programs
	SISFFIT007 Instruct group exercise sessions
	SISFFIT002 Recognise and apply exercise considerations for specific populations
	SISFFIT041 Instruct exercise to older clients

### SIS40215 Certificate IV in Fitness

Module	Unit of Competency
Exercise Science	SISFFIT019 Incomp. exercise science princ. into fit programming
	SISFFIT018 Promote functional movement capacity
Programming Fundamentals	SISFFIT021 Instruct personal training programs
	SISFFIT017 Instruct long-term exercise programs
	SISFFIT023 Instruct group personal training programs
Fitness Entrepreneurship	CUFFIND401A Provide services on a freelance basis
	BSBSMB401 Est. legal and risk management req. of small bussines
	BSBSMB404 Undertake small business planning
Sales And Marketing	BSBSLS408 Present, secure and support sales solutions
	BSBSMB403 Market the small business
Body Composition & Nutrition	SISFFIT020 Instruct exercise progs for body composition goals
	SISFFIT025 Recognise the dangers of providing nutrition advice
	SISFFIT026 Sup. healthy eating through the Eat for Health Program
Younger Clients	SISFFIT013 Instruct exercise to young people aged 13 to 17 years
Personal Trainer Professional Skills	SISFFIT015 Collab. wth medical & allied health pros in a fit context
	SISFFIT016 Provide motivation to positively influence exercise bhvr
	SISXRES001 Conduct sustainable work practices in open spaces
Strength And Conditioning	SISSTC402A Develop strength and conditioning programs
	SISSTC301A Instruct strength and conditioning techniques
	SISFFIT024 Instruct endurance programs

## MAKING A DIFFERENCE IN YOUR CAREER



## Pathways from the qualification

Upon successful completion of the Fitness courses, students may gain employment in the Fitness industry or enrol into a tertiary institution in a related Diploma, Advanced Diploma or Bachelor Degree course.

## Training and Assessment

All vocational courses are assessed through a combination of assessment types that may include written assignments, case studies, reports, group tasks, portfolios and/or presentations. Students must successfully pass all units to complete the qualification.

### Fitness Programs Fees

Enrolment Fee	<del>\$250</del> <b>\$125</b>
Material Fee	\$395
Term Tuition Fee	\$1,600 (Daytime & Evening)

### NEW Special Package Deposit Offer\*

<b>Only \$250</b>	Deposit for all SELC VET Programs packaged with SELC English Language Programs
<b>Only \$500</b>	Deposit for all SELC VET Programs - COE issuance
<b>VET enrolment fee Waived</b>	For all SELC VET Programs packaged with SELC English Language Programs

\*Material fee is paid only once on packaged courses

\*Deposit is non-refundable





# Early Childhood Education and Care at SELC City Campus

CHC30113 Certificate in Early Childhood Education and Care  
CHC50113 Diploma of Early Childhood education and Care



[www.selceducation.com](http://www.selceducation.com)

f SELCAustralia @selcaustralia  
in SELC Education Group @selcaustralia

## Course Description

These prepare the students to work in a range of early childhood education and care services within the requirements of the Education and Care Services National Regulations, the National Quality Standards and the Early Childhood Code of Ethics.

### At Certificate III level students, will learn to:

- Be an early childhood educator
- Implement approved learning frameworks
- Observe and interpret children's play to support their learning and development
- Understand young children's developmental milestones
- Support cultural diversity and indigenous cultural safety
- Implement NSW and National regulations

### At Diploma level students (in addition to the Certificate III level), will learn to:

- Support and include children with additional needs
- Work collaboratively with families to support children's learning and development
- Implementing compliance requirements for quality assurance
- Design and implement an educational curriculum for children 0 – 5 years old
- Reflect upon pedagogical practice
- Develop management and leadership skills.

## Career Opportunities

The skills gained in SELC's Early Childhood courses include:

- Early Childhood Educator
- Children's Advisor
- Room Leader
- Educational Program Leader
- Authorised Supervisor

## Campus Location

### Bondi Campus

Level 2, 19-23 Hollywood Ave  
Bondi Junction, Sydney, NSW 2022  
Tel: +61 2 8305 5600

### Sydney City Campus

Level M&1, 19-23 York St  
Sydney CBD, NSW 2000  
Tel: +61 2 9262 3403

## ECEC Sample Timetable

Time	Mon and Tue* Jan & Jul Intakes	Wed and Thu* Apr & Oct Intakes
8:30 AM - 12:30 PM	Shift 1**	Shift 2**
12:30 PM - 1:00 PM	Lunch Break	Lunch Break
1:00 PM - 5:00 PM	Shift 1**	Shift 2**

\* SELC reserves the right to update or modify timetables at any time without prior notice.

\*\* Integrated with mandatory work placement 5 days - 8 hrs from Mon to Fri, (1 or 2 weeks per term)

## Courses Calendar

Terms	2019	2020	2021
Term 1	29 Jan to 5 Apr	28 Jan to 3 Apr	27 Jan to 1 Apr
Break	2 week Break	2 week Break	2 week Break
Term 2	23 Apr to 28 Jun	20 Apr to 26 Jun	19 Apr to 25 Jun
Break	2 week Break	2 week Break	2 week Break
Term 3	15 Jul to 20 Sep	13 Jul to 18 Sep	12 Jul to 17 Sep
Break	2 week Break	2 week Break	2 week Break
Term 4	8 Oct to 13 Dec	6 Oct to 11 Dec	4 Oct to 10 Dec
Break	6 week Break	6 week Break	6 week Break

## Courses Duration

**CHC30113 Certificate III in Early Childhood Education and Care**  
3 terms - Approx. 9 months

**CHC50113 Diploma of Early Childhood Education and Care**  
6 terms - Approx. 18 months

**CHC30113 Certificate III + CHC50113 Diploma Pkg course**  
7 terms - Approx. 21 months

## Entry Requirements

- Year 12 or equivalent and above; and
- IELTS 5.5 or equivalent and above.



## CHC30113 Cert. III in Early Childhood Education & Care

Module	Unit of Competency
Legislation, Policy & Safety	CHCLEG001 Work legally and ethically
	CHCPRT001 Identify and respond to children and young people at risk
	CHCECE009 Use approved learning framework to guide practice
	CHCECE004 Promote and provide healthy food and drinks
	CHCECE002 Ensure the health and safety of children
	HLTWHS001 Participate in workplace health and safety
	HTLAID004 Provide emergency first aid response in an education and care setting (delivered by another Registered Training Organisation)
Mandatory Work Placement - One week block (5 days x 8 hours/day = 40 hours)	
Caring for Children & Sensitive Practice	CHCECE003 Provide care for children
	CHCECE005 Provide care for babies and toddlers
	CHCECE007 Develop positive & respectful relationships with children
	CHCECE001 Develop cultural competence
	CHCDIV002 Promote Aboriginal & Torres Strait Islander cultural safety
Mandatory Work Placement - Two weeks block (10 days x 8 hours/day = 80 hours)	
Supporting Children's Development	CHCECE013 Use information about children to inform practice
	CHCECE006 Support behaviour of children and young people
	CHCECE011 Provide experiences to support children's play and learning
	CHCECE010 Support the holistic development in early childhood
	CHCECE012 Support children to connect with their world
	CHCORG303C Participate effectively in the work environment
Mandatory Work Placement - One week block (5 days x 8 hours/day = 40 hours)	

## CHC50113 Diploma of Early Childhood Education & Care

Module	Unit of Competency
Legislation, Policy & Safety	CHCLEG001 Work legally and ethically
	CHCPRT001 Identify and respond to children and young people at risk
	CHCECE009 Use approved learning framework to guide practice
	CHCECE004 Promote and provide healthy food and drinks
	CHCECE002 Ensure the health and safety of children
	HLTWHS001 Participate in workplace health and safety
	HTLAID004 Provide emergency first aid response in an education and care setting (delivered by another Registered Training Organisation)
Mandatory Work Placement - One week block (5 days x 8 hours/day = 40 hours)	
Caring for Children & Sensitive Practice	CHCECE003 Provide care for children
	CHCECE005 Provide care for babies and toddlers
	CHCECE007 Develop positive & respectful relationships with children
	CHCECE001 Develop cultural competence
	CHCDIV002 Promote Aboriginal & Torres Strait Islander cultural safety
Mandatory Work Placement - Two weeks block (10 days x 8 hours/day = 80 hours)	
Inclusion of Families and Children	CHCECE021 Implement strategies for the inclusion of all children
	CHCECE020 Establish & implement plans developing cooperative behaviour
	CHCECE026 Work in partnership with families to provide appropriate education and care for children
	CHCECE017 Foster the holistic development and wellbeing of the child in early childhood
Mandatory Work Placement - One week block (5 days x 8 hours/day = 40 hours)	
Children's Development & Curriculum Design	CHCECE017 Foster the holistic development and wellbeing of the child in early childhood
	CHCECE018 Nurture creativity in children
	CHCECE024 Design and implement the curriculum to foster children's learning and development
	CHCECE023 Analyse information to inform learning
	CHCECE022 Promote children's agency
Mandatory Work Placement - Two weeks block (10 days x 8 hours/day = 80 hours)	
Service Management	CHCECE019 Facilitate compliance in an education and care service
	CHCECE025 Embed sustainable practices in service operations
	CHCINM002 Meet community information needs
	HLTWHS003 Maintain work health and safety
	CHCECE016 Establish & maintain safe and healthy environment for children
Mandatory Work Placement - One week block (5 days x 8 hours/day = 40 hours)	
Leadership	CHCPRP003 Reflect on and improve own professional practice
	BSBLED401 Develop teams and individuals
	CHCMTG003 Lead the work team
	BSBWOR301 Organise personal work priorities and development
Mandatory Work Placement - Two weeks block (10 days x 8 hours/day = 80 hours)	



# MAKING A DIFFERENCE IN YOUR CAREER

## Qualification Structure & Course Content

SELC Child Care Services courses focus on providing the practical skills and knowledge through integrated e-learning and workplace delivery.

## Pathways from the qualification

Upon successful completion of the Early Childhood courses, students may gain employment in the Early Childhood profession or enrol into a tertiary institution in a related Advanced Diploma or Bachelor Degree course.

## Training and Assessment

Students must attend 15 hours of face-to-face teaching and 5 hours of e-learning study. All vocational courses are assessed through a combination of assessment types that may include written assignments, case studies, reports, group tasks presentations and practical demonstration.

Students must successfully pass all units to complete the qualification. Students completing early childhood courses must also attend compulsory work placement sessions, where they will be assessed in a range of tasks.

## Exit Point/Award

CHC30113 Certificate III in Early Childhood Education and Care (AQF – Level 3) and CHC50113. Diploma of (AQF – Level 5) are both nationally recognised qualifications under the Australian Qualifications Framework (AQF).

## Early Childhood Education and Care Programs Fees

Enrollment Fee	<del>\$250</del> <b>\$125</b>
Material Fee for Single Course	\$395 (for each course)
Material Fee for Packaged Courses	\$495 (paid only once)
Term Tuition Fee	\$2,200 (Daytime & Evening)

## NEW Special - Package Deposit Offer\*

<b>Only \$250</b>	Deposit for all SELC VET Programs packaged with SELC English Language Programs
<b>Only \$500</b>	Deposit for all SELC VET Programs - COE issuance
<b>VET enrolment fee Waived</b>	For all SELC VET Programs packaged with SELC English Language Programs