



# Bridge

## Business College

English Language Programs

# Welcome to Bridge Business College

## Why study at Bridge

### Message from the Principal

“

Bridge Business College believes in helping you find your way. Bridge is different to many other educational institutions. We understand that every student is different and that each of our students has their own needs, wants, ambitions, dreams and desires. At Bridge we see our key purpose as helping you find your way.

International education means many different things to different people. At Bridge we believe that your international education experience means you are a wayfarer – on your personal career and professional journey.

We are a bridge – we help you overcome the obstacles on your way.



Kiaran Green  
Principal



Small groups



Diverse mix of nationalities in class



Modern campus and learning facilities in Sydney CBD



Affordable tuition fees



Online course library



Free Workshops of IELTS and PTE preparation



Progress to business studies



Operating  
Since 1991



17 Vocational  
Qualifications



Over 2000 students  
currently studying



Students from  
over 70 Countries





# Our Campus

## Location

Bridge Business College is located at 11 York Street in the heart of Sydney's CBD. We are directly above Wynyard train station providing easy, convenient access for all. Minutes from the Opera House, Harbour Bridge, premier shopping areas and the beautiful harbour.

## Premises

Study English in a corporate setting. Located inside the Sydney Start-Up Hub. Bridge occupies 4 levels of expansive, innovative learning environments, from open space to traditional classrooms and computer labs accessible to all. With views overlooking parks and the harbour, the learning environment at Bridge is versatile and uplifting, creating a productive atmosphere for all type of learners.



# Course Progress

Quality programs enable you to learn faster and easily



### Elementary to Intermediate

**General English**  
Elementary  
Pre-Intermediate  
Intermediate

### Upper-Intermediate to Advanced

**General English**  
Upper-Intermediate  
**Cambridge FCE**  
**IELTS Preparation**

### Vocational study

**Certificate II, III, IV**  
**Diploma**  
**Advanced Diploma**



“ Find Your Way at Bridge



# English for General Purposes

The General English program at Bridge Business College helps students develop their essential English language skills to assist with everyday life in Australia and proceed to more specialised English language courses. For those new to English study, our elementary English program will ensure that you achieve all of the basic skills in English including how to speak confidently and understand spoken and written English.

**Duration:** 4 - 48 weeks

**Class Levels:** Elementary to Advanced

**Entry Requirements:** Basic conversational English (A1)

**Class Time :** **Morning** Monday to Thursday from 8:30am to 2:15pm  
**Evening** Monday to Friday from 3:45am to 8:00pm

**Course Fee Includes:**

- All course materials including textbooks
- Access to all College events, workshops and learning resources
- Free WiFi, Scanning, Printing and Photocopying
- A weekly programme of workshops
- Free IELTS and Cambridge classes on Fridays
- Free placement testing and proficiency assessments



## Morning Timetable \* Sample

20 hours plus additional (optional) workshops on Friday at 9:30 to 13:00.

	MON	TUE	WED	THU	FRI
<b>Session 1</b> 8:30 - 10:00 (1 h 30 m)	<b>Language [Coursebook]</b> Language / grammar / vocabulary / input				<b>OPTIONAL</b>  <b>English for IELTS</b> (additional workshop)  <b>English for Cambridge FCE</b> (additional non-compulsory class)  <b>English for PTE</b> (occasional workshop)
10:00-10:15	<b>Break</b>				
<b>Session 2</b> 10:15-12:00 (1 h 45 m)	<b>Usage [Focus on meaning]</b> Usage / application / form / pronunciation / language evaluation / intensive reading / intensive listening / language games / puzzles / songs				
12:00-12:30	<b>Break</b>				
<b>Session 3</b> 12:30-14:15 (1 h 45 m)	<b>Context and communication</b> Speaking and discussion / text creation / debate / public speaking / peer communication / role play / journal / e-learning activities / extended reading and writing / presentations				

## Evening Timetable \* Sample

20 hours plus additional (optional) workshops on Friday at 9:30 to 13:00.

	MON	TUE	WED	THU	FRI
<b>Session 1</b> 15:45 - 18:00 (2 h 15 m)	<b>Language [Coursebook]</b> Language / grammar / vocabulary / input	<b>Context and communication</b> Speaking and discussion / text creation / debate / public speaking / peer communication / role play / journal / e-learning activities / extended reading and writing / presentations		<b>Usage [Focus on meaning]</b> Journal/ e-learning	
18:00-18:15	<b>Break</b>				
<b>Session 2</b> 18:15-20:00 (1 h 45 m)	<b>Language [Coursebook]</b> Language / grammar / vocabulary / input	<b>Usage [Focus on meaning]</b> Role play/ simulation	<b>Context and communication</b> Speaking and discussion / text creation / debate / public speaking / peer communication / role play / journal / e-learning activities / extended reading and writing / presentations		



Contact Us for a Free Trial Lesson

## Cambridge FCE Preparation

The First Certificate in English (FCE) is a must for students with an upper intermediate level of English who want an internationally recognised language certification. The course strongly improves their practical language skills for both the workplace and an academic environment.

**Duration:** 12 weeks (20 hours per week)

**Class Levels:** Upper Intermediate (IELTS 5.5 equivalent)

**Entry Requirements:** Upper Intermediate level  
\* Please book in advance for an entry test

**Class Time :** Morning Full time  
Monday to Thursday from 8:30am to 2:15pm



### Sample Timetable

	MON	TUE	WED	THU	FRI
<b>Session 1</b> 8:30 - 10:00 (1 h 30 m)	Test Review	Vocabulary and Grammar	Speaking	Speaking Practice Test	<b>OPTIONAL Extra Class</b> 9:00-13:00  Revision and speaking/listening practice  Revision and reading/writing practice
10:00-10:15	<b>Break</b>				
<b>Session 2</b> 10:15-12:00 (1 h 45 m)	Test review + additional tasks	Listening	Reading Practice Test	Listening Practice Test	
12:00-12:30	<b>Break</b>				Individual Support
<b>Session 3</b> 12:30-14:15 (1 h 45 m)	Writing	Vocabulary and Grammar	Vocabulary and Grammar	Writing Practice Test	



*Teachers are really patient and we always have a good time!*

*Marlett from Mexico*

## IELTS Preparation

For Australian and international students wishing to maximize their performance in the IELTS exam. This course helps students develop the essential English language skills required to maximize performance on the IELTS academic exam. The IELTS exam is required for application to a range of tertiary education opportunities as well as in other academic and professional contexts.

The IELTS course also includes access to additional classes and small group tuition.

**Duration:** 4 - 24 weeks (20 hours per week)

**Entry Requirements:** Intermediate Level of English (IELTS 5.0 equivalent or higher) and approval of the Academic Director.  
\* Please book in advance for an entry test

**Class Time :** Morning Full time  
Monday to Thursday from 8:30am to 2:15pm



### Sample Timetable

	MON	TUE	WED	THU	FRI
<b>Session 1</b> 8:30 - 10:00 (1 h 30 m)	Test Review Performance target setting	Academic English Vocabulary and Grammar	Academic English Speaking and Vocabulary	Practice Test	<b>OPTIONAL</b>  <b>Free Workshop</b>
10:00-10:15	<b>Break</b>				
<b>Session 2</b> 10:15-12:00 (1 h 45 m)	Reading Test Review and additional tasks	Intensive Reading Comprehension and note-taking	Extensive Reading Grammar/Language and speed techniques	Practice Test	
12:00-12:30	<b>Break</b>				
<b>Session 3</b> 12:30-14:15 (1 h 45 m)	Intensive Writing Writing response practice	Speaking Practice Test	Intensive Listening Vocabulary and Grammar	Test analysis and exam technique review	



*I enjoy studying at Bridge because I have met so many people from all over the world. I have really improved my accuracy and fluency."*

*Juraj from Slovakia*



# Free Workshops

In addition to your English language program you will have the opportunity to join a variety of extra-curricular English and business related classes delivered face-to-face or online. Business workshops cover topics that enable you to improve your practical and professional English language skills including resume writing, interview techniques and developing your personal brand.

## IELTS PREPARATION

It runs once a week and covers all 4 macro skills: reading, writing, listening and speaking. IELTS prep workshops are voluntary and can be accessed at no extra charge for students from our language or VET programs. Small class sizes ensure your experience is first rate.

## JOB HUNT WORKSHOP

This is a practical workshop where your teacher provides valuable insights into getting work, role plays as well as becoming aware of current interview question and response techniques. If you want your resume to be read then you need to come to this class. Students also develop verbal and body language skills through job interview role plays and becoming aware of modern day interview question techniques.

## PTE PREPARATION

It runs once a week. The Pearson Test of English Academic (PTE Academic) is trusted by universities, colleges and governments around the world. It is the most unbiased proof of a candidate's English skills.

## ON-LINE ENTERPRISE SKILLS

Our enterprise skills program comprises a suite of over 100 short online courses from the 'must know' to the 'good to know' through to the 'just looks really interesting'. You can learn more about the principles of business communication, team work, marketing, project management, and negotiation tactics as well as stress releasing techniques like mindfulness and personal happiness. With 24/7 access, our learning management portal is a convenient way to learn on or off campus.



*I loved the small classes and the individual attention that the teacher gave to every student.*

*Miyu from Japan*

# English + Professional Training Program



Many students enrol in a business, professional or vocational course after completing an English program at Bridge Business College. Depending on the level and duration of your English course, you can consider a certificate, diploma or advanced diploma qualification.

\*Please note that all vocational programs have English language requirements and you will have to demonstrate an appropriate level of English.



Contact us to discuss your personalised learning package

## Sample packages with different qualification options

-  **Global Professional** - 1 year Program
  - 6 month English
    - + Certificate II or Certificate IV in Business
  - 3 month English
    - + Certificate IV in Human Resources
-  **Global Manager** - 2 year Program
  - 5 month English
    - + Certificate IV in Human Resources
    - + Diploma of Human Resources
  - 6 month English
    - + Certificate II in Business
    - + Certificate IV in Marketing & Communication
-  **Global Executive** - 3 year Program
  - 6 month English
    - + Diploma of Business
    - + Advanced Diploma of Business



# Practise English with Activities

We make learning a fun and memorable experience by combining engaging classroom activity with adventurous outdoor excursions. Come join a group of classmates from all round the world, learn English and have the experience of a lifetime. Our bright sunshine, beautiful harbour and beaches make Sydney a truly sparkling world city. The blue waters of Sydney harbour, the famous Sydney Harbour Bridge and the Opera house are all a short walk from our College. We include these attractions in our program to make sure our students get to see and experience the best of Sydney while studying with us.

## Outdoor learning activities

### **Bridge Walkabout English**

Discover Sydney while you improve your English and your fitness!

### **Sport and Outdoor Activities**

Let's go to the beach! sun and surf

### **Taronga Zoo**

Sydney's world-famous zoological park with a harbour view to die for

### **Eat and Drink**

A sophisticated food and drink scene

## *Also Bridge organises*

### **Tours and excursions**

- Surf camp
- Dolphin and whale watching
- Harbour Bridge Climb
- Bush walking
- Harbour cruise

# Accommodation Options

Regularly named in the top 10 most student-friendly cities in the world, there's no doubt that Sydney is one of the best places to live and study. There are several ways to find accommodation in Sydney.

## Homestay

Homestay accommodation provides opportunities to experience life in an Australian home and to improve your English language skills. Bridge Business College refers you to our selected homestay agencies to provide you with a safe and welcoming home environment.

Standard Homestay Program includes:

- A single room, where your host will provide a bed with appropriate linen, blankets and towels. Your room will be furnished with a bed, desk, chair, lamp and a place to store your clothes. You have the option of sharing accommodation in the same Homestay.
- Two meals provided every day (breakfast and dinner).
- Light lunches on the weekend, if you are at home.
- Access to a shared bathroom (you provide your own toiletries).
- Access to laundry facilities (the host provides washing detergent, you do your own washing and ironing).

Fees: Please contact us for more information.

## Student Accommodation

Students have a wide range of options to rent a furnished property - from single rooms to larger shared apartments in convenient locations across Sydney and close to transport and the college.

Please contact us for more information.

## Private Accommodation

If you would like to have an independent unit or house, you can look for accommodation with the help of many real-estate agencies. Please note that you will most likely need a reference and a steady income, which is sometimes hard if you haven't rented before or started working yet.

You can look at the rental market on:

[www.domain.com.au](http://www.domain.com.au)

[www.realestate.com.au/rent](http://www.realestate.com.au/rent)

# Student Services

Our Student Services Team is located on the Level 9. It is open 9 am to 5.30 pm from Monday to Friday.

Our friendly staff are here to help make your stay at Bridge Business College easier.

Come and see Student Services Team for:

- Help with your Enrolment, making payments
- Further study
- Information on College, Student activities and travel advice
- Accommodation advice and Job seeking advice





# How to Enrol



[www.bridgebc.edu.au](http://www.bridgebc.edu.au)

Enrolment can be done online. It is simple, easy and fast.



## Online enrolment is simple & easy

- APPLICATION
- OFFER LETTER and WRITTEN AGREEMENT
- PAYMENT
- CONFIRMATION OF ENROLMENT

## Step 1: Submit your application

If you have chosen your course, proceed to the enrolment section:

<https://coms.bridgebc.edu.au/EnrolApplication.aspx>

Start your application by filling in all required fields.

Upload your documents – depending whether you are applying for a student visa or not, you will need to upload the following documents along with your application:

### Applicants not requiring a student visa

- A copy of your passport
- A copy of your visa (if in Australia)

### Applicants requiring a student visa

- A copy of your passport
- A copy of your visa (if in Australia)
- OSHC details (if applicable)

Please note: Further documentation/s may be requested by Bridge admin team.

## Step 2: Offer letter and Written agreement

1. You will receive an ID and password in your email, which will allow you to login to the student portal and check on the progress of your application (go to [www.bridgebc.edu.au](http://www.bridgebc.edu.au) and click 'LOG IN')
2. We will issue an Offer Letter within 2-3 working days. Please note that an Offer Letter does not secure a place in the College, until your payment has been processed and a Confirmation of Enrolment is issued.
3. Download the 'Written Agreement' and read the Written Agreement carefully, checking that all the details are correct. Please click 'Accept' if you are happy with all the details.

## Step 3: Payment

Once you have accepted the Offer Letter and Written Agreement please make a payment. The available payment methods can be chosen from the options below:

### Option 1. Credit Card

You can pay by Visa or MasterCard at the college's payments desk or complete a Credit Card Authorisation Form.

### Option 2. Cash

You can pay by cash at college's payments desk between 9:00am to 5:00pm.

### Option 3. Direct Bank Deposit

Bridge Business College Bank Details:

**Bank Name:** St George  
**Bank Address:** 4-16 Montgomery Street, Kogarah, NSW 2217  
**Account Name:** Bridge Business College  
**Account Number:** 467587175  
**BSB Number:** 112 879  
**Swift Code:** SGBLAU2S

### Option 4. Western Union (If you are outside Australia)

You can transfer your payment to the College's bank account via Western Union. To make an off shore payment free of bank charges, please go to Western Union <http://www.geoforeducation.com/BBC> and complete the online payment application.

## Step 4: Confirmation

After you have made your payment, please scan and upload a receipt of your payment/remittance advice to your Document Library > Payment documents using the function 'Upload Documents'.



## Applying for an Australian Student Visa

To study a full-time English Course longer than 12 weeks in Australia, you'll need to apply for both admission to Bridge Business College and also for a student visa from the Australian Government.

A Student Visa in Australia is a temporary visa issued to non-Australian residents and is granted to students who are enrolled in a CRICOS registered, full time course in Australia. An Australian student visa can be issued with a multiple entry visa for the duration of your study in Australia so you can travel to and from Australia at any time within the visa period.

For more details about Student Visa requirement please refer to the Department of Home Affairs website.

<https://immi.homeaffairs.gov.au/visas/getting-a-visa/visa-listing/student-500>

### There are a number of steps you need to go through including:

- Submitting your application to Bridge Business College
- Receiving and accepting a Letter of Offer/Written Agreement
- Receiving your Confirmation of Enrolment (CoE)
- Applying for your student visa





## Contact Information

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