



International Student Course Guide

2020

RTO CODE: 70056

CRICOS CODE: 03675K

**THE
TERRITORY**
BOUNDLESS POSSIBLE

Alana Kaye
COLLEGE

Certificate III in Early Childhood Education and Care



COURSE CODE: CHC30113

CRICOS QUALIFICATION CODE: 097063E

Work in the early childhood services sector is both demanding and extremely rewarding. Desirable qualities for this work are patience, understanding, imagination, cheerfulness, energy, adaptability, physical fitness and a willingness to take responsibility.

This course reflects the role of early childhood educators in a range of early childhood education settings who work within the requirements of the Education and Care Services National Regulations and the National Quality Standard. They support the implementation of an approved learning framework, and support children's wellbeing, learning and development. Depending on the setting, educators may work under direct supervision or autonomously.

Work placement requirements is 120 hours over the course duration.

Applicants who have successfully completed Certificate III in Early Childhood Education and Care (CHC30113) may be eligible for up to 15 credits towards the 28 units of the Diploma of Early Childhood Education and Care (CHC50113) qualification.

CAREER OUTCOMES

Relevant job roles may include:

- Early childhood educator
- Child care worker

ASSESSMENTS

Assessments are made up of:

- Theory questions
- Scenario and case study
- Project Work
- On-the-job assessment
- Third Party Reports



COURSE STRUCTURE

There are 18 units of competency (modules) to be completed in this qualification.

CHCLEG001	Work legally and ethically
CHCECE001	Develop cultural competence
CHCDIV002	Promote Aboriginal and/or Torres Strait Islander cultural safety
HLTAID004	Provide an emergency first aid response in an education and care setting
CHCECE002	Ensure the health and safety of children
CHCPRT001	Identify and respond to children and young people at risk
CHCECE005	Provide care for babies and toddlers
CHCECE003	Provide care for children
CHCECE004	Promote and provide healthy food and drinks
CHCECE009	Use an approved learning framework to guide practice
HLTWHS001	Participate in workplace health and safety
CHCECE007	Develop positive and respectful relationships with children
CHCECE010	Support the holistic development of children in early childhood
CHCECE011	Provide experiences to support children's play and learning
CHCECE013	Use information about children to inform practice
BSBWOR301	Organise personal work priorities and development
CHCECE006	Support behaviour of children and young people
CHCECE012	Support children to connect with their world

COURSE DURATION

4 terms (10 weeks each + holidays)

COURSE COST

AU \$6,500

REQUIRED

Access to internet and email

ALANA KAYE STUDENT SUPPORT

We have expert trainers and a very helpful student support team to assist you through this learning program.

DELIVERY METHOD

Face to face contact of 20 hours per week. Work placement at an early childcare facility within 50kms of Alana Kaye College campus. Alana Kaye College support staff will organise this work placement.

ENTRY REQUIREMENTS

1. Students must be aged 18 years or above
2. English language test score:
 - a. Equivalent of IELTS 5.5 or higher
 - b. Test of English as a Foreign Language (TOEFL) internet based test 46
 - c. Cambridge English: Advanced (Certificate in Advanced English) 162
 - d. Pearson Test of English Academic 42

Diploma of Early Childhood Education and Care



COURSE CODE: CHC50113

CRICOS QUALIFICATION CODE: 097064D

Work in the early childhood services sector is both demanding and extremely rewarding. Desirable qualities for this work are patience, understanding, imagination, cheerfulness, energy, adaptability, physical fitness and a willingness to take responsibility.

This course reflects the role of early childhood educators who are responsible for designing and implementing curriculum in early childhood education and care services, within the approved learning framework requirements of the Education and Care Services, Australian national regulations and the National Quality Standards.

Current work placement is 240 hours over the course duration.

Current work placement for students holding an international student visa, who have recently completed Certificate III in Early Childhood Education and Care (CHC30113), is approximately 120 hours.

Applicants who have successfully completed Certificate III in Early Childhood Education and Care (CHC30113) may be eligible for up to 13 credits towards the 28 units of this Diploma qualification.

CAREER OUTCOMES

Relevant job roles may include:

- Nominated Supervisor
- Early childhood educator
- Child care worker

ASSESSMENTS

Assessments are made up of:

- Theory questions
- Scenario and case study
- Project Work
- On-the-job assessment
- Third Party Reports



COURSE STRUCTURE

There are 28 units of competency (modules) to be completed in this qualification.

CHCLEG001	Work legally and ethically
CHCECE001	Develop cultural competence
CHCDIV002	Promote Aboriginal and/or Torres Strait Islander cultural safety
HLTAID004	Provide an emergency first aid response in an education and care setting
CHCECE002	Ensure the health and safety of children
CHCPRT001	Identify and respond to children and young people at risk
CHCECE005	Provide care for babies and toddlers
CHCECE003	Provide care for children
CHCECE004	Promote and provide healthy food and drinks
CHCECE009	Use an approved learning framework to guide practice
HLTWHS003	Maintain work health and safety
CHCECE007	Develop positive and respectful relationships with children
CHCECE016	Establish and maintain a safe and healthy environment for children
CHCECE025	Embed sustainable practices in service operations
CHCECE017	Foster the holistic development and wellbeing of the child in early childhood
CHCECE018	Nurture creativity in children
CHCECE020	Establish and implement plans for developing cooperative behaviour
CHCECE021	Implement strategies for the inclusion of all children
CHCECE026	Work in partnership with families to provide appropriate education and care for children
CHCECE023	Analyse information to inform learning
CHCECE024	Design and implement the curriculum to foster children's learning and development
CHCECE022	Promote children's agency
CHCECE019	Facilitate compliance in an education and care service
CHCECE010	Support the holistic development of children in early childhood
CHCECE011	Provide experiences to support children's play and learning
CHCMGT003	Lead the work team
CHCPRP003	Reflect on and improve own professional practice
CHCDIV001	Work with diverse people

COURSE DURATION

8 terms (10 weeks each + holidays)

DELIVERY METHOD

Face to face contact of 20 hours per week. Work placement at an early childcare facility within 50kms of Alana Kaye College campus. Alana Kaye College support staff will organise this work placement.

COURSE COST

A\$16,500

UNIVERSITY ARTICULATION

Graduates can gain up to a year off the Bachelor of Education Early Childhood Teaching.

REQUIRED

Access to internet and email

ENTRY REQUIREMENTS

1. Students must be aged 18 years or above
2. English language test score:
 - a. Equivalent of IELTS 5.5 or higher
 - b. Test of English as a Foreign Language (TOEFL) internet based test 46
 - c. Cambridge English: Advanced (Certificate in Advanced English) 162
 - d. Pearson Test of English Academic 42

ALANA KAYE STUDENT SUPPORT

We have expert trainers and a very helpful student support team to assist you through this learning program.

Certificate III in Individual Support



COURSE CODE: CHC33015

CRICOS QUALIFICATION CODE: 097994F

The Certificate III in Individual Support will prepare people for work in community and/or residential settings to follow individualised plans to provide person-centred support to people who may require assistance due to ageing, disability or some other reason. Individual support workers provide assistance in caring for patients in nursing homes, hospitals or clinics. Workers will be expected to perform a range of tasks which may include: following care plans to provide care to clients, assisting with personal care (showering, bathing, shaving, toileting, oral hygiene, dressing), assisting with meals and feeding, assisting clients to move around, assisting with lifting and turning clients who are immobile or confined to bed and communicating with families. The job role requires a person who is patient, has good communication skills, uses discretion and judgement, has a commitment to the rights of elderly and disabled people to live dignified lives and who takes responsibility for their own outputs. Workers have a range of factual, technical and procedural knowledge, as well as some theoretical knowledge of the concepts and practices required to provide person-centred support.

Work placement requirements is 120 hours over the duration of the course.

Students can enter directly into the Certificate III in Individual Support (CHC33015) without prior qualifications. Students may choose to enrol into a double qualification with Certificate IV in Ageing Support (CHC43015) or Diploma of Community Services (CHC52015).

CAREER OUTCOMES

In-Home Respite Worker, Nurse's Aide, Community Care Worker, Disability Service Officer, Care Assistant, Care Worker, Community House Worker, Home Care Assistant, Residential Care Worker, Residential Support Worker, Senior Personal Care Assistant, Transport Support Worker, Field Officer (Community Services), Family Support Worker

ASSESSMENTS

Assessments are made up of:

- Theory questions
- Scenario and case study
- Project Work
- On-the-job assessment
- Third Party Reports



COURSE STRUCTURE

There are 13 units of competency (modules) to be completed in this qualification.

- HLTAID003** Provide first aid
- CHCDIV001** Work with diverse people
- CHCCCS015** Provide individualised support
- CHCCOM005** Communicate and work in health or community services
- CHCLEG001** Work legally and ethically
- CHCCCS023** Support independence and well being
- HLTAAP001** Recognise healthy body systems
- HLTWHS002** Follow safe work practices for direct client care

AGEING Specialisation

- CHCAGE001** Facilitate the empowerment of older people
- CHCAGE005** Provide support to people living with dementia
- CHCCCS011** Meet personal support needs
- CHCHCS001** Provide home and community support services
- CHCPAL001** Delivery care services using a palliative approach

DISABILITY Specialisation

- CHCDIS001** Contribute to ongoing skills development using a strengths-based approach
- CHCDIS002** Follow established person-centred behaviour supports
- CHCDIS003** Support community participation and social inclusion
- CHCDIS007** Facilitate the empowerment of people with disability
- CHCHCS001** Provide home and community support services

COURSE DURATION

4 terms (10 weeks each + holidays)

COURSE COST

A\$6,500

REQUIRED

Access to internet and email

ALANA KAYE STUDENT SUPPORT

We have expert trainers and a very helpful student support team to assist you through this learning program.

DELIVERY METHOD

Face to face contact of 20 hours per week. Work placement at an aged care, home and community, disability or community service organisation within 50kms of Alana Kaye College's campus. Alana Kaye College support staff will organise this work placement.

ENTRY REQUIREMENTS

- Students must be aged 18 years or above
- English language test score:
 - Equivalent of IELTS 5.5 or higher
 - Test of English as a Foreign Language (TOEFL) internet based test 46
 - Cambridge English: Advanced (Certificate in Advanced English) 162
 - Pearson Test of English Academic 42

Certificate IV in Ageing Support



COURSE CODE: CHC43015

CRICOS QUALIFICATION CODE: 097995E

The Certificate IV in Ageing Support will prepare people for employment as support workers providing individual care to elderly people in home, community, residential or health settings. The course enables you to empower and encourage seniors, and older individuals in the community, to live more productive and satisfying lives associated with positive ageing. The job role requires a person who is patient, has good communication skills, and has a commitment to the rights of the elderly. Workers may be expected to perform a range of tasks including, assisting with personal care (showering, bathing, shaving, toileting, oral hygiene, dressing), assisting with meals and feeding, assisting clients to move around and to lift and turn clients who are immobile or confined to bed and communicating with families. Workers will take responsibility for their own outputs within defined organisation guidelines and maintain quality service delivery through the development, facilitation and review of individualised service planning and delivery. Workers may be required to demonstrate leadership and have limited responsibility for the organisation and the quantity and quality of outputs of others within limited parameters. The health and aged care sector is experiencing strong growth in many countries.

Work placement requirements is 120 hours over the duration of the course.

Students can enter directly into the Certificate IV in Ageing Support (CHC43015) without prior qualifications. Students may choose to enrol into a double qualification with Certificate III in Individual Support (CHC33015) or Diploma of Community Services (CHC52015). Applicants who have successfully completed Certificate III in Individual Support (ageing specialisation) may be eligible for up to 9 credits towards the Certificate IV in Ageing Support.

CAREER OUTCOMES

Residential Care Worker, Support Worker (Community Services), Personal Care Worker, Personal Care Provider, Aged Care Activity Worker, Care Service Team Leader

ASSESSMENTS

Assessments are made up of:

- Theory questions
- Scenario and case study
- Project Work
- On-the-job assessment
- Third Party Reports



COURSE STRUCTURE

There are **18 units of competency (modules)** to be completed in this qualification.

HLTAID003	Provide first aid
CHCDIV001	Work with diverse people
CHCAGE003	Coordinate services for older people
CHCLEG003	Manage legal and ethical compliance
CHCCCS023	Support independence and well being
HLTAAP001	Recognise healthy body systems
HLTWHS002	Follow safe work practices for direct client care
CHCAGE001	Facilitate the empowerment of older people
CHCAGE005	Provide support to people living with dementia
CHCCCS011	Meet personal support needs
CHCCCS006	Facilitate individual service planning and delivery
CHCADV001	Facilitate the interests and rights of clients
CHCAGE004	Implement interventions with older people at risk
CHCCCS025	Support relationships with carers and families
CHCPAL001	Deliver care services using a palliative approach
CHCPRP001	Develop and maintain networks and collaborative partnerships
CHCAGE002	Implement falls prevention strategies
CHCCCS015	Provide individualised support

COURSE DURATION

6 terms (10 weeks each + holidays)

COURSE COST

A\$9,500

REQUIRED

Access to internet and email

ALANA KAYE STUDENT SUPPORT

We have expert trainers and a very helpful student support team to assist you through this learning program.

DELIVERY METHOD

Face to face contact of 20 hours per week. Work placement at an aged care, home and community, disability or community service organisation within 50kms of Alana Kaye College's campus. Alana Kaye College support staff will organise this work placement.

ENTRY REQUIREMENTS

1. Students must be aged 18 years or above
2. English language test score:
 - a. Equivalent of IELTS 5.5 or higher
 - b. Test of English as a Foreign Language (TOEFL) internet based test 46
 - c. Cambridge English: Advanced (Certificate in Advanced English) 162
 - d. Pearson Test of English Academic 42

Diploma of Community Services



COURSE CODE: CHC52015

CRICOS QUALIFICATION CODE: 097996D

The Diploma of Community Services reflects the roles of community services, case management and social housing workers involved in managing, co-ordinating and/or delivering person-centred services to individuals, groups and communities. You will develop the skills to work with a wide range of clients including children and young people, families, older people and clients from culturally diverse backgrounds, and will assist them through a range of social and personal issues including family support, homelessness, domestic violence and drug and alcohol issues. At this level, workers have specialised skills in community services and work autonomously under broad directions from senior management. Workers are usually providing direct support to individuals or groups of individuals. Workers may also have responsibility for the supervision of other workers and volunteers and/or case management; program coordination or the development of new business opportunities.

Work placement requirements is 100 hours over the duration of the course.

Students can enter directly into the Diploma of Community Services (CHC52015) without prior qualifications. Students may choose to enrol into a double qualification with Certificate III in Individual Support (CHC33015) or Certificate IV in Ageing Support (CHC43015). Applicants who have successfully completed Certificate IV in Ageing Support may be eligible for up to 2 credits towards the Diploma of Community Services (CHC52015).



CAREER OUTCOMES

Community Care Manager, Care Team Leader, Family Services Coordinator, Community Development Worker for Social Housing, Housing Manager, Community Worker, Community Services Coordinator, Case Coordinator, Family Support Worker, Welfare Support Worker, Youth Worker, Disability Team Leader, Community Housing Worker, Community Work Coordinator.

ASSESSMENTS

Assessments are made up of:

- Theory questions
- Scenario and case study
- Project Work
- On-the-job assessment
- Third Party Reports

COURSE STRUCTURE

There are 16 units of competency (modules) to be completed in this qualification.

HLTAID003	Provide first aid
HLTWHS004	Manage work health and safety
CHCDIV003	Manage and promote diversity
CHCLEG003	Manage legal and ethical compliance
CHCCCS007	Develop and implement service programs
CHCCSM004	Coordinate complex case requirements
CHCCOM003	Develop workplace communication strategies
CHCDEV002	Analyse impacts of sociological factors on clients in community work and services
CHCMGT005	Facilitate workplace debriefing and support processes
CHCCCS004	Assess co-existing needs
CHCAOD004	Assess needs of client with alcohol and other drugs issues
CHCCSM006	Provide case management supervision
CHCCSM007	Undertake case management in a child protection framework
CHCCCS019	Recognise and respond to crisis situations
CHCCSM005	Develop, facilitate and review all aspects of case management
CHCPRP003	Reflect on and improve own professional practice

COURSE DURATION

6 terms (10 weeks each + holidays)

COURSE COST

A\$12,500

DELIVERY METHOD

Face to face contact of 20 hours per week. Work placement at a community service organisation within 50kms of Alana Kaye College's campus. Alana Kaye College support staff will organise this work placement.

REQUIRED

Access to internet and email

ENTRY REQUIREMENTS

1. Students must be aged 18 years or above
2. English language test score:
 - a. Equivalent of IELTS 5.5 or higher
 - b. Test of English as a Foreign Language (TOEFL) internet based test 46
 - c. Cambridge English: Advanced (Certificate in Advanced English) 162
 - d. Pearson Test of English Academic 42

ALANA KAYE STUDENT SUPPORT

We have expert trainers and a very helpful student support team to assist you through this learning program.

Diploma of Leadership and Management



COURSE CODE: BSB51918

CRICOS QUALIFICATION CODE: 098928G

The Diploma of Leadership and Management will provide you with leadership skills to effectively manage teams, improve workplace relationships, manage human resources and contribute to strategic and business planning across a range of enterprises. You will develop skills in project planning, budgeting, people performance and managing team effectiveness for business improvement.

The Diploma of Leadership and Management reflects the role of individuals who apply knowledge, practical skills and experience in leadership and management across a range of enterprise and industry contexts. Individuals at this level display initiative and judgement in planning, organising, implementing and monitoring their own workload and the workload of others. They use communication skills to support individuals and teams to meet organisational or enterprise requirements. They plan, design, apply and evaluate solutions to unpredictable problems, and identify, analyse and synthesise information from a variety of sources.

Students can enter directly into the Diploma of Leadership and Management (BSB51915) without prior qualifications. Students may choose to enrol into a double qualification with Advanced Diploma of Leadership and Management (BSB61015) or Diploma of Human Resource Management (BSB50615).



CAREER OUTCOMES

Business Manager, General Manager, Team Leader, Frontline Manager, Sales Manager

COURSE STRUCTURE

There are 12 units of competency (modules) to be completed in this qualification.

- BSBLDR511** Develop and use emotional intelligence
- BSBMGT517** Manage operational plan
- BSBLDR502** Lead and manage effective workplace relationships
- BSBWOR502** Lead and manage team effectiveness
- BSBHRM405** Support the recruitment, selection and induction staff
- BSBMGT502** Manage people performance
- BSBWHS521** Ensure a safe workplace for a work area
- BSBPMG522** Undertake project work
- BSBHRM513** Manage workforce planning
- BSBMGT516** Facilitate continuous improvement
- BSBLED501** Develop a workplace learning environment
- BSBWRK520** Manage employee relations

COURSE DURATION

4 terms (10 weeks each + holidays)

COURSE COST

A\$10,500

REQUIRED

Access to internet and email

ALANA KAYE STUDENT SUPPORT

We have expert trainers and a very helpful student support team to assist you through this learning program.

DELIVERY METHOD

Face to face contact of 20 hours per week. Work placement at an early childcare facility within 50kms of Alana Kaye College campus. Alana Kaye College support staff will organise this work placement.

ENTRY REQUIREMENTS

1. Students must be aged 18 years or above
2. English language test score:
 - a. Equivalent of IELTS 5.5 or higher
 - b. Test of English as a Foreign Language (TOEFL) internet based test 46
 - c. Cambridge English: Advanced (Certificate in Advanced English) 162
 - d. Pearson Test of English Academic 42

Advanced Diploma of Leadership and Management



COURSE CODE: BSB61015

CRICOS QUALIFICATION CODE: 097532C

The Advanced Diploma of Leadership and Management will strengthen leadership skills and abilities in all areas of management. This course provides skills in leadership, change management, financial management, human resources, business and strategic planning. It is ideal for learners with previous workplace experience ideally with leadership and management responsibility.

The Advanced Diploma of Leadership and Management 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.

Students can enter directly into the Advanced Diploma of Leadership and Management (BSB61015) without prior qualifications. Prior leadership and management experience is desirable. Students may choose to enrol into a double qualification with Diploma of Leadership and Management (BSB51915) or Diploma of Human Resource Management (BSB50615).



CAREER OUTCOMES

Corporate General Manager, Senior Executive, Senior Administrator, Regional Manager, Department Manager

COURSE STRUCTURE

There are 12 units of competency (modules) to be completed in this qualification.

BSBFIM601	Manage finances
BSBINN601	Lead and manage organisational change
BSBMGT605	Provide leadership across the organisation
BSBMGT617	Develop and implement a business plan
BSBDIV601	Develop and implement diversity policy
BSBHRM602	Manage human resources strategic planning
BSBMGT624	Develop and implement corporate social responsibility
BSBMKG609	Develop a marketing plan
BSBMGT608	Manage innovation and continuous improvement
BSBMGT615	Contribute to organisation development
BSBMGT616	Develop and implement strategic plans
BSBSUS501	Develop workplace policy and procedures for sustainability

COURSE DURATION

4 terms (10 weeks each + holidays)

COURSE COST

A\$12,500

REQUIRED

Access to internet and email

ALANA KAYE STUDENT SUPPORT

We have expert trainers and a very helpful student support team to assist you through this learning program.

DELIVERY METHOD

Face to face contact of 20 hours per week. Work placement at an early childcare facility within 50kms of Alana Kaye College campus. Alana Kaye College support staff will organise this work placement.

ENTRY REQUIREMENTS

1. Students must be aged 18 years or above
2. English language test score:
 - a. Equivalent of IELTS 5.5 or higher
 - b. Test of English as a Foreign Language (TOEFL) internet based test 46
 - c. Cambridge English: Advanced (Certificate in Advanced English) 162
 - d. Pearson Test of English Academic 42

THE ENROLMENT PROCESS

1

Submit your application with the following documents:

- A certified true copy of your passport
- A certified true copy of your evidence of English language level (IELTS 5.5 or equivalent)
- A certified true copy of any relevant degrees certificates/testamurs or professional qualifications
- Copy of current visa for onshore students
- Complete Genuine Temporary Entrant (GTE) forms with Statement of Purpose (SOP) - offshore students
- Evidence of financial capacity – offshore student
- Latest Resume – offshore student

2

If your application is successful, an offer including the following documents will be made to you:

- Letter of Enrolment Offer and Student Acceptance Agreement
- Name, course, commencement date and duration of the course for which you are offered a place
- Tuition fees and other costs
- Invoice for tuition fees and other costs

3

Once you receive your offer, you will need to forward the following to Alana Kaye College:

- Signed International Student Acceptance Agreement
- Copy of receipt of payment of fees
- Copy of overseas student health cover
- Copy of police check (if required)



Work Placement

Alana Kaye College will source a suitable work placement venue for you relevant to your course of study (if applicable). Alternatively, you may suggest an organisation at which to undertake placement, however this will be subject to approval by Alana Kaye College.

For most work placements you will require a Police Check (particularly for working with children). You will also require a Working with Children card which can be accessed upon arrival into Australia. To receive a Working with Children card you will need to provide a Police Check prior to arriving in Australia (translated into English) and bring this with you.

Contact Details

DARWIN CAMPUS:

38 Woods Street, Darwin, Northern Territory 0800

WINNELLIE CAMPUS

Unit 2, 390 Stuart Highway, Winnellie, Northern Territory 0821

T: +61 8 8942 6100; +61 429 679550

E: international@alanakaye.edu.au

www.alanakaye.edu.au/international

AUSTRALIAN REGISTERED TRAINING ORGANISATION

PROVIDER CODE: 70056

CRICOS PROVIDER CODE: 03675K