



2025

Unity Skills College of Health

International Student Prospectus



RTO Code:45045 | Cricos : 03946C

Welcome from Unity Skills College of Health	4
About Unity Skills College of Health	5
Why choose Unity Skills?	6
Why Study in Australia?	8
Studying in Melbourne.....	8
Australian Qualifications Framework	10
Student Support and Services.....	11
Please check the information for the following section	11
Other Useful Information.....	11
Unity Skills College of Health Commitment	12
Life at Unity Skills College of Health.....	12
Student Responsibilities, Expectations and Unity Skills College of Health Commitments	13
Courses at Unity Skills College of Health.....	15
BSB50120 - Diploma of Business.....	16
BSB50120 - Diploma of Business Course Structure	17
BSB40820 – Certificate IV in Marketing and Communication	18
BSB40820 – Certificate IV in Marketing and Communication Course Structure.....	19
BSB50620 - Diploma of Marketing and Communication.....	20
BSB50620 – Diploma of Marketing and Communication Course Structure.....	21
BSB60520 – Advanced Diploma of Marketing and Communication	23
BSB60520 – Advanced Diploma of Marketing and Communication Course Structure.....	24
BSB50420 – Diploma of Leadership and Management	26
BSB50420 – Diploma of Leadership and Management Course Structure.....	28
BSB60420 – Advanced Diploma of Leadership and Management.....	29
BSB60420 – Advanced Diploma of Leadership and Management Course Structure	30
BSB80120 Graduate Diploma of Management (Learning)	31
Course Structure:	32
CHC30121 – Certificate III in Early Childhood Education and Care	33
CHC30121 – Certificate III in Early Childhood Education and Care Course Structure.....	34
CHC50125 – Diploma of Early Childhood Education and Care	36
CHC50215 – Diploma of Early Childhood Education and Care Course Structure	38
CHC33021 Certificate III in Individual Support.....	39
Course Structure:	41
CHC43015 Certificate IV in Ageing Support.....	42
Course Structure:	43
CHC52025 Diploma of Community Services (Case Management).....	45
Employment pathways:	46
Course Structure:	46
AUR30620 - Certificate III in Light Vehicle Mechanical Technology	48
Course Structure:	49

AUR40216 - Certificate IV in Automotive Mechanical Diagnosis	51
Course Structure:	52
General English Course Information	53
EAP Course Information	54
How to Apply (International Students)	56
How to Apply (Domestic Students)	58
Refund.....	59
Transfer between Registered Providers	60
Deferring, Suspending and Cancelling Overseas Student Enrolment	61
RPL and Credit Transfer	62
Complaints and Appeals	64
Student Support	65





Welcome from Unity Skills College of Health

It is our pleasure to welcome you as you begin your learning journey with USCH.

USCH was established as a Registered Training Organisation under Australian Skills Quality Authority (ASQA), the national regulatory body. USCH has developed the concept of professionalism that reflects the responsibilities embraced by our academic staff, characterized by dedication, commitment, and ethical conduct. We strive to deliver Australian qualification to the highest possible standards to overseas students in Australia.

We remain committed to ensuring that USCH graduates possess the technical skills, knowledge, applied research and professional industry competencies necessary to succeed in the international workforce.

USCH invites professionals from the corporate sectors and academics with industry-relevant experience to teach and train essential skills for the labour market, maintaining a balance between theory and practice. This approach provides learners with direct access to practical knowledge through industry-experienced trainer/facilitators. Additionally, each student is supported by an allocated mentor to help develop the confidence needed to compete in his or her chosen industry. Beyond this, USCH earnestly endeavours to nurture ethical values in its students to become responsible global citizens.

USCH offers flexibility in content and delivery methods. We believe in embedding the required skills and knowledge within our current curriculum using innovative teaching and learning methods. Our goal is to develop critical thinking and research skills that will enable students to pursue a successful pathway to higher education.

Our dedicated team is eager to support your academic endeavours, and on behalf of Unity Skills academic and administrative staff, we warmly welcome you to our community.



About Unity Skills College of Health

USCH is a Registered Training Organisation (RTO) in Australia. We offer a diverse range of vocational courses to both domestic and international students. We also provide English courses to international students. Demanding academic programs, high-quality education, and a pleasant environment make USCH an ideal choice for vocational qualification training.

Our aim is to provide students with high-quality training in the vocational sector to enhance their skills and knowledge. We are committed to provide a supportive environment and the necessary facilities to enable USCH students to acquire the employability skills required to adapt to ever-changing industry demands, ensuring they remain competitive and productive in their chosen field of study.

Our campus is situated in the heart of Melbourne's central business district (CBD), within walking distance to the world-renowned Flinders Street Railway Station. Flinders Street station is located at the corner of Finders and Swanston Streets and serves the entire metropolitan rail network. Situated along the city reach of the Yarra River, the station complex covers two city blocks, extending from Swanston Street to Queen Street. This prime location means students will undertake their face-to-face training near some of the Australia's best hospitality and tourism operations.

The USCH campus is easily accessible by all forms of public transport. Students are within walking distance of various stores, supermarkets, banks, post office and restaurants.



Why choose Unity Skills?

Cost Effective

USCH programs are competitive in the marketplace. Our pricing structure gives students confidence that they are receiving value for their investment.

Campus

The campus is located in the heart of the Melbourne Central Business District (CBD). Public transport (trains, trams and buses) is accessible to and from the campus 7 days a week. Unity Skills's facilities include modern classrooms, computer labs, and other training facilities designed to help you to get the most out of your study.

Teaching Staff

Unity Skills trainers and assessors are experienced, enthusiastic and dedicated, and deliver well-prepared and engaging lessons for all language courses and VET qualifications within Unity Skills's Scope of Registration. All trainers and assessors hold a Certificate IV in Training and Assessment, along with extensive experience in their relevant industries.

Flexible Learning

We provide flexible study options. Students can select from a wide range of timetabling options that best suit their needs. All scheduled classes are face-to-face and classroom-based at Unity Skills campus.

Modern Technology and Resources

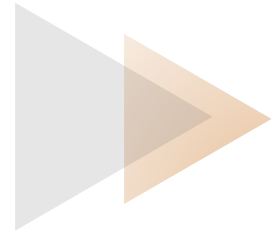
Our computer labs are equipped with modern technology and are accessible to assist students during their studies. Students have free access to the internet for personal use during their enrolment with us on campus.

Student Support Services

Our Student Support Services strive to provide the best possible student engagement and support. With a

commitment to meeting students' needs, our small campus, low class sizes and personal approach allow us to interact with students as often as they needed. Our trained friendly support staff provide a convenient 'drop in' support service.

For more detail please visit <https://uscohealth.edu.au>





Why Study in Australia?

Studying in Australia

Australia is an incredible country to live and travel. It is a nation that is diverse in its culture and environment. Its people are friendly and relaxed.

They have chosen Australia for several reasons:

- Australia has a high-quality education system,
- Australia offers traditional education in reputable colleges and universities,
- Australian universities and colleges have established networks of support to help overseas students,
- The Australian education system includes informality and accessibility of academic staff, the availability of computers, small group classes and close supervision,
- Living costs and tuition costs compare well with other countries,
- Most overseas students are permitted to work part-time,
- Australia is a safe, stable country with a pleasant climate, and
- Australia welcomes overseas students.

Read more on <https://www.studiesinaustralia.com/studying-in-australia/why-study-in-australia>

Studying in Melbourne

Melbourne is the capital city of the state of Victoria. It is situated on the Yarra River and around Port Phillip Bay

with beautiful beaches and water sports facilities. It is a beautiful spacious city with all the parks, gardens, sporting venues and scenic places.

Students from all over the world come to Australia to take advantage of our world-class education, and to enjoy our friendly hospitality and cultural diversity.

Melbourne is the world's most liveable city

For seven years in a row, Melbourne has been voted the world's most liveable city by the Economic Intelligence Unit. Melbourne has scored 97.5 out of 100. Melbourne's high performance in education, culture, environment, infrastructure, low crime rate and affordable living all contribute to this very high ranking. It is also the highly sought-after place for a variety of cultural and sports events. Melbourne is attractive in tertiary education with a large variety of options in the public and private education space.

Our universities rank in the World's best

QS World University Rankings place six of Victoria's 10 universities in the top-ranked universities in the world. Victoria is a global knowledge hub and we attract the world's best academics and researchers. Whether your study involves research, technical training, and English language or business you'll learn with the best.

Australia's best student city

In 2017, QS Best Student Cities awarded Melbourne as Australia's best student city and the fifth best in the world. Key features such as Victoria's high standard and quality of living, vibrant multicultural society and social inclusion attracted 175,000 international students to Victoria in 2016. Often called Australia's cultural capital, Melbourne is home to the attractions that make the Australian lifestyle so appealing.

ReadMoreat:<https://www.studymelbourne.vic.gov.au/why-study-in-melbourne/top-reasons-to-study-in-melbourne>



Australian Qualifications Framework

AQF Level	Qualification Type	Volume of Learning
Level 10	Doctoral Degree	3 – 4 years
Level 9	Master Degree	1 – 2 years
Level 8	Bachelor Honours Degree Graduate Certificate Graduate Diploma	1 year 0.5 – 1 year 1 – 2 years
Level 7	Bachelor Degree	3 – 4 years
Level 6	Advanced Diploma Associate Degree	1.5 – 2 years 2 years
Level 5	Diploma	1 – 2 years
Level 4	Certificate 4	0.5 – 2 years
Level 3	Certificate 3	1 – 2 years
Level 2	Certificate 2	0.5 – 1 year
Level 1	Certificate 1	0.5 – 1 year

Student Support and Services

Unity Skills has a range of support services and assistance available to students. All support services on-campus are free of charge. Some referred services external to the College may come at a charge determined by the provider of the service.

Student Orientation

You are required to participate in an orientation session prior to the start of your course. During orientation you will be provided with detailed information on life and study in Melbourne and Unity Skills, course information and requirements, the LLN test and the enrolment process to ensure a smooth start to your course. You will also receive general information on College policies, services and student responsibilities.

Complaints and Appeals

Unity Skills has established complaints and appeals policy and procedure, which can be accessed on the College's website:

<https://penfold.edu.au/policies-procedures-and-forms/>

[Please check the website](#)

Academic Support

Unity Skills provides academic support for all Unity Skills students. The learning support and academic consultation with the trainers are available on appointment and/or scheduled in the timetable. The Unity Skills Learning Advisor will help you develop your understanding with assessments through individual help sessions and academic workshops.

For more information, please visit: <https://penfold.edu.au/student-services/>

[Please check the website](#)

[Please check the information for the following section](#)

Other Useful Information

Education Services for Overseas Students

The Education Services for Overseas Students Act 2000, or ESOS Act, establishes legislative requirements and standards for the regulation of education and training institutions offering courses to international students in Australia on a student visa. In particular, ESOS provides tuition protection for international students.

For more information, please visit: <https://internationaleducation.gov.au/Regulatory-Information/Pages/Regulatoryinformation.aspx>

Tuition Protection Service

The Tuition Protection Service (TPS) is a government initiative protecting international students in the event that an education provider is unable to fulfil their obligation to deliver the agreed course of study. The TPS ensures that international students are able to complete their study in another course or with another education provider or that they get a refund of their unspent tuition fees.

For more information, please visit: <https://tps.gov.au/StaticContent/Get/StudentInformation>

[Please check the website](#)

Unique Student Identifier

The Unique Student Identifier (USI) ensures that you have access to all your training records online at any time. It makes life easier for you and your employer. If you are a continuing student in Vocational Education, Unity Skills

needs your USI number before issuing qualification or if you are new student, you can create your USI or, Unity Skills can apply for your USI on your behalf.

For more information, please visit: <https://www.usi.gov.au/students>

Living Costs in Australia

Knowing the average living costs in Australia is an important part of your financial preparation. For your reference, there are some of the costs associated with living and studying, in Australia. For more information, please see links below.

For more information, please visit: <http://www.studyinaustralia.gov.au/global/live-in-australia/living-costs>

Unity Skills College of Health Commitment

Privacy Statement

Personal information may be collected and disclosed to relevant VET regulatory bodies, which may include verification of a student's previous qualification, NCVER, Commonwealth and State Agencies and Department of Education. Commonwealth and State government agencies will be granted access to enrolment information as requested for specific purposes.

Privacy provisions set out how Unity Skills will collect, use, keep, secure and disclose personal information that it has obtained. This also gives the individual or students the right to know that information Unity Skills holds about them and establishes a right to correct that information if it is incorrect.

Training and Assessment

Unity Skills will provide high quality training resources to ensure that the student enrolled in a course of study will have the best possible chance of completing the competency requirements with reasonable support and in a timely manner.

Issue of Certificates

On successful completion of all course work and assessment, and full payment of the course fee, USCH will issue you appropriate transcripts and Qualification Certificate.

Assessment

Assessment for each unit of competence includes a range of approaches to allow students a number of different ways to demonstrate competence. Assessment will include practical demonstration of competence, written questions, case study, written reports, participation in role-plays and classroom activities.

Reassessment

Students will have opportunity to undertake two supplementary assessments in each unit for which they have been deemed Not Yet Competent (NYC). All reassessment procedures will be provided to students at no charges.

Life at Unity Skills College of Health

At USCH, you will find many exciting ways to meet with new people from diverse culture and religion. You can take on new interests and have fun while your learning journey start with Unity Skills to achieve your dream career. Unity Skills will provide you opportunities to interact with your classmates and trainer/assessor/support officers during your learning experience in your chosen field.

Whether you decide to share a house with friends or commute from home, life as a student at Unity Skills is full of opportunities to interact with your classmates and the trainers and staff. With a range of activities, events, social gathering and great training and delivery facilities, you will get the most out of the student lifestyle at

Unity Skills campus.

When you study on-campus, you will get opportunities to develop friendship that may last a lifetime, with students from a variety of backgrounds.

The campus may, however, sometimes seem to be an overwhelming or unfamiliar place, especially for international students away from home for the first time or removed from their usual support networks. USCH, therefore, provides support and advice on welfare, counselling and staff who can help students with their concerns.

For more information, please visit: www.uscohealth.edu.au (link is wrong)

Student Responsibilities, Expectations and Unity Skills College of Health Commitments

It is your responsibility to:

Maintain integrity, work hard and treat others with courtesy and respect.

Be aware of the Student Code of Conduct relating to your responsibilities as a student in the Unity Skills community, including those summarized in this brochure, the Student Handbook and the pre-enrolment information as well as your Visa clauses.

Keep yourself informed and keep Unity Skills informed. This includes:

- Providing fair and honest feedback on training performance and on the content and presentation of courses.
- Paying all Unity Skills tuition fees and charges for which you are liable, by the set deadlines.
- Providing accurate and updated contact details (phone number and email address).
- Checking your email regularly throughout the course. This is the primary means by which Unity Skills communicates with you (e.g. course progress, assessment results, outstanding fees).
- Replying in a timely manner to all Unity Skills trainer and administrative communications to you, including emails, phone calls and text messages.
- Immediately updating your contact details if changes take place during your study period. You must provide your current address at all times as per your visa condition.

To be eligible for Unity Skills to issue the qualification, you must successfully complete all the assessment requirements of the course.

We will ensure that:

- The training contents and course materials are current and reflect the training package requirements.
- Appropriate training facilities and equipment meet the relevant requirements and are accessible to all students.
- Trainers are qualified and have current industry experience and are supportive to students.
- Trainers provide students with constructive learning and assessment feedback in a timely and professional manner.
- Students' voices are heard through student surveys on curriculum, training and assessment, trainers and assessors and academic support and student services.
- Provide orientation and learning support throughout their study period.

- Students receive accurate information and enrolment guidance prior to the course start.
- Unity Skills policies are readily accessible to students.
- Qualifications are issued within 30 days upon successful completion of all course requirements
- Everyone is treated fairly and equitably.
- Students have access to learning and welfare support when needed.
- The USCH is responsible for the quality of the training and assessment in compliance with Standards for Registered Training Organisation (RTO) 2025.
- Students' rights are protected under "Australian Consumer Law".
- To not being disadvantage if USCH changes the requirements of or discontinues the training product in which you are enrolled, and being advised of pathways to complete that program, or an appropriate alternative program, according to your needs and with your consent.
- Provide fair opportunity and access to USCH complaints and appeal process.



Courses at Unity Skills College of Health

BSB50120	Diploma of Business
BSB40820	Certificate IV in Marketing and Communication
BSB50620	Diploma of Marketing and Communication
BSB60520	Advanced Diploma of Marketing and Communication
BSB50420	Diploma of Leadership and Management
BSB60420	Advanced Diploma of Leadership and Management
BSB80120	Graduate Diploma of Management (Learning)
CHC30121	Certificate III in Early Childhood Education and Care
CHC50125	Diploma of Early Childhood Education and Care
CHC33021	Certificate III in Individual Support
CHC43015	Certificate IV in Ageing Support
CHC52025	Diploma of Community Services
AUR30620	Certificate III in Light Vehicle Mechanical Technology
AUR40216	Certificate IV in Automotive Mechanical Diagnosis
	General English (GE) Elementary to Upper Intermediate
	English for Academic Purposes (EAP) Intermediate to Advanced

BSB50120 - Diploma of Business

Qualification CRICOS Code: 107473M

Qualification Status: Current

AQF Level: 5

Entry Requirement:

There is no pre-requisites or specific entry requirement for this qualification. This course is available to all international students and USCH requires that students are able to provide evidence that they:

- Have demonstrated an IELTS level at score of least 6.0 or equivalent (test results must be no more than 2 years old) or demonstration of successful completion of at least General English at Advanced level or English for Academic Purposes Advanced level.
- Have a suitable level of language, literacy and numeracy to complete course requirements with or without additional support that USCH is able to provide.
- Have successfully completed Australian year 12 or equivalent.
- Are at least at age of 18 on the date of course commencements.
- **Please note:** All the students commencing this course are required to complete an LLND test on the orientation day to assist USCH to identify student's needs for additional support during their study with USCH.

Total Core Units: 5

Total Electives Units: 7

Mode of Delivery: Face to face (Classroom based)

Course Fees:

Total Course Fee AUD\$13,000 being:

Tuition Fee	AUD\$12,000
Application Fee	AUD\$200
Material Fee	AUD\$800

Total Course Duration: 52 weeks including 40 study weeks and 12 weeks of holidays.

Total Terms: 4 Terms

Possible Employment Pathways:

Once students have successfully completed BSB50120 Diploma of Business, they can apply for various roles across management positions that have responsibility for the work of other staff and lead teams.

Credit Transfer:

USCH will offer Recognition of Prior Learning (RPL) and Credit Transfer (CT) to all prospective students through the enrolment process. USCH has documented policies and procedures for these processes and students are provided details of how to apply for RPL or Credit Transfer through the enrolment process.

For further details, please refer to RPL and Credit Transfer Policy and Procedure.

Note: Domestic student please contact Marketing Manager or email admissions@uscohealth.edu.au for the course schedule dates.

BSB50120 - Diploma of Business Course Structure

Number of Core Units: 5 | Number of Elective Units: 7

A total of 12 Units (5 Core and 7 electives) must be completed and deemed competent to achieve the qualification BSB50120 Diploma of Business. Participants who achieve competency in any unit/s will receive a Statement of Attainment (provided USI is verified) for that unit/s without completing all 12 units in the qualification. Students completing all the required units of competency will attain full qualification.

Core/Elective	Unit Code	Unit Name
Core units	BSBCRT511	Develop critical thinking in others
	BSBFIN501	Manage budgets and financial plans
	BSBOPS501	Manage business resources
	BSBSUS511	Develop workplace policy and procedures for sustainability
	BSBXCM501	Lead communication in the workplace
Elective units	BSBOPS503	Develop administrative systems
	BSBOPS504	Manage business risk
	BSBTWK503	Manage meetings
	BSBLDR522	Manage people performance
	BSBTWK502	Manage team effectiveness
	BSBCRT512	Originate and develop concepts
	BBSOPS502	Manage business operational plans

BSB40820 – Certificate IV in Marketing and Communication

Qualification CRICOS Code: 107474K

Qualification Status: Current

AQF Level: 4

Entry Requirement:

There is no pre-requisites or specific entry requirement for this qualification. This course is available to all international students and USCH requires that students are able to provide evidence that they:

- Have demonstrated an IELTS level at score of least 6.0 or equivalent (test results must be no more than 2 years old) or demonstration of successful completion of at least General English at Advanced Level or English for Academic Purposes Advanced level.
- Have a suitable level of language, literacy and numeracy to complete course requirements with or without additional support that USCH is able to provide.
- Have successfully completed Australian year 11 or equivalent.
- Are at least at age of 18 on the date of course commencement..
- **Please note:** all the students commencing this course are required to complete an LLND test on the orientation day to assist USCH to identify student's needs for additional support during their study with USCH.

Total Core Units: 6

Total Electives Units: 6

Mode of Delivery: Face to face (Classroom based)

Course Fees:

Total Course Fee AUD \$13,000 being:

Tuition Fee	AUD \$12,000
Application Fee	AUD \$200
Material Fee	AUD \$800

Total Course Duration: 52 weeks including 40 study weeks and 2 weeks of holidays.

Total Terms: 4 Terms

Possible Employment Pathways:

Once students have successfully completed BSB40820 Certificate IV in Marketing and Communication, they can apply for various roles across positions within the marketing sectors including but are not limited to Media Planner, Community Relations Team Leader (Local Government), Direct Marketing Officer, Assistant Advertising Account Planner, Public Relations Officer, Sales Administrator, Assistant Account Manager (Advertising), Marketing Officer, Copywriter, Advertising Account Coordinator, Market Research Assistant, Analyst, Marketing Coordinator, Promotions Assistant Manager, Media Assistant.

Credit Transfer:

USCH will offer Recognition of Prior Learning (RPL) and Credit Transfer (CT) to all prospective students through the enrolment process. USCH has documented policies and procedures for these processes and students are provided details of how to apply for RPL or Credit Transfer through the enrolment process.

For further details, please refer to RPL and Credit Transfer Policy and Procedure.

Note: Domestic student please contact Marketing Manager or email admissions@uscohealth.edu.au for the course schedule date.

BSB40820 – Certificate IV in Marketing and Communication Course Structure

Number of Core Units: 6 | Number of Elective Units: 6

A total of 12 Units (6 Core and 6 electives) must be completed and deemed competent to achieve the qualification BSB40820 Certificate IV in Marketing and Communication. Participants who achieve competency in any unit/s will receive a Statement of Attainment (provided USI is verified) for that unit/s without completing all 12 units in the qualification. Students completing all the required units of competency will attain full qualification.

Core/Elective	Unit Code	Unit Name
Core units	BSBCMM411	Make a presentation
	BSBCRT412	Articulate, present and debate ideas
	BSBWRT411	Write complex documents
	BSBMKG433	Undertake marketing activities
	BSBMKG435	Analyse consumer behaviour
	BSBMKG439	Develop and apply knowledge of communication industry
Elective units	BSBMKG434	Promote products and services
	BSBMKG440	Apply marketing communication across a convergent industry
	BSBPEF402	Develop personal work priorities
	BSBCRT411	Apply critical thinking to work practices
	BSBTWK503	Manage meetings
	BSBTEC303	Create electronic presentation



BSB50620 - Diploma of Marketing and Communication

Qualification CRICOS Code: 107475J

Qualification Status: Current

AQF Level: 5

Entry Requirement:

Entry to this qualification is limited to those who:

- Have completed the following units (or equivalent competencies): BSBCMM411 Make presentations; BSBCRT412 Articulate, present and debate ideas; BSBMKG433 Undertake marketing activities; BSBMKG435 Analyse consumer behaviour; BSBMKG439 Develop and apply knowledge of communications industry; and BSBWRT411 Write complex documents. Equivalent competencies are predecessors to these units, which have been mapped as equivalent. or
- Have two years equivalent full time relevant work experience.

In addition to above student must:

- Have demonstrated an IELTS level at score of least 6.0 or equivalent (test results must be no more than 2 years old) or demonstration of successful completion of at least General English at Upper Intermediate. Or English for Academic Purposes Advanced Level.
- Have a suitable level of language, literacy and numeracy to complete course requirements with or without

additional support that USCH is able to provide.

- Have successfully completed Australian year 12 or equivalent.
- Are at least at age of 18 on the date of course commencement.
- **Please note:** all the students commencing this course are required to complete an LLND test on the orientation day to assist USCH to identify student's needs for additional support during their study with USCH.

Total Core Units: 5

Total Electives Units: 7

Mode of Delivery: Face to face (Classroom based)

Course Fees:

Total Course Fee AUD \$13,000 being:

Tuition Fee	AUD \$12,000
Application Fee	AUD \$200
Material Fee	AUD \$800

Total Course Duration: 52 weeks including 40 study weeks and 12 weeks of holidays.

Total Terms: 4 Terms

Possible Employment Pathways:

Once students have successfully completed BSB50620 Diploma of Marketing and Communication, they can apply for various roles across positions within the marketing Industry.

The further study pathways available to students who undertake this qualification include:

- BSB60520 Advanced Diploma of Marketing and Communication
- Other Diplomas, Advanced Diplomas or Degree programs in related fields such as Business and/or Marketing, subject to meeting entry requirements of the intended qualification.

Credit Transfer:

USCH will offer Recognition of Prior Learning (RPL) and Credit Transfer (CT) to all prospective students through the enrolment process. USCH has documented policies and procedures for these processes and students are provided details of how to apply for RPL or Credit Transfer through the enrolment process.

For further details, please refer to RPL and Credit Transfer Policy and Procedure.

Note: Domestic student please contact Marketing Manager or email admissions@uscohealth.edu.au for the course schedule date

BSB50620 – Diploma of Marketing and Communication Course Structure

Number of Core Units: 5 | Number of Elective Units: 7

A total of 12 Units (5 Core and 7 electives) must be completed and deemed competent to achieve the qualification BSB50620 Diploma of Marketing and Communication. Participants who achieve competency in any unit/s will receive a Statement of Attainment (provided USI is verified) for that unit/s without completing all 12 units in the qualification. Students completing all the required units of competency will attain full qualification.

Core/Elective	Unit Code	Unit Name
Core units	BSBMKG541	Identify and evaluate marketing opportunities
	BSBMKG542	Establish and monitor the marketing mix
	BSBMKG552	Design and develop marketing communication plans
	BSBMKG555	Write persuasive copy
	BSBPMG430	Undertake project work
Elective units	BSBMKG543	Plan and interpret market research
	BSBMKG546	Develop social media engagement plans
	BSBMKG551	Create multiplatform advertisements for mass media
	BSBCRT512	Originate and develop concepts
	BSBOPS504	Manage business risk
	BSBOPS505	Manage organisational customer service
	BSBPEF501	Manage personal and professional development

BSB60520 – Advanced Diploma of Marketing and Communication

Qualification CRICOS Code: 107476H

Qualification Status: Current

AQF Level: 6

Entry Requirement:

Entry to this qualification is limited to those who:

- Have completed the following units (or equivalent competencies): BSBMKG541 Identify and evaluate marketing opportunities; BSBMKG542 Establish and monitor the marketing mix; BSBMKG552 Design and develop marketing communication plans; BSBMKG555 Write persuasive copy; and BSBPMG430 Undertake project work. Equivalent competencies are predecessors to these units, which have been mapped as equivalent. Or
- Have four years equivalent full time relevant work experience.

In addition to above student must:

- Have demonstrated an IELTS level at score of least 6.0 or equivalent (test results must be no more than 2 years old) or demonstration of successful completion of at least General English at Advanced Level or English for Academic Purposes Advanced Level.
- Have a suitable level of language, literacy and numeracy to complete course requirements with or without additional support that USCH is able to provide.
- Have successfully completed Australian year 12 or equivalent.
- Are at least at age of 18 on the date of course commencement.
- **Please note:** all the students commencing this course are required to complete an LLND test on the orientation day to assist USCH to identify student's needs for additional support during their study with USCH.

Total Core Units: 4

Total Electives Units: 8

Mode of Delivery: Face to face (Classroom based)

Course Fees:

Total Course Fee AUD \$19,000 being:

Tuition Fee	AUD \$18,000
Application Fee	AUD \$200
Material Fee	AUD \$800

Total Course Duration: 78 weeks including 60 study weeks and 18 weeks of holidays.

Total Terms: 6 Terms

Possible Employment Pathways:

Once students have successfully completed BSB50620 Diploma of Marketing and Communication, they can apply for various roles across management positions that have responsibility for the work of other staff and lead teams.

The further study pathways available to students who undertake this qualification include:

- Graduate Diploma courses (AQF level 8)
- Other Advanced Diplomas or Degree programs in related fields such as Business and Marketing, subject to meeting entry requirements of the intended qualification.

Credit Transfer:

USCH will offer Recognition of Prior Learning (RPL) and Credit Transfer (CT) to all prospective students through the enrolment process. USCH has documented policies and procedures for these processes and students are provided details of how to apply for RPL or Credit Transfer through the enrolment process.

For further details, please refer to RPL and Credit Transfer Policy and Procedure.

Note: Domestic student please contact Marketing Manager or email admissions@uscohealth.edu.au for the course schedule date.

BSB60520 – Advanced Diploma of Marketing and Communication Course Structure

Number of Core Units: 4 | Number of Elective Units: 8

A total of 12 Units (4 Core and 8 electives) must be completed and deemed competent to achieve the qualification BSB60520 Advanced Diploma of Marketing and Communication. Participants who achieve competency in any unit/s will receive a Statement of Attainment (provided USI is verified) for that unit/s without completing all 12 units in the qualification. Students completing all the required units of competency will attain full qualification.

Core/Elective	Unit Code	Unit Name
Core units	BSBMKG621	Develop organisational marketing strategy
	BSBMKG622	Manage organisational marketing processes
	BSBMKG623	Develop marketing plans
	BSBTWK601	Develop and maintain strategic business networks
Elective units	BSBMKG624	Manage market research
	BSBMKG626	Develop advertising campaigns
	BSBMKG627	Execute advertising campaigns
	BSBCRT611	Apply critical thinking for complex problem solving
	BSBMKG625	Implement and manage International marketing programs

	BSBLDR601	Lead and manage organisational change
	BSBOPS601	Develop and implement business plans
	BSBSTR601	Manage innovation and continuous improvement





BSB50420 – Diploma of Leadership and Management

Qualification CRICOS Code: 107477G

Qualification Status: Current

AQF Level: 5

Entry Requirement:

There is no pre-requisites or specific entry requirement for this qualification. This course is available to all international students and USCH requires that students are able to provide evidence that they:

- Have demonstrated an IELTS level at score of least 6.0 or equivalent (test results must be no more than 2 years old) or demonstration of successful completion of at least General English at Advanced Level or English for Academic Purposes Advanced Level.
- Have a suitable level of language, literacy and numeracy to complete course requirements with or without additional support that USCH is able to provide.
- Have successfully completed Australian year 12 or equivalent.
- Are at least at age of 18 on the date of course commencement.
- **Please note:** all the students commencing this course are required to complete an LLND test on the orientation day to assist USCH to identify student's needs for additional support during their study with USCH.

Total Core Units: 6

Total Electives Units: 6

Mode of Delivery: Face to face (Classroom based)

Course Fees:

Total Course Fee AUD \$13,000 being:

Tuition Fee AUD \$12,000

Application Fee AUD \$200

Material Fee AUD \$800

Total Course Duration: 52 weeks including 40 study weeks and 12 weeks of holidays.

Total Terms: 4 Terms

Possible Employment Pathways:

Once students have successfully completed BSB50620 Diploma of Marketing and Communication, they can apply for various roles across positions within the marketing sectors including but are not limited to Client Services Executive, Marketing Director, Advertising Account Director, Client Services Director, Marketing Strategist, Advertising Account Planning Manager, Marketing Manager.

The further study pathways available to students who undertake this qualification include:

- Graduate Diploma courses (AQF level 8)
- Other Advanced Diplomas or Degree programs in related fields such as Business and Marketing, subject to meeting entry requirements of the intended qualification.

Credit Transfer:

USCH will offer Recognition of Prior Learning (RPL) and Credit Transfer (CT) to all prospective students through the enrolment process. USCH has documented policies and procedures for these processes and students are provided details of how to apply for RPL or Credit Transfer through the enrolment process.

For further details, please refer to RPL and Credit Transfer Policy and Procedure.

Note: Domestic student please contact Marketing Manager or email admissions@uscohealth.edu.au for the course schedule date.

BSB50420 – Diploma of Leadership and Management Course Structure

Number of Core Units: 6 | Number of Elective Units: 6

A total of 12 Units (6 Core and 6 electives) must be completed and deemed competent to achieve the qualification BSB50420 Diploma of Leadership and Management. Participants who achieve competency in any unit/s will receive a Statement of Attainment (provided USI is verified) for that unit/s without completing all 12 units in the qualification. Students completing all the required units of competency will attain full qualification.

Core/Elective	Unit Code	Unit Name
Core units	BSBCMM511	Communicate with influence
	BSBCRT511	Develop critical thinking in others
	BSBLDR523	Lead and manage effective workplace relationships
	BSBOPS502	Manage operational business plans
	BSBPEF502	Develop and use emotional intelligence
	BSBTWK502	Manage team effectiveness
Elective units	BSBOPS504	Manage business risk
	BSBTWK503	Manage meetings
	BSBLDR522	Manage people performance
	BSBOPS503	Develop administrative systems
	BSBCRT512	Originate and develop concepts
	BSBXCM501	Lead communication in the workplace

BSB60420 – Advanced Diploma of Leadership and Management

Qualification CRICOS Code: 107478F

Qualification Status: Current

AQF Level: 6

Entry Requirement:

Entry to this qualification is limited to those who:

- Have completed a Diploma or Advanced Diploma from the BSB Training Package (current or superseded equivalent versions).or
- Have two years equivalent full-time relevant workplace experience in an operational or leadership role in an enterprise.

In addition to above student must:

- Have demonstrated an IELTS level at a score of at least 6.0 or equivalent or demonstration of successful completion of at least General English at Advanced level or English for Academic Purposes at Advanced level.
- Have a suitable level of language, literacy and numeracy to complete course requirements with or without additional support that the CRICOS provider is able to provide.
- Have successfully completed Australian year 12 or equivalent.
- Are at least at age of 18 on the date of course commencement.

Please note: All the students commencing this course are required to complete the LLND test on the orientation day to assist the USCH to identify student's needs for additional support during their study with the USCH.

Total Core Units: 5

Total Electives Units: 5

Mode of Delivery: Face to face (Classroom based)

Course Fees:

Total Course Fee AUD \$19,000 being:

Tuition Fee	AUD \$18,000
Application Fee	AUD \$200
Material Fee	AUD \$800

Total Course Duration: 78 weeks including 60 study weeks and 18 weeks of holidays.

Total Terms: 6 Terms

Possible Employment Pathways:

Once students have successfully completed BSB50620 Diploma of Marketing and Communication, they can apply for various roles across positions within the marketing sectors including but are not limited to Client Services Executive, Marketing Director, Advertising Account Director, Client Services Director, Marketing Strategist, Advertising Account Planning Manager, Marketing Manager.

The further study pathways available to students who undertake this qualification include:

- Graduate Diploma courses (AQF level 8)
- Other Advanced Diplomas or Degree programs in related fields such as Business and Marketing, subject to meeting entry requirements of the intended qualification.

Credit Transfer:

USCH will offer Recognition of Prior Learning (RPL) and Credit Transfer (CT) to all prospective students through the enrolment process. USCH has documented policies and procedures for these processes and students are provided details of how to apply for RPL or Credit Transfer through the enrolment process.

For further details, please refer to RPL and Credit Transfer Policy and Procedure.

Note: Domestic student please contact Marketing Manager or email admissions@uscohealth.edu.au for the course schedule date.

BSB60420 – Advanced Diploma of Leadership and Management Course Structure

Number of Core Units: 5 | Number of Elective Units: 5

A total of 10 Units (5 Core and 5 electives) must be completed and deemed competent to achieve the qualification BSB60420 Advanced Diploma of Leadership and Management. Participants who achieve competency in any unit/s will receive a Statement of Attainment (provided USI is verified) for that unit/s without completing all 10 units in the qualification. Students completing all the required units of competency will attain full qualification.

Core/Elective	Unit Code	Unit Name
Core units	BSBCRT611	Apply critical thinking for complex problem solving
	BSBLDR601	Lead and manage organisational change
	BSBOPS601	Develop and implement business plans
	BSBLDR602	Provide leadership across the organisation
	BSBSTR601	Manage innovation and continuous improvement
Elective units	BSBFIN601	Manage organisational finances
	BSBPMG633	Provide leadership for the program
	BSBSTR602	Develop organisational strategies
	BSBHRM614	Contribute to strategic workforce planning
	BSBSTR802	Lead strategic planning processes for an organisation

BSB80120 Graduate Diploma of Management (Learning)

Qualification CRICOS Code: 108241H

Qualification Status: Current

AQF Level: 8

Entry to this qualification is limited to those who:

- Have completed a qualification equivalent to Australian Advanced Diploma level (AQF Level 6) or higher.
OR
Have four years equivalent full-time relevant workplace experience in the field of organisational learning and capability development.
- Have demonstrated an IELTS level at a score of at least 6.0 or equivalent (test results must be no more than 2 years old) or demonstration of successful completion of at least General English at Advanced level or English for Academic Purposes at Advanced level.
- Have a suitable level of language, literacy and numeracy to complete course requirements with or without additional support that the USCH is able to provide.
- Have successfully completed Australian year 12 or equivalent.
- Are at least at age of 18 on the date of course commencement.
- **Please Note:** All the students commencing this course are required to complete the LLND test on the orientation day to assist the USCH to identify student's needs for additional support during their study with the USCH.
- If the student is opting ELICOS packaged with any vocational course, the student is required to demonstrate IELTS of 5.0 or equivalent.

Total Core Units: 3

Total Electives Units: 5

Mode of Delivery: Face to face (Classroom based) / Flexible learning (Covid-19).

Location of course: Level 3, 123 Lonsdale Street, Melbourne VIC 3000

Course Fees:

Total Course Fee: AUD 31,000

Tuition Fee: AUD 30,000

Material Fee: AUD 800

Application Fee: AUD 200

Total Course Duration: 104 weeks, including 80 study weeks and 24 weeks of holidays.

Pathways:

Once students have successfully completed BSB80120 Graduate Diploma of Management (Learning), they can apply for various positions as leaders and managers in an organisation where learning is used to build organisational capability. Possible job titles relevant to this qualification include:

The further study pathways available to students who undertake this qualification include:

Head of School/RTO

Senior Training Manager

RTO Compliance Manager

RTO General Manager

Strategic Learning Development Consultant

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

USCH will offer Recognition of Prior Learning (RPL) and Credit Transfer (CT) to all prospective students through the enrolment process. USCH has documented policies and procedures for these processes and students are provided details of how to apply for RPL or Credit Transfer through the enrolment process. For further details, please refer to RPL and Credit Transfer Policy and Procedure.

For further details, please refer to RPL and Credit Transfer Policy and Procedure.

Note: Domestic student please contact Marketing Manager or email admissions@uscohealth.edu.au for the course schedule date.

Course Structure:

A total of 8 Units (3 Core and 5 electives) must be completed and deemed competent to achieve the qualification BSB80120 Graduate Diploma of Management (Learning). Participants who achieve competency in any unit/s will receive a Statement of Attainment (provided USI is verified) for that unit/s without completing all 8 units in the qualification. Students completing all the required units of competency will attain full qualification.

Core/Elective	Unit Code	Unit Name
Core units	BSBLDR811	Lead strategic transformation
	TAELED803	Implement improved learning practice
	BSBHRM613	Contribute to the development of learning and development strategies
Elective units	BSBTEC601	Review organisational digital strategy
	BSBINS603	Initiate and lead applied research
	BSBLDR812	Develop and cultivate collaborative partnerships and relationships
	BSBSTR601	Manage innovation and continuous improvement
	BSBSTR801	Lead innovative thinking and practices



CHC30121 – Certificate III in Early Childhood Education and Care

Qualification CRICOS Code: 108244E

Qualification Status: Current

AQF Level: 3

Entry Requirement:

There is no pre-requisites or specific entry requirement for this qualification. The intended international learners are required to demonstrate that they:

- Have demonstrated an IELTS level at score of least 6.0 or equivalent (test results must be no more than 2 years old) or demonstration of successful completion of at least General English at Advanced Level or English for Academic Purposes Advanced Level.
- Have successfully completed Australian year 10 equivalent or higher.
- Are at least at age of 18 on the date of course commencement.
- LLND and pre-training review are required to be completed to assist in identifying whether this qualification is appropriate for the education and employment aspirations of the target learner and to identify student's need for additional support during their study.

- Have Working with Children Check prior to the commencement of practical placement. This is to be obtained by student at their own cost.
- Student must obtain a valid AFP National Police Check certificate with no criminal records reported/recorded prior to the commencement of practical placement. These documents are to be obtained by students at their own cost.
- Please note: all the students commencing this course are required to complete an LLN test on the orientation day to assist USCH to identify student's needs for additional support during their study with USCH.

Total Core Units: 15

Total Electives Units: 2

Mode of Delivery: Face to face (Classroom based)

Course Fees:

Total Course Fee AUD \$17,000 being:

Tuition Fee	AUD \$15,000
Application Fee	AUD \$200
Material Fee	AUD \$1800

Total Course Duration: 52 weeks including 40 study weeks and 6 weeks of holidays. Placement of 6 weeks (160hours) will be added to the training.

Total Terms: 4 Terms

Possible Employment Pathways:

Students who satisfactorily complete the Diploma of Early Childhood Education and Care will be able to find employment as room leaders in a childcare centre, with the ability to progress to childcare centre directors for those who exhibit strong leadership and management skills or Early Childhood Educator or Family Day Care worker or Childhood Educator Assistant.

Credit Transfer:

USCH will offer Recognition of Prior Learning (RPL) and Credit Transfer (CT) to all prospective students through the enrolment process. USCH has documented policies and procedures for these processes and students are provided details of how to apply for RPL or Credit Transfer through the enrolment process.

For further details, please refer to RPL and Credit Transfer Policy and Procedure.

Note: Domestic student please contact Marketing Manager or email admissions@uscohealth.edu.au for the course schedule date.

CHC30121 – Certificate III in Early Childhood Education and Care Course Structure

Number of Core Units: 15 | Number of Elective Units: 2

A total of 17 Units (15 Core and 2 electives) must be completed and deemed competent to achieve the qualification CHC30121 Certificate III in Early Childhood Education and Care. Participants who achieve

competency in any unit/s will receive a Statement of Attainment (provided USI is verified) for that unit/s without completing all 17 units in the qualification. Students completing all the required units of competency will attain full qualification.

Core/Elective	Unit Code	Unit Name
Core units	HLTWHS001	Participate in workplace health and safety
	HLTAID012	Provide first aid in an education and care setting
	CHCECE055	Meet legal and ethical obligations in children's education and care
	CHCECE056	Work effectively in children's education and care
	CHCECE036	Provide experiences to support children's play and learning*
	CHCECE038	Observe children to inform practice
	CHCECE035	Support the holistic learning and development of children*
	CHCECE034	Use an approved learning framework to guide practice
	CHCECE031	Support children's health, safety and wellbeing*
	CHCECE032	Nurture babies and toddlers*
	CHCECE037	Support children to connect with the natural environment
	CHCECE033	Develop positive and respectful relationships with children*
	CHCPRT001	Identify and respond to children and young people at risk
	CHCECE030	Support inclusion and diversity
	CHCECE054	Encourage understanding of Aboriginal and/or Torres Strait Islander Cultures
Elective units	BSBSTR401	Promote innovation in team environment
	CHCDIV001	Work with diverse people

CHC50125 – Diploma of Early Childhood Education and Care

Qualification CRICOS Code: 118650H

Qualification Status: Current

AQF Level: 5

Entry Requirement:

Entry to this qualification is open to individuals who:

- Hold a CHC30121 Certificate III in Early Childhood Education and Care or
- CHC30113 Certificate III in Early Childhood Education and Care.

In addition to above, the intended learners are also required to demonstrate that they:

- Have demonstrated an IELTS level at score of least 6.0 or equivalent (test results must be no more than 2 years old) or demonstration of successful completion of at least General English at Advanced Level or English for Academic Purposes Advanced level.
- Have successfully completed Australian year 12 or equivalent.
- Are at least at age of 18 on the date of course commencement.
- LLND and Pre-training review are required to be completed to assist in identifying whether this qualification is appropriate for the education and employment aspirations of the target learner and to identify student's needs for additional support during their study.
- Have Working with Children Check prior to the commencement of practical placement. This is to be obtained by student at their own cost.
- Student must obtain a valid AFP National Police Check certificate with no criminal records reported/recorded. prior to the commencement of practical placement. These documents are to be obtained by students at their own cost.
- **Please note:** all the students commencing this course are required to complete an LLND test on the orientation day to assist USCH to identify student's needs for additional support during their study with USCH.

Total Core Units: 12

Total Electives Units: 3

Mode of Delivery: Face to face (Classroom based)

Course Fees:

Total Course Fee AUD \$24,500 being:

Tuition Fee	AUD \$22,500
Application Fee	AUD \$200
Material Fee	AUD \$1800

Total Course Duration: 78 weeks including 56 study weeks and 12 weeks of holidays. Placement of 10 weeks (280 hours) will be added to the training.

Total Terms: 6 Terms

Possible Employment Pathways:

Students who satisfactorily complete the Diploma of Early Childhood Education and Care will be able to find

employment as room leaders in a childcare centre or family day care coordinator or occasional care coordinator or room leader within an early childhood education and care settings or early childhood director or early childhood educator.

Credit Transfer:

USCH will offer Recognition of Prior Learning (RPL) and Credit Transfer (CT) to all prospective students through the enrolment process. USCH has documented policies and procedures for these processes and students are provided details of how to apply for RPL or Credit Transfer through the enrolment process.

For further details, please refer to RPL and Credit Transfer Policy and Procedure.

Note: Domestic student please contact Marketing Manager or email admissions@uscohealth.edu.au for the course schedule date.

CHC50215 – Diploma of Early Childhood Education and Care Course Structure

Number of Core Units: 12 | Number of Elective Units: 3

A total of 15 Units (12 Core and 3 electives) must be completed and deemed competent to achieve the qualification CHC50113 Diploma of Early Childhood Education and Care. Participants who achieve competency in any unit/s will receive a Statement of Attainment (provided USI is verified) for that unit/s without completing all 15 units in the qualification. Students completing all the required units of competency will attain full qualification.

Core/Elective	Unit Code	Unit Name
Core units	CHCECE042	Foster holistic early childhood learning, development and wellbeing
	CHCECE041	Maintain a safe and healthy environment for children
	CHCECE050	Work in partnerships with children's families
	CHCECE047	Analyse information to inform children's learning
	CHCECE048	Plan and implement children's education and care curriculum
	CHCECE043	Nurture creativity on children
	CHCECE046	Implement strategies for the inclusion of all children
	CHCECE045	Foster positive and respectful interactions and behaviour in children
	CHCECE044	Facilitate compliance in and education and care service
	CHCECE049	Embed environmental responsibility in service operations
	BSBTWK502	Manage team effectiveness
	CHCPRP003	Reflect on and improve own professional practice
Elective units	CHCECE053	Respond grievance and complaints about the service
	CHCECE051	Promote equity in access to the service
	CHCECE052	Plan service and supports for children and families



CHC33021 Certificate III in Individual Support

Qualification CRICOS Code: 112631D

Qualification Status: Current

AQF Level: 3

Entry Requirement:

There are no pre-requisites for any of the units of competency contained within this qualification. The intended learners are required to demonstrate that they:

- Have demonstrated an IELTS level at score of least 6.0 or equivalent (test results must be no more than 2 years old) or demonstration of successful completion of at least General English Advanced Level or English for Academic Purposes Advanced level.
- Have a suitable level of language, literacy and numeracy to complete course requirements with or without additional support that USCH is able to provide.
- Must be a proficient user of advanced calculators.
- Have successfully completed Australian year 10 or equivalent or must be of matured age with adequate LLND skills.
- Are at least at age of 18 on the date of course commencement.
- Student must have access to working PC or laptop with a configuration suitable to meet study requirements. Please seek your trainer/assessor assistance in this regard.

- Student must have sound digital literacy and access to working internet.
- **Please Note:** All the students commencing this course are required to complete LLND test on the orientation day to assist USCH to identify student's needs for additional support during their study with USCH

Total Core Units: 9

Total Electives Units: 6

Mode of Delivery: Face to face (Classroom based)

Course Fees:

Total Course Fee AUD \$12,000 being:

Tuition Fee	AUD \$10,000
Application Fee	AUD \$200
Material Fee	AUD \$1,800

Total Course Duration: 26 weeks including 22 study weeks and 1 week of holidays. Placement of 3 weeks (120 hours) Work placement (inclusive)

Total Terms: 2 Terms

Possible Employment Pathways:

- In Home Respite Worker
- Nurse's Aide
- Community Access Coordinator
- Planned activity assistant
- Accommodation Support Worker
- Care Service Employee
- Community care worker
- Food Services Deliverer
- Disability Service Officer
- Care assistant
- Client 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
- School Support Officer (Disability)
- Residential aide

Credit Transfer:

USCH will offer Recognition of Prior Learning (RPL) and Credit Transfer (CT) to all prospective students through the enrolment process. USCH has documented policies and procedures for these processes and students are provided details of how to apply for RPL or Credit Transfer through the enrolment process.

For further details, please refer to RPL and Credit Transfer Policy and Procedure.

Note: Domestic student please contact Marketing Manager or email admissions@uscohealth.edu.au for the course schedule date.

Course Structure:

A total of 15 Units (9 Core and 6 electives) must be completed and deemed competent to achieve the qualification CHC33021 Certificate III in Individual Support. Participants who achieve competency in any unit/s will receive a Statement of Attainment (provided USI is verified) for that unit/s without completing all 15 units in the qualification. Students completing all the required units of competency will attain full qualification.

Core/Elective	Unit Code	Unit Name
Core units	CHCCCS031	Provide individualised support*
	CHCCCS038	Facilitate the empowerment of people receiving support*
	CHCCCS040	Support independence and wellbeing*
	CHCCCS041	Recognise healthy body systems*
	CHCCOM005	Communicate and work in health or community services
	CHCDIV001	Work with diverse people*
	CHCLEG001	Work legally and ethically
	HLTINF006	Apply basic principles and practices of infection prevention and control*
	HLTWHS002	Follow safe work practices for direct client care*
Elective units	CHCAGE011	Provide support to people living with dementia*
	CHCAGE013	Work effectively in aged care*
	CHCPAL003	Deliver care services using a palliative approach*
	CHCDIS011	Contribute to ongoing skills development using a strengths-based approach
	CHCDIS012	Support community participation and social inclusion
	CHCDIS020	Work effectively in disability support*

CHC43015 Certificate IV in Ageing Support

Qualification CRICOS Code: 111854H

Qualification Status: Current

AQF Level: 4

Entry Requirement:

There are no pre-requisites for any of the units of competency contained within this qualification. The intended learners are required to demonstrate that they:

- Have demonstrated an IELTS level at score of least 6.0 or equivalent (test results must be no more than 2 years old) or demonstration of successful completion of at least General English Advanced Level or English for Academic Purposes Advanced level.
- Have a suitable level of language, literacy and numeracy to complete course requirements with or without additional support that USCH is able to provide.
- Must be a proficient user of advanced calculators.
- Have successfully completed Australian year 11 or equivalent or must be of matured age with adequate LLND skills.
- Are at least at age of 18 on the date of course commencement.
- Student must have access to working PC or laptop with a configuration suitable to meet study requirements. Please seek your trainer/assessor assistance in this regard.
- Student must have sound digital literacy and access to working internet.
- All the students commencing this course are required to complete LLND test on the orientation day to assist USCH to identify student's needs for additional support during their study with USCH
- Students must obtain a valid AFP National Police Check Certificate with no criminal records report/recorded prior to the commencement of practical placement. These documents are to be obtained by students at their own cost.

Total Core Units: 15

Total Electives Units: 3

Mode of Delivery: Face to face (Classroom based)

Total Course Fee: AUD 12,000

Tuition Fee: AUD 10,000

Material Fee: AUD 1,800

Application Fee: AUD 200 (non-refundable)

(Application fee is non-refundable under all circumstances. Please refer to USCH's refund policy and procedure for further details)

Total Course Duration: 26 weeks including 20 study weeks and 2 week of holidays. Placement of 4 weeks (120 hours) Work placement (inclusive)

Total Terms: 2 Terms

Possible Employment Pathways:

- Community Program Coordinator
- Residential Care Worker
- Support Worker (Community Services)
- Care supervisor
- Accommodation Support Worker
- Personal care worker
- Personal care giver
- Assistant Hostel Supervisor
- Personal care assistant
- Residential care officer
- Day Activity Worker
- Care Team Leader

Credit Transfer:

USCH will offer Recognition of Prior Learning (RPL) and Credit Transfer (CT) to all prospective students through the enrolment process. USCH has documented policies and procedures for these processes and students are provided details of how to apply for RPL or Credit Transfer through the enrolment process.

For further details, please refer to RPL and Credit Transfer Policy and Procedure.

Note: Domestic student please contact Marketing Manager or email admissions@uscohealth.edu.au for the course schedule date.

Course Structure:

A total of 18 Units (15 Core and 3 electives) must be completed and deemed competent to achieve the qualification CHC43015 Certificate IV in Ageing Support. Participants who achieve competency in any unit/s will receive a Statement of Attainment (provided USI is verified) for that unit/s without completing all 18 units in the qualification. Students completing all the required units of competency will attain full qualification.

Core/Elective	Unit Code	Unit Name
Core units	CHCADV001	Facilitate the interests and rights of clients
	CHCAGE001	Facilitate the empowerment of older people*
	CHCAGE003	Coordinate services for older people*
	CHCAGE004	Implement interventions with older people at risk*
	CHCAGE005	Provide support to people living with dementia*
	CHCCCS006	Facilitate individual service planning and delivery*
	CHCCCS011	Meet personal support needs*

	CHCCCS023	Support independence and wellbeing*
	CHCCCS025	Support relationships with carers and families*
	CHCDIV001	Work with diverse people*
	CHCLEG003	Manage legal and ethical compliance
	CHCPAL001	Deliver care services using a palliative approach*
	CHCPRP001	Develop and maintain networks and collaborative partnerships
	HLTAAP001	Recognise healthy body systems*
	HLTWHS002	Follow safe work practices for direct client care
Elective units	CHCAGE002	Implement falls prevention strategies*
	CHCDIV003	Manage and promote diversity
	HLTWHS004	Manage work health and safety*

CHC52025 Diploma of Community Services (Case Management)

Qualification CRICOS Code: 118811G

Qualification Status: Current

AQF Level: 5

Entry Requirement:

There are no pre-requisites or specific entry requirement for this qualification. This course is available to all domestic students and USCH requires that students are able to provide evidence that they.

- Have demonstrated an IELTS level at score of least 6.0 or equivalent (test results must be no more than 2 years old) or demonstration of successful completion of at least General English Advanced Level or English for Academic Purposes Advanced level.
- Have a suitable level of language, literacy and numeracy to complete course requirements with or without additional support that USCH is able to provide.
- Must be a proficient user of advanced calculators.
- Have successfully completed Australian year 12 or equivalent or must be of matured age with adequate LLND skills.
- Are at least at age of 18 on the date of course commencement.
- Student must have access to working PC or laptop with a configuration suitable to meet study requirements. Please seek your trainer/assessor assistance in this regard.
- Student must have sound digital literacy and access to working internet.
- All the students commencing this course are required to complete LLND test on the orientation day to assist USCH to identify student's needs for additional support during their study with USCH
- Students must obtain a valid AFP National Police Check Certificate with no criminal records report/recorded prior to the commencement of practical placement. These documents are to be obtained by students at their own cost.

Total Core Units: 12

Total Electives Units: 8

Mode of Delivery: Face to face (Classroom based)

Course Fees:

Total Course Fee: AUD 24,000

Tuition Fee: AUD 22,000

Material Fee: AUD 1800

Application Fee: AUD 200 (non-refundable)

(Application fee is non-refundable under all circumstances. Please refer to USCH's refund policy and procedure for further details)

Total Course Duration: 104 weeks including 70 study weeks and 20 weeks of holidays. Placement of 14 weeks (400 hours) will be added to the training.

Total Terms: 7 Terms

Possible Employment Pathways:

The further study pathways available to students who undertake this qualification include:

- CHC62015 Advanced Diploma of Community Sector Management

Employment pathways:

- Community Care Manager/Coordinator of Volunteer Work
- Team Leader/Care Team Leader
- Family Services Coordinator
- Support Facilitator (Community Services)
- Community Housing Resources Worker
- Community Development Worker for Social Housing
- Community Recreation Coordinator
- Housing Assistant/Manager
- Assistant/Community Worker
- Aboriginal Housing Worker
- Community Services Coordinator
- Case Coordinator (Disability)
- Youth Housing Support Worker
- Family Support Worker
- Community Access Coordinator
- Pastoral Care Counsellor
- Aboriginal Neighborhood House Coordinator
- Welfare Support Worker
- Senior Youth Worker
- Disability Team Leader/Support Facilitator (Disability)
- Community Housing Worker
- Community Work Coordinator
- Early Intervention Worker
- Community Program Coordinator
- Pastoral Care Worker/Assistant Community Services Worker

Credit Transfer:

USCH will offer Recognition of Prior Learning (RPL) and Credit Transfer (CT) to all prospective students through the enrolment process. USCH has documented policies and procedures for these processes and students are provided details of how to apply for RPL or Credit Transfer through the enrolment process.

For further details, please refer to RPL and Credit Transfer Policy and Procedure.

Note: Domestic student please contact Marketing Manager or email admissions@uscohealth.edu.au for the course schedule date.

Course Structure:

A total of 20 Units (12 Core and 8 electives) must be completed and deemed competent to achieve the qualification CHC52025 Diploma of Community Services. Participants who achieve competency in any unit/s will receive a Statement of Attainment (provided USI is verified) for that unit/s without completing all 20 units in the qualification. Students completing all the required units of competency will attain full qualification.

Core/Elective	Unit Code	Unit Name
Core units	CHCCCS004	Assess co-existing needs
	CHCCCS007	Develop and implement service programs
	CHCCCS019	Recognise and respond to crisis situations
	CHCCSM017	Facilitate and review case management
	CHCDEV005	Analyse impacts of sociological factors on people in community work and services
	CHCDFV001	Recognise and respond appropriately to domestic and family violence
	CHCDIV001	Work with diverse people
	CHCDIV002	Promote Aboriginal and/or Torres Strait Islander cultural safety
	CHCLEG003	Manage legal and ethical compliance
	CHCMGT005	Facilitate workplace debriefing and support processes
	CHCPRP003	Reflect on and improve own professional practice
	HLTWHS003	Maintain work health and safety
Elective units	CHCCCS033	Identify and report abuse
	CHCCSM014	Provide case management supervision
	CHCCSM016	Undertake advanced assessments
	CHCADV002	Provide advocacy and representation services
	CHCCSM010	Implement case management practice
	CHCCSL001	Establish and confirm the counselling relationship
	CHCCSM009	Facilitate goal-directed planning
	CHCCSL003	Facilitate the counselling relationship and process



AUR30620 - Certificate III in Light Vehicle Mechanical Technology

Qualification: AUR30620 - Certificate III in Light Vehicle Mechanical Technology

Qualification CRICOS Code: 108242G

Qualification Status: Current

AQF Level: 3

Entry Requirement:

There is no pre-requisites or specific entry requirement for this qualification. This course is available to all international students and USCH requires that students are able to provide evidence that they:

- Have demonstrated an IELTS level at score of least 6.0 or equivalent (test results must be no more than 2 years old) or demonstration of successful completion of at least General English at Advanced level or English for Academic Purposes Advanced level.
 - Have a suitable level of language, literacy and numeracy to complete course requirements with or without additional support that USCH is able to provide.
 - Have successfully completed Australian year 10 or equivalent.
 - Are at least at age of 18 on the date of course commencement.
 - Student must have sound digital literacy and access to working internet.
 - **Please Note:** All the students commencing this course are required to complete LLND test on the orientation day to assist USCH to identify student's needs for additional support during their study with USCH.
1. If the student is opting ELICOS packaged with any vocational course, the student is required to demonstrate IELTS of 5.0 or equivalent.

Total Core Units: 20

Total Electives Units: 16

Mode of Delivery: Face to face (Classroom based)

Workshop Address: 210 William Street, St. Albans VIC 3021

Location of course: Level 3, 123 Lonsdale Street, Melbourne VIC 3000

Course Fees:

Total Course Fee: AUD 25,500

Tuition Fee: AUD 22,500

Material Fee: AUD 2,800

Application Fee: AUD 200 (non-refundable)

Total Course Duration: 78 weeks, including 60 study weeks and 18 weeks of holidays.

Pathways:

Once students have successfully completed AUR30620 Certificate III in Light Vehicle Mechanical Technology, they can apply for jobs within the automotive industry which can include motor mechanic or automotive light vehicle mechanical repair technician.

The further study pathways available to students who undertake this qualification include:

- AUR40216 Certificate IV in Automotive Mechanical Diagnosis
- Other Certificate IV level qualifications from AUR training package

Course Structure:

A total of 36 Units (20 Core and 16 electives) must be completed and deemed competent to achieve the qualification AUR30620 Certificate III in Light Vehicle Mechanical Technology. Participants who achieve competency in any unit/s will receive a Statement of Attainment (provided USI is verified) for that unit/s without completing all 36 units in the qualification. Students completing all the required units of competency will attain full qualification.

Core/Elective	Unit Code	Unit Name
Core units	AURAEA002	Follow environmental and sustainability best practice in an automotive workplace
	AURASA102	Follow safe working practices in an automotive workplace
	AURETR112	Test and repair basic electrical circuits
	AURETR123	Diagnose and repair spark ignition engine management systems
	AURETR125	Test, charge and replace batteries and jump-start vehicles
	AURETR129	Diagnose and repair charging systems
	AURETR130	Diagnose and repair starting systems
	AURETR131	Diagnose and repair ignition systems
	AURLTB103	Diagnose and repair light vehicle hydraulic braking systems

	AURLTD104	Diagnose and repair light vehicle steering systems
	AURLTD105	Diagnose and repair light vehicle suspension systems
	AURLTE102	Diagnose and repair light vehicle engines
	AURLTZ101	Diagnose and repair light vehicle emission control systems
	AURTTA104	Carry out servicing operations
	AURTTA118	Develop and carry out diagnostic test strategies
	AURTTB101	Inspect and service braking systems
	AURTTC103	Diagnose and repair cooling systems
	AURTTE104	Inspect and service engines
	AURTTF101	Inspect and service petrol fuel systems
	AURTTK102	Use and maintain tools and equipment in an automotive workplace
Elective units	AURAF103	Communicate effectively in an automotive workplace
	AURETR128	Diagnose and repair instruments and warning systems
	AURETR132	Diagnose and repair automotive electrical systems
	AURETR143	Diagnose and repair electronic body management systems
	AURLTJ102	Remove, inspect, repair and refit light vehicle tyres and tubes
	AURLTJ113	Remove, inspect and refit light vehicle wheel and tyre assemblies
	AURLTQ101	Diagnose and repair light vehicle final drive assemblies
	AURLTQ102	Diagnose and repair light vehicle drive shafts
	AURLTX101	Diagnose and repair light vehicle manual transmissions
	AURLTX102	Diagnose and repair light vehicle automatic transmissions
	AURLTX103	Diagnose and repair light vehicle clutch systems
	AURTTA105	Select and use bearings, seals, gaskets, sealants and adhesives
	AURTTF102	Inspect and service diesel fuel injection systems
	AURTTJ011	Balance wheels and tyres
	AURTTK001	Use and maintain measuring equipment in an automotive workplace
	AURTTZ102	Diagnose and repair exhaust systems

AUR40216 - Certificate IV in Automotive Mechanical Diagnosis

Qualification: AUR40216 - Certificate IV in Automotive Mechanical Diagnosis

Qualification CRICOS Code: 108243F

Qualification Status: Current

AQF Level: 4

Entry Requirement:

Those undertaking the Certificate IV in Automotive Mechanical Diagnosis **must** have completed an Automotive Mechanical Certificate III qualification or be able to demonstrate equivalent competency.

In addition to above, student must also demonstrate that they:

- Have demonstrated an IELTS level at score of least 6.0 or equivalent (test results must be no more than 2 years old) or demonstration of successful completion of at least General English at Upper Intermediate or English for Academic Purposes Upper Intermediate level.
- Have a suitable level of language, literacy and numeracy to complete course requirements with or without additional support that USCH is able to provide.
- Have successfully completed Australian year 11 or equivalent.
- Are at least at age of 18 on the date of course commencement.
- Student must have sound digital literacy and access to working internet.
- **Please Note:** All the students commencing this course are required to complete LLND test on the orientation day to assist USCH to identify student's needs for additional support during their study with USCH.

Total Core Units: 1

Total Electives Units: 9

Mode of Delivery: Face to face (Classroom based)

Workshop Address: 210 William Street, St. Albans VIC 3021

Location of course: Level 3, 123 Lonsdale Street, Melbourne VIC 3000

Course Fees:

Total Course Fee: AUD 13,000

Tuition Fee: AUD 10,000

Material Fee: AUD 2,800

Application Fee: AUD 200 (non-refundable)

Total Course Duration: 26 weeks, including 22 study weeks and 4 weeks of holidays.

Pathways:

Pathways for Students

Once students have successfully completed AUR40216 Certificate IV in Automotive Mechanical Diagnosis, they can apply for jobs within the automotive industry which can include Performance Vehicle Technician or Automotive Master Technician. The further study pathways available to students who undertake this qualification include:

- AUR50116 Diploma of Automotive Management
- AUR50216 Diploma of Automotive Technology
- Other Diplomas from other training packages

Course Structure:

A total of 10 Units (1 Core and 9 electives) must be completed and deemed competent to achieve the qualification AUR40216 Certificate IV in Automotive Mechanical Diagnosis. Participants who achieve competency in any unit/s will receive a Statement of Attainment (provided USI is verified) for that unit/s without completing all 10 units in the qualification. Students completing all the required units of competency will attain full qualification.

Core/Elective	Unit Code	Unit Name
Core units	AURTTA021	Diagnose complex system faults
Elective units	AURETR037	Diagnose complex faults in light vehicle safety systems
	AURLTB104	Diagnose complex faults in light vehicle braking systems
	AURLTD109	Diagnose complex faults in light vehicle steering and suspension systems
	AURLTE104	Diagnose complex faults in light vehicle petrol engines
	AURLTE105	Diagnose complex faults in light vehicle diesel engines systems
	AURLTX104	Diagnose complex faults in light vehicle transmission and driveline
	AURTTA125	Diagnose complex faults in vehicle integrated stability control systems
	AURTTR101	Diagnose complex faults in engine management systems
	AURAEA004	Manage environmental and sustainability best practice in an automotive workplace

General English Course Information

Levels	Elementary, Pre-Intermediate, Intermediate, Upper intermediate
Duration	10 weeks per level
Starting dates	You can start any week (except holidays – contact us)
Hours per week	20
Visas	Any visa which allows you to study in Australia, including student visa, working holiday visa and tourist visa (some visas may limit the total number of study weeks)
Entry requirements	- You must be at least 18 years old at the course commencement - Subject to levels from IELTS 3.5 to IELTS 5.0

Who is this course for?

It's for anyone who would like to improve their English in a general way! It covers English that is useful in everyday life. If you want to improve your English for university, higher education, TAFE or VET study and your English level is Intermediate and higher, then please see our EAP course.

What will I learn on the course?

The course covers all areas of English: speaking, listening, writing and reading. To help you with these skills, there will also be plenty of vocabulary, pronunciation and grammar. We focus on the English that is most important to most people – that is, real life English.

What are the teaching methods?

At Unity Skills, we believe that people learn best when they are enjoying themselves, are interested in what they are learning and when the study is similar to real life. We also believe that people learn by doing – that is, to learn to speak English, people have to do a lot of speaking practice, and to listen more easily, people have to do lots of listening practice.

Therefore, in your lessons you will do a lot of practice in real-life situations. There will be a lot of discussions, role-plays, reading of interesting magazine articles and websites, writing to communicate with people around the world, and listening to people with a range of accents.

Each week has a different topic. Topics are chosen to be useful to you in real life and to be interesting. From time to time you will also go outside class to practise English in the real world.

Will there be any assessment?

There will be formative tests, and teachers will also give you marks for homework and class activities such as speaking. Assessment will help you to see your progress, so that teachers can find which areas to give extra attention to. All assessment is very supportive – completely different from exams at school!

What do I get when I finish?

When you finish your course, we will give you a certificate and a report. This shows your grades and the levels you studied at.

Levels	Intermediate, Upper Intermediate and Advanced
Duration	10 weeks per level
Starting dates	You can start any week (except holidays – contact us)
Hours per week	20
Visas	Any visa which allows you to study in Australia, including student visa, working holiday visa and tourist visa (some visas may limit the total number of study weeks)
Entry requirements	- You must be at least 18 years old at the course commencement - Subject to levels from IELTS 4.5 to IELTS 5.5

EAP Course Information

Who is this course for?

This course is for anyone aged 18 or over who is preparing to study for a degree or classroom-based VET course where the study is in English. Even if your English is already good enough for further study, an EAP course can help you understand how to do assignments well – and thus make your further study easier. It may even help you get higher grades in your qualification!

What will I learn on the course?

This course covers academic English: the English you will need for further study. It includes speaking, listening, writing and reading, including listening to lectures, speaking in tutorials, giving presentations, reading academic texts, and writing essays and reports. To help you with these skills, there will also be plenty of vocabulary and grammar to help you succeed in your future course.

What are the teaching methods?

At Unity Skills, we believe that people learn best when they are interested in what they are learning and when the study relates to real life. We also believe that people learn by doing – thus you will complete projects such as essays and presentations that are similar to university or VET assignments – with a lot of help from the teacher, of course! You will also listen to lectures, read academic texts, and take part in discussions.

Vocabulary and grammar learning will be in the context of real-world academic tasks.

We also believe that language learning should be communicative and interactive. You will spend a lot of speaking with other students, because this will help you to learn effectively.

How will my English be assessed?

Continuous assessment is used. Your teachers will give you marks and feedback for the projects you do, as well as for work in class and for homework. You will also have a weekly test covering reading, listening or writing. The purpose of assessment is for you to see your progress, and so that teachers can find which areas to give extra attention to. All assessment is supportive – perhaps very different from your exams at school! Feedback from assessment is part of learning: your teacher will help you to improve for the next task.

What do I get when I finish?

When you finish your course, we will give you a certificate and a report. This shows your grades and the levels you studied at.



How to Apply (International Students)

- 1.** Select the course you wish to study.

The list of the courses, fees and the entry requirements can be found in the International Student Prospectus locate on <https://uscohealth.edu.au/student-prospectus-brochure/>.
- 2.** Complete the International Student Application Form, sign and send with all the following supporting documentation.
 - Certified copy of Passport page and visa page
 - Certified copy of academic transcript and certificate of the highest previous study
 - IELTS Certificate
- 3.** You can apply directly or through Unity Skills approved agent.

If applying directly, please send the completed International Student Application Form and the supporting documents to admissions@uscohealth.edu.au.
- 4.** Please read the Unity Skills policy and procedure that are located on <https://uscohealth.edu.au/policy-and-procedure/>.
- 5.** Once being admitted, you will be issued with a Letter of Offer, which will include the tuition fees and other costs associated with your selected course(s) as well as a Written Agreement.

(Note – the offer may be conditional on providing certain documentation or/and meeting certain entry requirements)

6. Students from countries that require Pre-Visa Approval (PVA) will not need to forward fees until PVA has been granted by the Department of Home Affairs (DHA).

7. Pay these fees as per your Letter of Offer:

- Course fees
- Enrolment fees
- Overseas Student Health Cover (OSHC)

Fees can be paid via a Bank Draft made payable to USCH, directly to our bank account or via credit card.

Our Postal Address:

Melbourne Campus: Level 3, 123 Lonsdale St, Melbourne VIC 3000

Email: admissions@uscohealth.edu.au

8. Once we receive your payment and signed Written Agreement, we will issue an electronic Confirmation of Enrolment (eCoE) and you will be able to organise your student visa application process.

For more information about Australian Student Visa: <https://www.homeaffairs.gov.au/>

TPS: <https://tps.gov.au/Home/NotLoggedIn>

How to Apply (Domestic Students)

1. Complete the Domestic Student Application Form and send the completed form to admissions@uscohealth.edu.au, along with the following documents and application fees of AUD 200 (non-refundable).
 - Certified copy of Passport page and visa page
 - Certified copy of academic transcript and certificate of the highest previous study
 - IELTS Certificate
2. For courses and fees details, please visit Unity Skills website <https://uscohealth.edu.au/student-prospectus-brochure/>.
3. Once being admitted, you will be issued with a Letter of Offer, which will include the tuition fees and other costs associated with your selected course(s).
4. You need to accept the offer and submit to admissions@uscohealth.edu.au with the deposit payment.
For details of the Unity Skills policy please visit <https://uscohealth.edu.au/policy-and-procedure/>.
5. On receipt of payment Unity Skills will issue an Enrolment Confirmation via email with the proposed course start date.

Cover 2024 Penfold College - Flyer (A4)

COLLEGE APPLICATION

1 PERSONAL INFORMATION

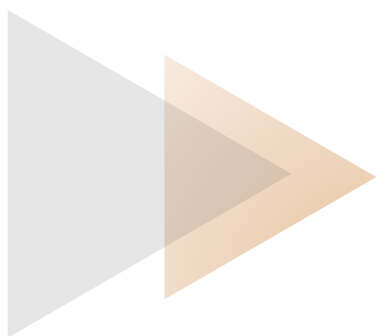
Surname Name
Postal address Postal Code
Telephone
Relationship to proposed insured

2 PERSONAL DETAILS

Surname Name
Age next birthday Date of birth Place of birth Male ☐ Female ☐
Postal address Postal code
E-mail address Occupation
Telephone
Name and address of employer

3 THE POLICY

Type of Policy
Sum Assured Term
Premium payable
Mode of payment ☐ Monthly ☐ Quarterly ☐ Semi-annual ☐ Annual ☐
Method of payment ☐ Banker's Order ☐ Cash ☐ Salary Order ☐ Direct Debit ☐ M-Pesa ☐ Other (specify)
Signature Date



Refund

Unity Skills will refund tuition fees in accordance with the provisions of applicable legislation. The CEO will review the refund schedule annually. The schedule will be included in the student Written Agreement and in this Policy and Procedure. Unity Skills will make the refund to a prospective, current or former student under this policy or to the student's authorised education agent in Written Agreement. Refunds will be made using the same method as was used to make the initial payment. For example, if tuition fees were made by credit card, a refund of those tuition fees will be made by payment to that card.

The student must submit a refund application by completing the Refund Application Form which can be downloaded from the Unity Skills website. Supporting documents must be submitted with the application if applicable. The RTO Manager will assess the refund application and calculate the refund amount. The application outcome must be provided to student in writing within 10 business days from the receipt of the application.

The refund will be paid to the student's/nominated agent's bank account within 20 business days (student default) or within 14 days (provider default). The refund application form will be archived in the student's file.

(Refer to the PC Fees, Charges and Refund Policy and Procedure for details.)

Provider Default	
Unity Skills fails to provide the course that student is admitted prior to the course commencement, and the student cannot be placed, or reject the placement arranged by Unity Skills.	100% refund of tuition fees (application fee is non-refundable)
Unity Skills fails to provide the course after student has commenced but before it is completed, and the student cannot be placed, or reject the placement arranged by Unity Skills.	100% refund of the unspent tuition fees Application fee is non-refundable
Student Default	
Visa refusal prior to the course commencement (offshore)	100% refund of tuition (application fee is non-refundable)
Visa refusal due to fraudulent, forged document or deliberately misleading information	No refund
Visa refusal (extension) after the course commencement	100% refund of the unspent tuition fees (application fee is non-refundable)
Withdrawal Notified in writing to Unity Skills 28 days prior to course commencement	70% refund of the tuition and non-tuition fees for term withdraw from 100% refund of the paid tuition and non-tuition fees for the subsequent term(s) (application fee is non-refundable)
Withdrawal Notified in writing to Unity Skills 14 days prior to course commencement	50% refund of the tuition and non-tuition fees for term withdraw from 100% refund of the paid tuition and non-tuition fees for the subsequent term(s) (application fee is non-refundable)
Withdrawal Notified in writing to Unity Skills on or after 2 weeks prior to or after course commencement	No refund

Transfer between Registered Providers

This policy applies to all overseas students studying with USCH on a student visa and prospective students on a student visa who seek to transfer to PC.

PC assesses requests from students for a transfer between PC and other registered providers, prior to the student completing 6 months of his/her principal course of study, in accordance with this policy and procedure.

In line with Standard 7 of the National Code 2018, PC will not knowingly enrol an overseas student wishing to transfer from another registered provider's course prior to the student completing 6 months of their principal course of study, except in limited circumstances as below:

- Releasing registered provider, or the course in which the overseas student is enrolled, has ceased to be registered;
- Releasing registered provider has had a sanction imposed on its registration by the ESOS agency that prevents the overseas student from continuing his or her course at that registered provider;
- Releasing registered provider has agreed to the overseas student's release and recorded the date of effect and reason for release in PRISMS;
- Any government sponsor of the overseas student considers the change to be in the overseas student's best interests and has provided written support for the change

Note that in the very rare circumstances where the original provider or course has ceased to be registered, or sanctions have been placed by the Australian government or by Federal Regulator, by which student cannot continue his/her course at original provider, PC will not consider 'release' information on PRISMS. Evidence of this occurrence would be placed in the student file.

For more information, please visit:

http://www.uscohealth.edu.au/uscohealth/Services/PoliciesProceduresForms/Transfer%20Between%20Registered%20Providers%20Policy%20and%20Procedure_V2.1.pdf

Deferring, Suspending and Cancelling Overseas Student Enrolment

USCH, in accordance with the ESOS Act 2000 and the National Code (Standard 9 of National Code 2018), has the authority to defer, suspend or cancel the enrolment of a student. This authority can be exercised based on the following criteria:

- If PC deem there to be compassionate and compelling circumstances (such as serious illness, injury or death in the family, political upheaval or natural disaster in the students' home country, a traumatic experience or other documented serious matters),
- If PC deem that there has been serious misbehaviour by the student
- If a student fails to pay the agree fees as clearly indicated in the Written Agreement signed by the student
- If a student fails to make sufficient course progress in accordance with the Course Progress Policy & Procedure
- If a student fails to meet the required attendance requirements of the course as described in the Course Progress Policy & Procedure

If PC initiates the process of suspension or cancellation of a student's enrolment, before any action is taken PC will:

- Inform the student in writing of its intention to suspend or cancel the student's enrolment
- Include an explanation as to why this action is being initiated and,
- Advise the student of their right to appeal through the PC Complaints and Appeals process within 20 working days
- When PC actions the deferral, suspension or cancellation of a student's enrolment, PC will:
- Inform the student that they must seek advice from immigration regarding any potential impacts on their student visa
- Report the change of enrolment in PRISMS within 31 days

PC will ensure that the suspension or cancellation of the student's enrolment will not take place until all internal avenues for appeal have been exhausted unless there are extenuating circumstances that negatively impact on the student's safety and wellbeing, which may put the student at risk.

PC will ensure that the process for assessing, approving/rejecting and recording of the deferment, suspension and cancellation of students' enrolment is documented.

For more information, please visit:

http://www.uscohealth.edu.au/uscohealth/Services/PoliciesProceduresForms/Deferring,%20Suspending%20and%20Cancelling%20Overseas%20Student%20Enrolment%20Policy%20and%20Procedure_V2.1.pdf

RPL and Credit Transfer

RPL Process

1. The candidate contacts USCH and enquires about RPL.
2. USCH provides the candidate with information about RPL. If the candidate decides they would like to proceed with RPL, USCH must supply them with a copy of the RPL Self-Assessment Tool.
3. The candidate completes the RPL Self-Assessment Tool, identifying units they would like to apply for and evidence they could submit.
4. The candidate sends their RPL Self-Assessment Tool, a copy of their CV and any certified copies of relevant qualifications back to USCH.
5. USCH reviews the self-assessment checklists to determine if the candidate is suitable to proceed with the RPL process. This will include contacting the candidate to discuss the following:
 - Their work experience and anything of interest in their CV (for example, has the candidate worked in a different number of job roles, have they worked in a number of different workplaces, or the same one, professional development experiences, etc.).
 - The items they ticked/did not tick in their self-assessments.
 - The items listed in their evidence brainstorm (for example, will these add value to their application, or will you see evidence of their work when they complete the assigned tasks?).
 - The third party person – who is it, how long have they known the candidate in a professional capacity, etc.
6. The assessor makes a decision on the candidate's suitability for RPL. (If the candidate's work experience, skills and knowledge do not accurately reflect the requirements of the qualification or units therein, the candidate should be provided with information about formal training opportunities for this qualification. The candidate can then make a decision as to whether they would like to enrol in the course.
7. The successful candidate receives a copy of the:
 - Written agreement
 - Invoice for RPL assessment
 - RPL Evidence Tool
 - RPL Third Party Tool (assessor must indicate in this document which units are being applied for, if the candidate is not applying for the entire qualification).
8. The assessor contacts the candidate to discuss:
 - How to work through the RPL Evidence Tool
 - Arrangements for workplace observations (where applicable, and in consultation with the candidate's workplace supervisor to ensure that workplace visits are scheduled appropriately, and that the workplace has access to required equipment and resources)
9. The assessor participates in the RPL assessment process, which will include:
 - Visiting the candidate's workplace to observe completion of practical tasks (where applicable)
 - Completing verbal questioning (either over the phone, Skype or other video conference tool, or in person)
 - Being available to provide support and assistance to the candidate as required.
10. The candidate submits their RPL Evidence Tool booklet and their evidence portfolio.
11. The assessor checks the third-party person's ratings, feedback and comments in the RPL Third Party Tool.

12. Where necessary, the assessor contacts the third-party person to discuss anything that requires further clarification.
13. The assessor contacts the candidate's professional referees to discuss the candidate's workplace competency.
14. The assessor contacts the candidate once an outcome has been made – all outcomes are to be summarised in the Assessment Outcome Summary in this document.
15. The assessor forwards all documents to USCH's office for record keeping (see below).

CT (Credit Transfer)

1. Applicants for credit transfer must complete the Credit Transfer Application form, attach a copy of a Qualification, Statement of Results (academic transcript) or Statement of Attainment and submit the application to the RTO manager.
2. The RTO Manager must check the qualifications, Statement of Results (academic transcript) or Statement of Attainment, and grant credit transfers for identical units that have been identified as being completed at another Registered Provider.
3. The student and the RTO manager must sign the completed credit transfer record.
4. Granting of credit transfer must be recorded as a unit outcome in the student file/student management system.
5. After credit transfer is granted, a student's course schedule must be reviewed and any reductions in the scheduled attendance and the reasons for the reduction recorded and placed in the student file.
6. If possible, a full-time load for the student should be maintained by adjusting a student's course schedule and duration for completion of the course.
7. Any course duration reduction as a result of Credit Transfer granted to students must be indicated on:
 - Confirmation of Enrolment, if granted prior to the issue of a Visa, or
 - PRISMS, if granted after the issue of a Visa.
8. The following document must be placed in the student file:
 - Verified copies of qualifications
 - Statement of Results (academic transcript)
 - Statements of Attainment
 - Credit Transfer Application form

For more information, please visit:

www.uscohealth.edu.au/uscohealth/Services/PoliciesProceduresForms/RPL%20and%20Credit%20Transfer%20Policy%20and%20Procedure_V1.0.pdf

Complaints and Appeals

USCH (PC) ensures that students have ready access to a robust and fair complaints and appeals process. These processes are independent, easily and immediately accessible, and inexpensive for the parties involved. This policy establishes the rules under which PC must act in response to a student complaint or appeal against a decision made by PC.

- PC will ensure that students have a clear understanding of the steps involved in the procedure by providing procedural information on the PC website and in the student Written Agreement and by explaining the process on the orientation.
- All students submitting a complaint or appeal must be treated fairly, professionally, transparently and without repercussion for making such a complaint or appeal.
- The processing of a complaint or appeal must be commenced within 10 days of it being received by PC.
- Students should ideally attempt to resolve a complaint informally prior to lodging a formal complaint.
- In all cases where a formal complaint is made, PC will provide a response to the student.
- In all cases where an outcome has been reached, PC will inform the student (in writing) of the outcome of the appeal that clearly explains the reasons for that outcome. PC will retain copies of all such written communications, outcomes and reasoning.
- All students attending an appeal panel review are entitled to be accompanied by a support person of their choice.
- In situations where a student's internal appeal has been rejected, the student will be informed of the options available to them outside those offered by PC, if they wish to escalate the complaint or appeal beyond the PC processes. PC will inform students of their options for external appeal within 10 working days of making a decision.
- In a situation where an appeal (internal or external) is upheld, PC will immediately action that outcome and advise the student of the outcome and any follow up action.
- PC will ensure corrective action is taken in response to any complaint or appeal to mitigate any reoccurrence that may lead to similar complaints and appeals being lodged in the future.
- PC will collect the data about complaints and appeals and record the data in the Complaint Register.
- This data will include action taken to address the root cause of complaints, the follow-up and the outcome of the complaints/appeals. Evidence of complaints and appeals will be saved in the Complaints and Appeals folder, as well as the minutes of staff meetings at which actions arising from complaints were agreed and other relevant documentation. The folder will be managed by the RTO Manager and placed in a secured place.
- Complaints and appeals may be made in regards with but not limited the following issues:
 - Enrolment process
 - Education agents
 - Campus facilities and resources (including the kitchen resources)
 - Training
 - Staff
 - Academic results
 - Course progress
 - Discrimination, harassment and bullying
 - Fees and refunds
 - Other students of PC
 - Any other party directly or indirectly related to PC

For more information, please visit:

www.uscohealth.edu.au/uscohealth/Services/PoliciesProceduresForms/Complaints%20and%20Appeals%20Policy%20and%20Procedure_V1.2.pdf

Student Support

USCH ensures that all students are given support while studying at PC. This support includes both academic support and non-academic support. PC ensures that students are made aware of the support available and that all these services are made available to students at no additional cost.

An orientation program is conducted before the classes begin and is compulsory for all newly commencing students. The program includes an introduction to PC, its services and facilities as well as a basic introduction to Australian culture, society and life. Students are also introduced to the academic culture and rules of the Institute that are necessary for successful study. A complete orientation will ensure students are adequately prepared for study at PC and integrating into Australian society. The information that will be covered in the orientation program is described in detail in the procedure.

PC provides:

- The opportunity for students to participate in services, and provides services designed to assist students in meeting course requirements. These services include learning advice and English support.
- The opportunity for students to access welfare-related support services to assist with issues that may arise during their study, including course progress and accommodation issues. These services are provided at no additional cost to the student.
- Designated members (see below) of staff are the official point of contact for students.
- Staff members who interact directly with students are aware of the obligations of the Institute under the ESOS framework and the potential implications for students arising from the exercise of these obligations.

For more information, please visit:

www.uscohealth.edu.au/uscohealth/Services/PoliciesProceduresForms/Student%20Support%20Policy%20and%20Procedure_V1.2.pdf



Email: admissions@uscohealth.edu.au

Address: Level 3 123 Lonsdale St, Melbourne, VIC 3000

Landline Number: (03) 8637 0343