

ABN 29 602 112 505 | CRICOS CODE 03457J | RTO 45070

**times**  
A C A D E M Y



**2019** COURSE  
GUIDE

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## Welcome from The Principal



At Times Academy you will not only develop your language and employability skills, but you will flourish in your Australian experiences and personal growth.

Times Academy has a superior modern campus right by Town Hall in the center of the city. Easily reached by public transport with state-of-the-art computer facilities, wireless connections.

Times Academy offers Academic English classes with pathways to highly-ranked schools in NSW. The English for high school preparation program is for students entering top private schools in NSW and has a comprehensive focus on values and moral development of the students. The General English program is a fun interactive way for students to develop their four-skills of English on a flexible schedule to meet lifestyle demands.

Times Academy has a range of innovative vocational education and training courses including Early Childhood Education and Care, Ageing Support and Leadership & Management. These quality courses are

approved by the Australian Skills Quality Authority and give students the skills and knowledge they need to succeed in Australia.

The well-qualified teaching staff at Times are enthusiastic, innovative and create vibrant energetic learning environments. With regular and varied assessment, student receive feedback that helps them to advance their language skills in minimal time.

Student services staff at Times provide comprehensive services to help you adjust to your new life in Australia. Times has amazing social events including Culture Days, excursions to points of interest and a comprehensive orientation program.

**Heidi Reid**

Principal Times Academy  
BA, Grad DipEd, MTESOL, MBA

# The Pathway to the Future

## Our Partnerships



Over 40 of Top Ranking Private School in NSW



Reddam House



Knox Grammar School



Ravenswood School for Girls



McDonald College



Masada College



Macarthur Anglican School



Stella Maris



St Augustine's College



The Scots School



Pittwater House



Rosebank College



St Maroun's College



Pacific Coast Christian School



Pacific Hills Christian School



Kinross Wolaroi School



St Paul's College



St Catherine's School



Pymble Ladies' College



St Philip's Christian College



St Scholastica's College



St Andrew's Cathedral School



All Saints Grammar



Newington College



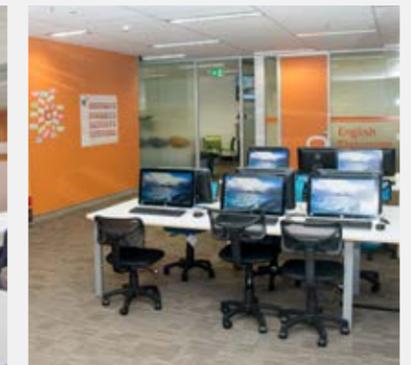
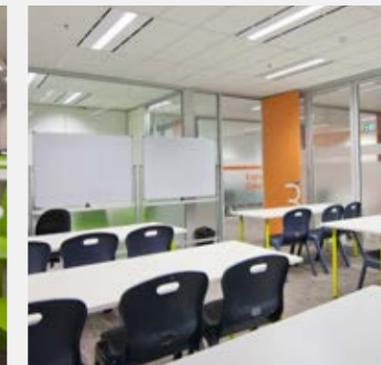
Adventist Education

Browse our website for more partner school information



### Campus Facilities

- Study Centre
- Student Library and Lounge
- Computer laboratories
- Student Lounge with kitchenette, microwaves, fridge and vending machines.
- Modern and up-to-date
- Air-conditioned spacious classrooms
- Natural light
- Campus Wi-fi Access for students



### Campus Activities



#### MOVIE CLUB

Now Screening some of Hollywood's favourite films. Have some popcorn and conversation as you snuggle in to watch the greatest hits in English. Suggestions Welcome!



#### CONVERSATION CLUB

Practice your skills in chatting with these lovely afternoon tea times with your classmates and friends.



#### TIMES' EXCURSIONS

Visit museums, beaches, sights around Sydney and the harbor! What a gorgeous way to feel at home in this beautiful city.



#### TIMES' WORKSHOPS

From Public Speaking, to Painting, to Crafts....the list is endless. This is an interactive hands-on way to learn something new and have fun too!

# English Language Programs



Our English language programs have been developed to offer condensed yet comprehensive courses which will improve English language skills. We offer six levels of classes, from Beginner to Advanced English for General English (GE), three levels in English for Academic Purposes (EAP) and five levels in English for High School Preparation (EHSP).

All levels equate with the Common European Framework of Reference (CEFR) to ensure your results are internationally viable and provide direct access pathways into colleges.

## General English Levels

IELTS Equivalent

- Beginner
- Elementary
- 4.5 Pre-intermediate
- 5.0 Intermediate
- 5.5 Upper intermediate
- 6.0 Advanced

### English Language Requirement

All students sit a placement test to determine their study level. Students who wish to enter EAP must have successfully completed Intermediate level or Academic IELTS 5.0.

### English for Academic Purposes Levels

- EAP1 equivalent to IELTS 5.5
- EAP2 equivalent to IELTS 6.0
- EAP3 equivalent to IELTS 6.5

### English for High School Preparation Levels

- HSP Beginner
- HSP Elementary
- HSP Pre-Intermediate
- HSP Intermediate
- HSP Upper-Intermediate
- Entry Into High School In NSW



# General English

CRICOS Course Code 089711M

**Levels** Beginner To Advanced  
**Duration** Full Time 20 Hours / Week  
**Intake Date** Every Monday

General English (GE) classes focus on communicative language skills for listening and speaking. They are designed to increase your knowledge of vocabulary, idioms and grammar. These classes provide you with lots of opportunities to talk with other students.

The General English course also helps you to develop your reading and writing skills.

With small classes led by experienced teachers, our practical teaching methods provide plenty of interaction and opportunities to practice English conversation for day-to-day communication. Our lessons are focused around your specific English learning goals and teachers will give you useful feedback and support to empower you to develop your skills and confidence quickly.

## General English Helps You Achieve Your Goals

- Reading, writing and listening skills
- Speaking and fluency skills
- Knowledge of grammar, vocabulary and idioms
- Communication and conversation strategies
- Pronunciation

### Sample Timetable

Class	Monday	Tuesday	Wednesday	Thursday	Friday
Morning	8:30-12:30	8:30-12:30	8:30-12:30	8:30-12:30	8:30-12:30
Afternoon	12:35-16:35	12:35-16:35	12:35-16:35	12:35-16:35	12:35-16:35
Evening	16:40-21:40	16:40-21:40	16:40-21:40	16:40-21:40	

**English Language Requirement**

- Students of all English levels can join
- Sit a placement test to determine your English level

\* There is a 30 minute break part way through session.



# English Pathway to Five Star Universities English for Academic Purposes

CRICOS Course Code 089712K

**Level** Intermediate to Advanced  
**Duration** Full Time 20 Hours / Week  
**Intake Date** Every Four Weeks



Times Academy EAP course uses the latest innovative research in Australia on transforming schools. Focusing on creativity, critical reflection, communication and collaboration, the EAP program at Times gives students skills not only in English, but skills for success in research, studies, communication and life. This course is designed to help develop student study skills in reading, writing, listening and speaking to ensure success at some of the top higher education institutions in Australia. There is a focus on vocabulary development and academic writing skills to foster confidence in academic studies. The materials come from a range of authentic sources to facilitate real-life tertiary learning situations.

This EAP course gives students a firm foundation in academic English and a set of study skills that will support them to successfully undertake university/tertiary courses.

## EAP Helps You Achieve Your Goals

- Read and understand academic journals and texts
- Write reports and essays
- Understand lectures and presentations
- Participate in tutorials and group discussions
- Prepare and give presentations in class
- Prepare effective class note-taking

### Sample Timetable

Class	Monday	Tuesday	Wednesday	Thursday	Friday
Morning	8:30-12:30	8:30-12:30	8:30-12:30	8:30-12:30	8:30-12:30

**English Language Requirement**

- Intermediate level of English
- Sit a placement test to determine your English level

\* There is a 30 minute break part way through session.

# English for High School Preparation

CRICOS Course Code 094446C

**Levels** Beginner to Upper-Intermediate  
**Intake Date** Weekly Intake  
**Intake Date** Full time 25 hours / Week

The English for High School Preparation (EHSP) provides English language instruction to prepare international students for studies in Australian high schools. This course will help students develop the study skills they need to be successful in a high school setting. Students will increase their listening and speaking competency and have opportunities to practice reading about high school topics and completing the types of academic work and assignments they will encounter in high school.

In addition to English, students study English and vocabulary specific to Mathematics, Science and Human Society and Its Environment to prepare them for content areas of study in Australia.

The EHSP course helps students adjust to their new life in Australia while learning the necessary social and academic skills to ensure success in their schooling future.

Times Academy has an intense focus on the morals and values development of students to give them tools for success not only in school, but in their lives.

## Sample Timetable

Class	Monday	Tuesday	Wednesday	Thursday	Friday
Morning only	9:00-3:00	9:00-3:00	9:00-3:00	9:00-3:00	9:00-3:00

### English Language Requirement

- Students of all English levels can join
- Sit a placement test to determine your English level
- Students from 12-18 years of age

# English for Primary School Preparation

CRICOS Course Code 095819D

**Levels** Beginner to Upper-Intermediate  
**Intake Date** Weekly Intake  
**Intake Date** Full time 25 hours / Week

This fun-filled active class teaches English through phonics, sound and movement. Students will actively participate in an energetic primary style classroom that will prepare them for life in Australian primary schools. There is a large focus on teaching children about values and caring for themselves, their family, their classmates and the environment. Starting from the beginner level, students will learn many of the same things and key learning areas that primary schools in NSW are teaching. With small classes led by experienced teachers who

work closely to support students so that they are capable of working collaboratively in class and independently away from class, our EPSP program will provide students with all the preparation they need to enter primary school with the confidence to succeed.

## Sample Timetable

Class	Monday	Tuesday	Wednesday	Thursday	Friday
Morning only	9:00-3:00	9:00-3:00	9:00-3:00	9:00-3:00	9:00-3:00

### English Language Requirement

- Students of all English levels can join
- Sit a placement test to determine your English level
- Students from 7 - 12 years of age

# Cambridge Tests Preparation

CRICOS Course Code 096089C

## We will give you the skills you need to succeed for Cambridge English Test

Cambridge English language tests are internationally recognised qualifications that are respected by companies, governments and universities worldwide. A Cambridge certificate can help you with further studies or to get a good job.

You will practise all the language skills you need to be an excellent communicator in English. You will develop the listening, speaking, reading and writing skills you need to achieve the best result you can. You will develop your listening, speaking, reading and writing skills, and also improve your grammar, vocabulary and pronunciation.

With an intake every Monday, you can start the course at a time that is suitable for you and study right up to the time you plan to sit the exam. You can start the course at a time that is suitable for you and study right up to the time you plan to sit the exam.

### Three levels of Cambridge Test Preparation:

- Cambridge English: Preliminary (PET)
- Cambridge English: First (FCE)
- Cambridge English: Advanced (CAE)

### Sample Timetable

Class	Monday	Tuesday	Wednesday	Thursday
Morning*	8:30-14:30	8:30-14:30	8:30-14:30	8:30-14:30
Evening	16:30-21:30	16:30-21:30	16:30-21:30	16:30-21:30

#### English Language Requirement

- Cambridge English: Preliminary (PET) - Intermediate
- Cambridge English: First (FCE) - Upper Intermediate
- Cambridge English: Advanced (CAE) - Advanced

\* There is a 30 minute break part way through session.

# IELTS Test Preparation

CRICOS Course Code 095014G

## We Aim to Help Students to Do Their Best on The IELTS.

This program is designed to provide students who are intending to sit for the IELTS examination with a demanding program of study. The program is designed to equip students with the strategies they need to realise their full potential and attain their desired IELTS score.

The IELTS Test Preparation course is a full-time program that is designed to increase students confidence when sitting for the test by:

- Familiarising students with the IELTS exam.
- Teaching students the skills needed for each sections of the exam: Writing, Speaking, Listening and Reading.
- Providing regular test practice under exam conditions

### Our IELTS Test Preparation Course Offers

- Flexibility with an intake every week and
- Lengths of study from 2 to 30 weeks
- A focus on one skill per day
- A fully planned program of study that covers the Academic module
- Small groups of up to 18 students with similar levels of English (at least intermediate)
- Regular test practice
- Regular focus on test-taking strategies like predicting, skimming and scanning
- Instruction to essay writing
- Confidence-building speaking exercises

### Sample Timetable

Class	Monday	Tuesday	Wednesday	Thursday	Friday
Evening	16:30-21:30	16:30-21:30	16:30-21:30	16:30-21:30	

#### English Language Requirement

- Intermediate Level of English

# Vocational Education and Training Courses



## Student Support

### Student Services

- Help to arrange accommodation
- Information about life in Australia
- Community support
- Multicultural services
- Help adjusting to your new life in Australia
- Counselling support
- Overseas Student Health Cover (OSHC)
- Help to find essential services
- Help to open a bank account
- Assistance in securing student ID cards
- Support for learning difficulties
- Information on Student Visa conditions
- Assistance to find part-time work
- Help with transport issues

### Orientation

On your first day at Times Academy you will have orientation and a placement test. You will get all the information you need for your school life in Australia. Please bring your Australian and home country contact details with you on your first day. You can tell us all about your study goals and we can help you to achieve them!

## Student Pathways

The pathway of studying Vocational Education and Training courses provide students with qualifications to enter Tertiary Institutions like Universities and other Colleges of Higher Learning. Credit packages and articulation arrangements will vary from Institutes depending upon the course you wish to study and can be applied for separately.

### Childhood Education and care

Certificate III in Early Childhood Education and Care  
**CHC30113**

Diploma of Early Childhood Education and Care  
**CHC50113**

### Leadership and Management

Certificate IV in Leadership and Management  
**BSB42015**

Diploma of Leadership and Management  
**BSB51918**

Advanced Diploma Leadership and Management  
**BSB61015**

### Individual/ Ageing Support

Certificate III in Individual Support  
**CHC33015**

Certificate IV in Ageing Support  
**CHC43015**

### Higher Education

Credit packages and articulation arrangements will vary from Institution to Institution depending upon the course you wish to study.  
Diploma of Early Childhood Education and care direct entry to Charles Sturt University

# Certificate IV in Leadership and Management

CRICOS COURSE CODE 095419J | BSB42015

This qualification reflects the role of individuals working as developing and emerging leaders and managers in a range of enterprise and industry contexts. As well as assuming responsibility for their own performance, individuals at this level provide leadership, guidance and support to others. They also have some responsibility for organising and monitoring the output of their team. They apply solutions to a defined range of predictable and unpredictable problems, and analyse and evaluate information from a variety of sources.

## Entry Requirements

There are no entry requirements for this qualification. However, substantial work experience would be highly regarded. It is recommended that individuals should:

- be 18 years or older;
- and have completed Year 11 or its equivalent with suitable English language skills.
- International Students are also required to have an English ability at the IELTS 5.5 or equivalent.

## Course Structure: Duration 48 Weeks

This qualification is made up of twelve units of competency (four core units and eight electives)

<b>BSBLDR401</b>	Communicate effectively as a workplace leader
<b>BSBLDR402</b>	Lead effective workplace relationships
<b>BSBLDR403</b>	Lead team effectiveness
<b>BSBMGT402</b>	Implement operational plans
<b>BSBWHS401</b>	Implement and monitor WHS policies, procedures and programs to meet legislative requirements

<b>BSBWOR404</b>	Develop work priorities
<b>BSBRISK401</b>	Identify risk and apply risk management processes
<b>BSBINN301</b>	Promote innovation in a team environment
<b>BSBCMM401</b>	Make a presentation
<b>BSBWRT401</b>	Write complex documents
<b>BSBCUS402</b>	Address customer needs
<b>BSBRES411</b>	Analyse and present research information

## Pathways to Further Study

After achieving this qualification candidates may choose to study BSB51918 Diploma of Leadership and Management or other Diploma qualifications.

## Job Roles

- Team Leader
- Supervisor
- Coordinator
- Leading Hand

Vocational Education and Training Courses

# Leadership and Management



# Diploma of Leadership and Management

CRICOS COURSE CODE 098841D | BSB51918

## This course aims to provide:

- Training and skills development in the functions of business and the environment in which business operates at a management level;
- An overview of a wide range of well – developed managerial skills within the business sector;
- Skills and knowledge for operation within the business sector at a managerial level and the ability to manage the work of others and to add value to or review management practices;
- Interpersonal skills essential for a managerial career within the business sector.

## Entry Requirements

### it is recommended that individuals should:

- be 18 years or older;
- and have completed Year 12 or its equivalent with suitable English language skills.
- International Students are also required to have an English ability at the IELTS 5.5 or equivalent.

## Course Structure: Duration 48 Weeks

This qualification is made up of twelve units of competency (four core and eight elective units).

<b>BSBLDR511</b>	Develop and use emotional intelligence	<b>BSBHRM405</b>	Support the recruitment, selection and induction of staff
<b>BSBMGT517</b>	Manage operational plans	<b>BSBPMG522</b>	Undertake project work
<b>BSBLDR502</b>	Lead and manage effective workplace relationships	<b>BSBRSK501</b>	Manage risk
<b>BSBWOR502</b>	Lead and manage team effectiveness	<b>BSBMGT502</b>	Manage people performance
<b>BSBFIM501</b>	Manage budgets and financial plans	<b>BSBADM506</b>	Manage business document design and development
<b>BSBCUS501</b>	Manage quality customer service	<b>BSBSUS501</b>	Develop workplace policy and procedures for sustainability

## Pathways to Further Study

BSB61015 Advanced Diploma of Leadership and Management or other Advanced Diploma qualifications.

## Job Roles

- Office Manager
- Business Development Manager
- Accounts Manager

# Advanced Diploma of Leadership and Management

CRICOS COURSE CODE 095407B | BSB61015

## This course aims to provide:

- Training and skills development in the functions of business and the environment in which business operates at a management level;
- An overview of a wide range of well – developed managerial skills within the business sector;
- Skills and knowledge for operation within the business sector at a managerial level and the ability to manage the work of others and to add value to or review management practices;
- The ability to analyse, diagnose, design and execute business management functions
- Interpersonal skills essential for a managerial career within the business sector.

## Entry Requirements

### It is recommended that individuals should:

- be 18 years or older;
- and have completed Year 12 or its equivalent with suitable English language skills.
- International Students are also required to have an English ability at the IELTS 5.5 or equivalent.

## Course Structure: Duration 48 Weeks

This qualification is made up of twelve units of competency (four core and eight elective units).

<b>BSBFIM601</b>	Manage finances	<b>BSBCOM603</b>	Plan and establish compliance management systems
<b>BSBINN601</b>	Lead and manage organisational change	<b>BSBMKG609</b>	Develop a marketing plan
<b>BSBMGT605</b>	Provide leadership across the organisation	<b>BSBHRM602</b>	Manage human resources strategic planning
<b>BSBMGT617</b>	Develop and implement a business plan	<b>BSBMKG608</b>	Develop organisational marketing objectives
<b>BSBINM601</b>	Manage knowledge and information	<b>BSBWHS605</b>	Develop, implement and maintain WHS management systems
<b>BSBMGT608</b>	Manage innovation and continuous improvement		
<b>BSBMGT616</b>	Develop and implement strategic plans		

## Pathways to Further Study

After achieving this qualification candidates may choose to undertake studies at higher education level.

## Job Roles

- Area Manager
- Department Manager
- Regional Manager

# Certificate III in Individual Support

CRICOS Course Code 096160A | CHC33015

This qualification reflects the role of workers in the community and/or residential setting who follow an individualised plan to provide person-centred support to people who may require support due to ageing, disability or some other reason. Work involves using discretion and judgement in relation to individual support as well as taking responsibility for own outputs. Workers have a range of factual, technical and procedural knowledge, as well as some theoretical knowledge of the concepts and practices required to provide person-centred support.

## Entry Requirements

**There are no entry requirements for this qualification however it is recommended that individuals should:**

- be 18 years or older;
- have completed Year 12 or its equivalent with suitable English language skills. International Students are also required to have an English ability at the IELTS 5.5 or equivalent.
- A working with children check and National Police check is required for work placement and for gaining employment. This should be done during orientation so that approval is provided prior to the first industry placement

## Course Duration

Forty Eight (48) weeks including Twelve (12) weeks holidays

## Course Structure

This qualification is made up of 13 units of competency ( 7 core units and 6 electives units )

## Pathways to Further Study

Education pathways courses may include:

- Certificate IV in Ageing Support
- Certificate IV in Disability
- Diploma of Nursing
- Diploma of Community Services

## Job Roles

Job roles and titles may vary across the community services sector including:

- Support worker
- Personal care giver
- Respite care worker
- Disability service worker
- Accommodation support worker

Vocational Education and Training Courses

# Individual and Ageing Support



## Cluster & Unit(s)

### 1: Support independence and well being

CHCCCS015 Provide individualised support  
CHCCCS023 Support independence and well-being  
HLTAAP001 Recognise healthy body systems

### 2: Compliant aged care practice

CHCLEG001 Work legally and ethically  
HLTWHS002 Follow safe work practices for direct client care

### 3: Work in health and community services

CHCCOM005 Communicate and work in health or community services  
CHCDIV001 Work with diverse people

### 4: Support and empowerment of older people

CHCCCS011 Meet personal support needs  
CHCAGE001 Facilitate the empowerment of older people  
CHCAGE005 Provide support to people living with dementia

### 5: Palliative care services

CHCPAL001 Deliver care services using a palliative approach

### 6: Empowering people with disability

CHCDIS007 Facilitate the empowerment of people with disability

### 7: Develop and maintain networks and collaborative partnerships

CHCPRP001 Develop and maintain networks and collaborative partnerships

## Delivery Modes

The program uses a variety of methods to provide a rich and engaging learning experience for learners.

- **Face-to-face Study** : Students will be attending classes for 15 hours per week
- **Work Placement** : Students' enrolled in the CHC33015 Certificate III in Individual Support are required to participate in a minimum of 180 - hour practical placement. Noting this, the Times Academy program is delivered over 36 weeks of tuition and expects the student will be engaged in a minimal of 5 hours' work placement each week. Student will commence their work placement as soon as possible after the course commencement following orientation by the workplace supervisor (within the first two weeks). Times Academy will engage with the nominated workplace to ensure that it can provide a suitable environment to gather practical experience across all tasks outlined in the units of competency. Times Academy will complete a Workplace suitability assessment prior to placement with the nominated workplace and coordinate with the service to ensure the student is orientation and inducted properly into the workplace and that the workplace meets the requirements of the training package.

*\*Students are responsible for finding their own workplacements.*

- **Unsupervised/self-Study** : Students need to allocate between 10 to 15 hours of self- study time per week to enhance their understanding. A maximum of 15 hours of self-study should be sufficient for an average student to grasp the learning content and complete the Personal Research Task and Reflection Journal.

# Certificate IV in Ageing Support

CRICOS Course Code 096161M | CHC43015

This qualification reflects the role of support workers who complete specialised tasks and functions in aged services; either in residential, home or community based environments. Workers will take responsibility for their own outputs within defined organisation guidelines and maintain quality service delivery through the development, facilitation and review of individualised service planning and delivery.

Workers may be required to demonstrate leadership and have limited responsibility for the organisation and the quantity and quality of outputs of others within limited parameters.

## Entry Requirements

**There are no entry requirements for this qualification however it is recommended that individuals should:**

be 18 years or older;  
have completed Year 12 or its equivalent with suitable English language skills. International Students are also required to have an English ability at the IELTS 5.5 or equivalent.  
A working with children check and National Police check is required for work placement and for gaining employment. This should be done during orientation so that approval is provided prior to the first industry placement

## Course Duration

Forty Eight (48) weeks including Twelve (12) weeks holidays

## Course Structure

This qualification is made up of 18 units of competency ( 15 core units and 3 electives units )

## Pathways to Further Study

Education pathways exist depending on the college/university, courses include:

- Diploma of Nursing
- Diploma of Community Services
- Bachelor of Nursing

## Job Roles

Job roles and titles may vary across the community services sector including:

- Aged care activity worker
- Care service team leader
- Care supervisor
- Disability officer
- Disability support worker
- Accommodation support worker

## Cluster & Unit(s)

### 1: Support independence and well being

HLTAAP001 Recognise healthy body systems  
CHCCCS023 Support independence and wellbeing

### 2: Manage Aged Care Compliance

CHCLEG003 Manage legal and ethical compliance  
HLTWS002 Follow safe work practices for direct client care

### 3: Work in health and community sector

CHCDIV001 Work with diverse people  
CHCCOM005 Communicate and work in health or community services

### 4: Support and empowerment of older people

CHCAGE001 Facilitate the empowerment of older people  
CHCCCS011 Meet personal support needs  
CHCAGE005 Provide support to people living with dementia

### 5: Deliver care services using a palliative approach

CHCPAL001 Deliver care services using a palliative approach

### 6: Facilitate the empowerment of people with disability

CHCDIS007 Facilitate the empowerment of people with disability

### 7: Develop and maintain networks and collaborative partnerships

CHCPRP001 Develop and maintain networks and collaborative partnerships

### 8: Support relationships with carers and families

CHCCCS025 Support relationships with carers and families

### 9: Develop and maintain networks and collaborative partnerships

CHCADV001 Facilitate the interests and rights of clients  
CHCAGE003 Coordinate services for older people  
CHCCCS006 Facilitate individual service planning and delivery  
CHCAGE004 Implement interventions with older people at risk

### 10: Workplace relationships

BSBLDR402 Lead effective workplace relationships

## Delivery Modes

The program uses a variety of methods to provide a rich and engaging learning experience for learners.

- **Face-to-face Study** : Students will be attending classes for 15 hours per week
- **Online Study**: Students will need to participate in 15 hours of Online Study for the Cluster 10 via Moodle platform
- **Work Placement** :Students' enrolled in the CHC43015 Certificate IV in Ageing Support are required to participate in a minimum of 165- hours practical placement. Noting this, the Times Academy program is delivered over 36 weeks of tuition and expects the student will be engaged in a minimal of 5 hours' work placement each week for 33 weeks. Student will commence their work placement as soon as possible after the course commencement following orientation by the workplace supervisor (within the first two weeks). Times Academy will engage with the nominated workplace to ensure that it can provide a suitable environment to gather practical experience across all tasks outlined in the units of competency. Times Academy will complete a Workplace suitability assessment prior to placement with the nominated workplace and coordinate with the service to ensure the student is orientation and inducted properly into the workplace and that the workplace meets the requirements of the training package.

*\*Students are responsible for finding their own workplacements.*

- **Unsupervised/self-Study** : Students need to allocate between 10 to 15 hours of self- study time per week to enhance their understanding. A maximum of 15 hours of self-study should be sufficient for an average student to grasp the learning content and complete the Personal Research Task and Reflection Journal.



The Pathway of Childcare course to Bachelor degree

# Early Childhood Education and Care



# Certificate III in Early Childhood Education and Care

CRICOS Course Code 095091F | CHC30113

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

Working towards this qualification is the minimum requirement to work in Early childhood setting.

## Entry Requirements

**There are no entry requirements for this qualification however it is recommended that individuals should:**

- be 18 years or older;
- and have completed Year 11 or its equivalent with suitable English language skills. International Students are also required to have an English ability at the IELTS 5.5 or equivalent.
- A working with children check is required for work placement and for gaining employment

## Working with Children Check

Due to the mandatory work placement requirement, students wishing to study CHC30113 will be required to undergo and satisfy Working with Children Checks. This should be done during orientation so that approval is provided prior to the first work placement.

## Course Structure

This qualification is made up of 18 stand alone units of competency (15 core and 3 elective units); however, they have been sequenced and structured into 7 clusters to train and assess units of competency together that have common skills and knowledge or because they share a common work function and based on industry consultation. The course is structured to provide a logical, efficient learning sequence.

## Pathways to Further Study

CHC50113 Diploma of Early Childhood Education and Care.

## Job Roles

Job roles and titles may vary across early childhood settings. Upon successful completion of CHC30113 a person could seek employment opportunities in roles such as;

- Early Childhood Educator
- Family day care educator
- Preschool assistant
- Nanny or in-home care educator

## Cluster & Unit(s)

1	CHCLEG001 CHCECE009 BSBWOR301	Work legally and ethically Use an approved learning framework to guide practice Organise personal work priorities and development
2	CHCECE001 CHCDIV002	Develop cultural competence Promote Aboriginal and/or Torres Strait Islander cultural safety
3	HLTAID004	Provide an emergency first aid response in an education and care setting (*This unit will be delivered by "24/7 First Aid")
4	HLTWH001 CHCECE002 CHCPRT001 CHCPRT003	Participate in work health and safety, Ensure the health and safety of children, Identify and respond to children and young people at risk Work collaboratively to maintain an environment safe for children and young people
5	CHCECE005 CHCECE003 CHCECE004	Provide care for babies and toddlers, Provide care for children, Promote and provide healthy food and drinks
6	CHCECE013 CHCECE011 CHCECE010	Use information about children to inform practice Provide experiences to support children's play and learning Support the holistic development of children in early childhood
7	CHCECE007 CHCECE006	Develop positive and respectful relationships with children Support behaviour of children and young people

## Delivery Modes

The program uses a variety of methods to provide a rich and engaging learning experience for learners. Students attend classes for 15 hours per week and undertake a total of 165 hours of work placement and 20 hours of online study.

*\*Students are responsible for finding their own workplacements.*

## Course Duration

Thirty Five (35) weeks including Eight (8) weeks holidays.



# Diploma of Early Childhood Education and Care

CRICOS Course Code 095092E | CHC50113



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

## Entry Requirements

**There are no entry requirements for this qualification however it is recommended that individuals should:**

- be 18 years or older; and
- have completed Year 12 or its equivalent with suitable English language skills. International Students are also required to have an English ability at the IELTS 5.5 or equivalent.
- A working with children check is required for work placement and for gaining employment

## Working with Children Check

Due to the mandatory work placement requirement, students wishing to study CHC50113 will be required to undergo and satisfy Working with Children Checks. This should be done during orientation so that approval is provided prior to the first work placement.

## Course Structure

This qualification is made up of 28 stand alone units of competency (23 core and 5 elective units); however, they have been sequenced and structured into 13 clusters to train and assess units of competency together that have common skills and knowledge or because they share a common work function and based on industry consultation. The course is structured to provide a logical, efficient learning sequence.

## Pathways from The Qualification

Higher Education pathways exist depending on the university, courses include:

- Bachelor of Early Childhood
- Master of Teaching (Birth to 12 years old)

## Job Roles

Job roles and titles may vary across early childhood settings. Upon successful completion of CHC50113 a person could seek employment opportunities in roles such as:

- Early Childhood Educator
- Family day care educator
- Preschool assistant
- Nanny or in home care educator
- Room leaders
- Nominated or authorised supervisor for a centre under 29 children

## Cluster & Unit(s)

1	CHCLEG001 CHCECE009	Work legally and ethically Use an approved learning framework to guide practice
2	CHCECE001 CHCDIV002	Develop cultural competence Promote Aboriginal and/or Torres Strait Islander cultural safety
3	HLTAID004	Provide an emergency first aid response in an education and care setting (*This unit will be delivered by "24/7 First Aid")
4	CHCECE002 CHCPRT001	Ensure the health and safety of children Identify and respond to children and young people at risk
5	CHCECE005 CHCECE003 CHCECE004	Provide care for babies and toddlers Provide care for children Promote and provide healthy food and drinks
6	HLTWH5003 CHCECE016	Maintain work health and safety Establish and maintain a safe and healthy environment for children
7	CHCECE007	Develop positive and respectful relationships with children
8	CHCPOL003 CHCPOL002 CHCECE019	Research and apply evidence to practice Develop and implement policy Facilitate compliance in education and care services
9	CHCMGT003 CHCECE025	Lead the work team Embed sustainable practices in service operations
10	CHCECE017 CHCECE018	Foster the holistic development and wellbeing of the child in early childhood Nurture creativity in children
11	CHCECE020 CHCECE022 CHCECE021	Establish and implement plans for developing cooperative behaviour Promote children's agency Implement strategies for the inclusion of all children
12	CHCECE023 CHCECE026 CHCECE024	Analyse information to inform learning Work in partnership with families to provide appropriate education and care for children Design and implement the curriculum to foster children's learning and development
13	BSBMGT605 CHCPRP003	Provide leadership across the organisation Reflect on and improve own professional practice

## Delivery Modes

The program uses a variety of methods to provide a rich and engaging learning experience for learners. Students attend classes for 15 hours per week and undertake a total of 380 hours of work placement and 20 hours of online study.

*\*Students are responsible for finding their own workplacements.*

## Course Duration

One Hundred (100) weeks including Twenty Eight (28) weeks holidays.

### Assessment Strategies

The assessment methods in this qualification have been designed to include research tasks, role plays, case studies and Observation/Supervisor report among other work placement tasks while covering the critical elements of evidence

### Recognition of Prior Learning

Times Academy supports the national policy of recognition of qualifications and Statements of Attainment issued by other Registered Training Organisations (RTO), regardless of the location, provided that the RTO is registered to offer units of competency which exist within the qualification offered by Times Academy and which may also exist in other Training Packages.

An application can be made for RPL when the student believes that they have already attained the necessary skills and competencies elsewhere (work other study etc.). An RPL application form is available from the Admin Manager, Student Administration Services upon request.

### Fee & Charges

Enrolment/Application fee*	AUD\$200*
Confirmation of Enrolment fee (COE)*	AUD\$50*
Material fee (per term)	AUD\$50/\$200
Priority Processing fee	AUD\$50
Change of Course fee	AUD\$200
Deferment fee	AUD\$250

\* Payment is not refundable

For information regarding school holidays, please refer to the Academic Calendar. For addition fees information, please refer to the to Student fees & charges page that is available on our website at [www.times.edu.au](http://www.times.edu.au).

### Intake Dates

	2019	2019*	2020	2021
<b>Term 1</b>	07 Jan	28 Jan	06 Jan	11 Jan
<b>Term 2</b>	08 Apr	29 Apr	06 Apr	12 Apr
<b>Term 3</b>	08 Jul	29 Jul	06 Jul	12 Jul
<b>Term 4</b>	07 Oct	28 Oct	06 Oct	11 Oct

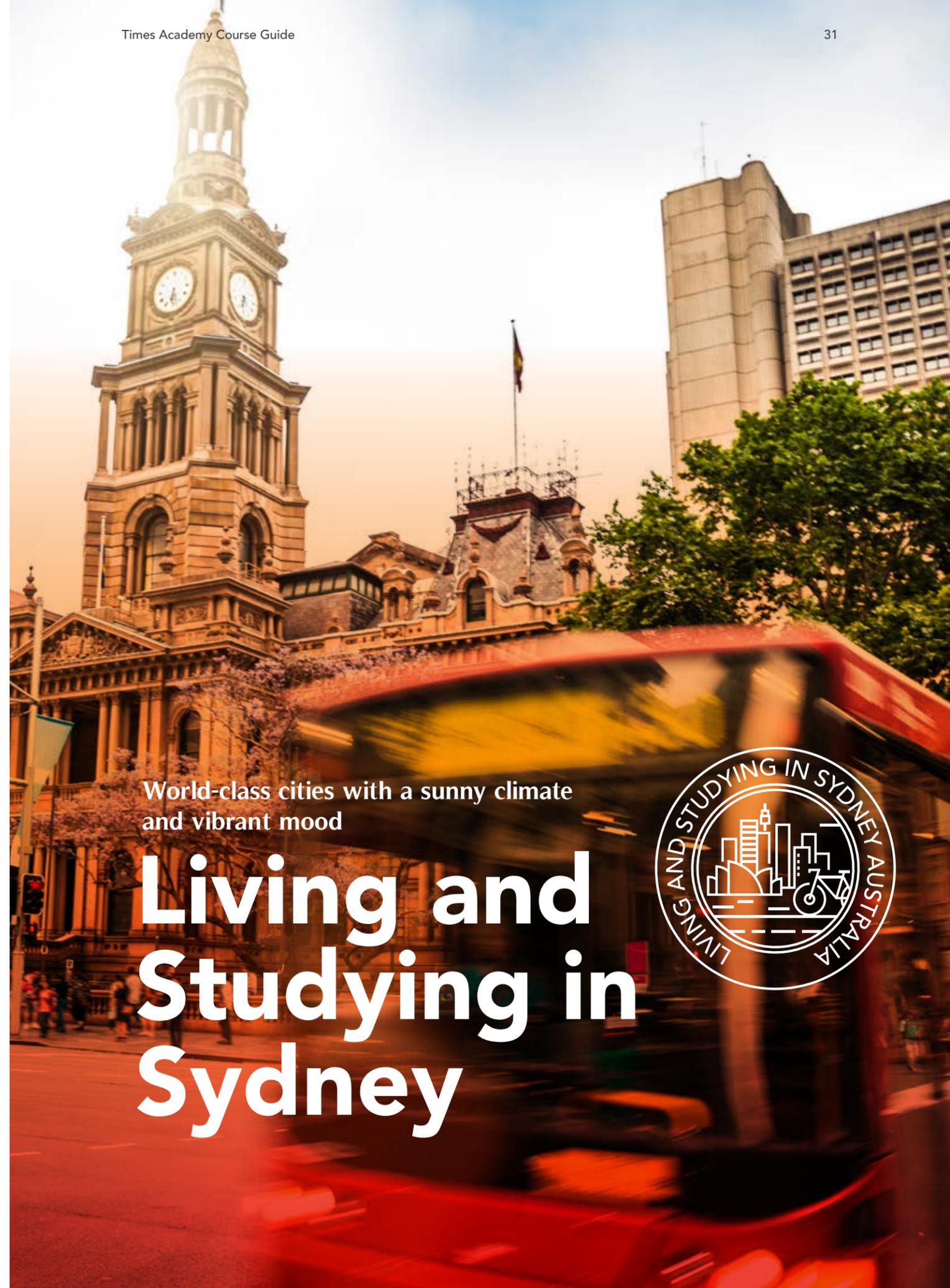
\* Leadership & Management only

Choose when you want to study. Times Academy has 4 intake dates all year round. Don't wait and start whenever you like!

### Sample Timetable

At Times Academy we try our best to accommodate our student's need. We understand the importance of a good school life balance. Our students can select a study timetable from a variety of options that suite their lifestyle needs. We hope that students enjoy their time at TA.

Shift	Mon	Tues	Wed	Thur	Fri	Sat
<b>1</b>	8:45 16:45	8:45 16:45				
<b>2</b>			8:45 16:45	8:45 16:45		
<b>3</b>					8:45 16:45	8:45 16:45
<b>4</b>	17:45 20:30	17:45 20:30	17:45 20:30	17:45 20:30		



World-class cities with a sunny climate and vibrant mood

# Living and Studying in Sydney



## Sydney is one of the world's most loved cities and it has a sunny and vibrant mood that attracts people from around the world !

Australia is a truly multicultural nation with people from all parts of the world. It is surrounded by water so there are many beaches. Australia has a beautiful natural environment with National Parks and a relaxed lifestyle. The country is made up of eight states and territories each with their own government as well as the federal government. Sydney is the largest and the most well known city in Australia. It has the world famous Opera House and the beautiful Sydney Harbour Bridge. Sydney is a cosmopolitan city with many restaurants and shopping areas within a short distance of stunning beaches and parks. There are always plenty of things to do while living and studying in Sydney.



**I'm learning English and loving Sydney.**

**Andrea Ardiles Figueroa**

From Chile

### Estimated Cost of Living

Living expenses can include accommodation, transportation, food, clothes, books and entertainment. You will need approximately AUD \$20,290 to cover the whole year of study in Sydney (excluding tuition fees). Rents are fairly high in Sydney but this depends on whether you choose to share with friends and which suburb you choose to live in. Transport is easy to access as all trains, buses, ferries and light rail leads to the CBD.

You should have at least AUD \$2,000 when you first arrive to cover your initial expenses. These figures do not include large household items such as a refrigerator or a car. For more information, visit [www.studyinaustralia.gov.au](http://www.studyinaustralia.gov.au)

### Overseas Student Health Cover (OSHC)

The Australian government requires that all international students have Overseas Student Health Cover (OSHC). OSHC offers you access to a world-class health care system. This is great for the quality of treatment for anyone injured or sick in Australia. However, it can be quite costly. Having OSHC can assist in mitigating these costs. BUPA is a popular insurance company with international students.

### Find Work While You Study

International students are allowed to work for 40 hours per fortnight whilst studying full-time. There are numerous casual and part-time jobs available for students in cafes, restaurants, or retail businesses. Working offers you the right to minimum wage as well as superannuation. For more information, visit [www.fairwork.gov.au](http://www.fairwork.gov.au).

## Finding A Place to Live

### Accommodation

There are a range of accommodation options available in Australia to suit your needs and budget. The most common types of accommodation are homestay and rentals.

### Homestay

Homestay gives you the opportunity to live with an Australian family in their home. Homestay can be a great option for younger students as you will have a supportive family environment and a home away from home. Some homestay options include meals and others are self-catered, so you can choose the option that best suits your needs.

### Rentals

Another accommodation option is to rent your own unit or room in a shared apartment, flat or house. In a rental arrangement, each person usually has their own bedroom and shares the bathroom, kitchen and living areas with housemates. Many students choose homestay when they first arrive and then move onto rental accommodation once they've settled into the area and have a better idea of where they'd like to live and the type of accommodation they'd prefer.

# How to Apply

1. **Complete Your Application Form**  
You can either complete our online application or download a printable application form in pdf and return it to our office via email or through an approved education agent.
2. **Attach All Supporting Documents**
  - A copy of your current passport
  - A copy of any further studies offer to an Australian institution: University, foundation studies or TAFE/ VET certificate (if you hold one)
  - A copy of your current visa (if you hold one)
  - A copy of your official English test results: IELTS, TOEFL, PTE or Cambridge (if available)
  - A signed and dated Application Form.
  - A signed and completed Under 18 - Care Arrangement Form, if you are under 18 years of age.
3. **Submit Your Application**  
Return your application form and the necessary documents to:  
*Times Academy Level 4, 338 Pitt Street  
Sydney NSW 2000 Australia*  
OR email to :  
*offer@times.edu.au*
4. **Receive An Offer Letter**  
Upon receipt of your Enrolment Form and supporting documents, an interview will be conducted by a member of the Institute's Admission Team or a delegate to assess on your suitability to the course that you have applied for.  
If your application is successful you will receive a letter of offer for you nominated course along with a written agreement. When we receive your signed student agreement and fees, we will send you an electronic Confirmation of Enrolment(eCoE). This eCoE is used to apply for your student visa. Once the visa is granted, you are ready to go!

## Disclaimer

The information in this brochure is correct as of Jan 2019. Changes in circumstances after this date may alter the accuracy of the information. TA reserves the right to alter any matter describe in this brochure without notice. Readers are responsible for verifying information that pertains to them by contacting the college. Jan 2019

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

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