times
ACADEMY

2021

COURSE GUIDE

CREATING **FANTASTIC** FUTURES

www.**times**.edu.au

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Welcome Message

From the Chief Academic Officer, Times Education Group

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, students 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

Chief Academic Officer,
Times Education Group

BA, Grad DipEd, MTESOL, MBA

times® EDUCATION

School Partners

Times Academy

Over 40 of Top Ranking Private School in NSW

Reddam House

Macarthur Anglican School

St Andrew's Cathedral School

McDonald College

Masada College

Pittwater House

Stella Maris

St Augustine's College

The Scots School

Pacific Hills Christian School

Rosebank College

St Maroun's College

Pacific Coast Christian School

Pymble Ladies'College

Kinross Wolaroi School

St Paul's College

St Catherine's School

All Saints Grammar

St Philip's Christian College

St Scholastica's College

Newington College

Adventist Eduaction

Amity College

Browse our website for more partner school information

Times Academy for success

Campus Facilities

- Study centre
- Student library and lounge
- Computer laboratories
- Student lounge with kitchenette, microwaves, fridge and vending machines.
- Modern and up-to-date facilities
- 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

General English Levels

IELTS Equivalent

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

English Language Requirements

All students sit a placement test to detemine 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

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

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
Evening	16:40-21:40	16:40-21:40	16:40-21:40	16:40-21:40	

* There is a 15 minute break part way through session.

English Language Requirements

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

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

Pathway to Universities

University of Wollongong Australia	University of Southern Queensland	Bond University	University of New England	NSW TAFE	tafeSA
CRICOS: 00102E	CRICOS: 00244B	CRICOS: 00017B	CRICOS: 00003G	CRICOS: 00591E	CRICOS: 00092B

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

* There is a 15 minute break part way through session.

English Language Requirements

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

English for High School Preparation

CRICOS Course Code 094446C

Levels Beginner to Upper-Intermediate
Intake Date Weekly Intake
Duration 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.

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.

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.

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 Requirements

- 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
Duration	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 Requirements

- 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.

Three levels of Cambridge Test Preparation:

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

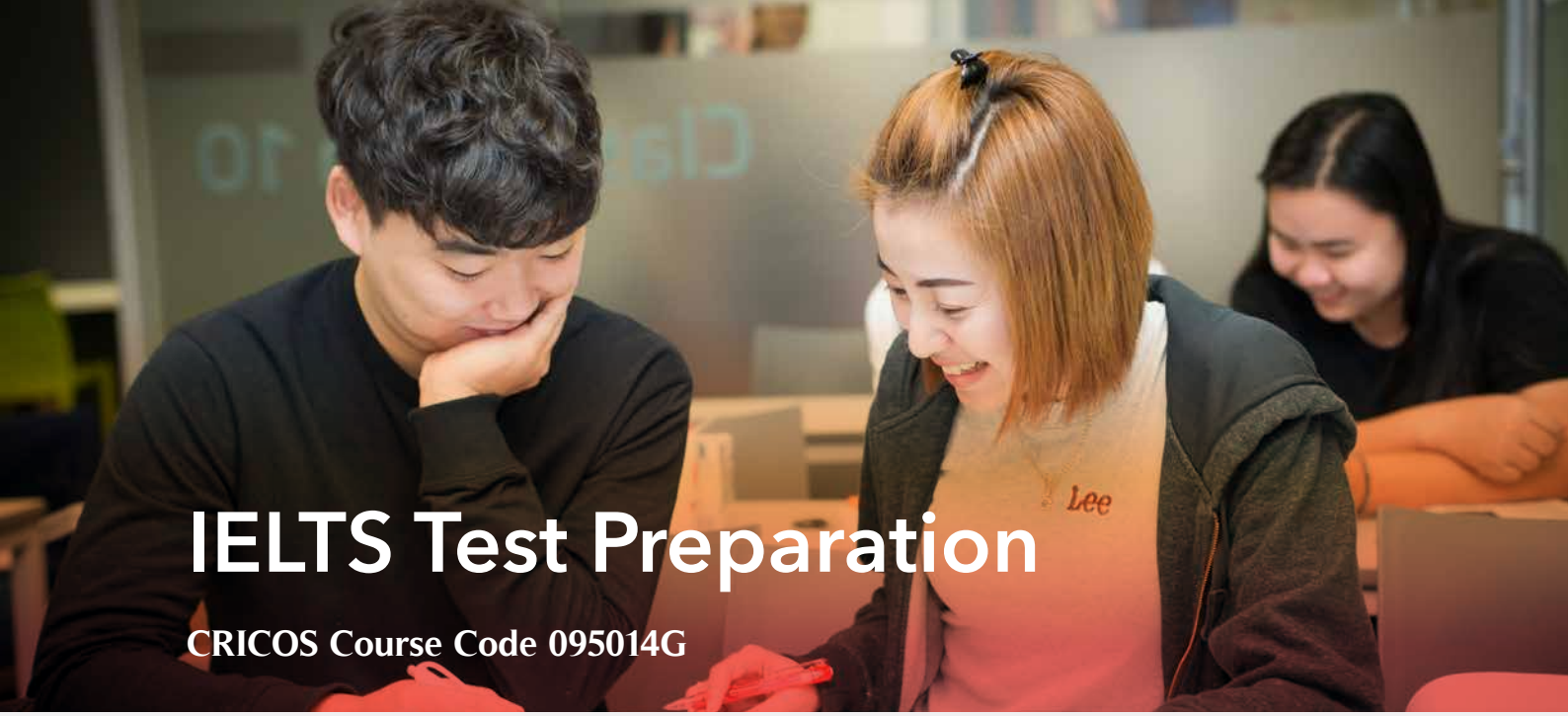
Sample Timetable

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

* There is a 15 minute break part way through session.

English Language Requirements

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



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 section 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 and the General Training 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
Evening	16:40-21:40	16:40-21:40	16:40-21:40	16:40-21:40

English Language Requirements	• Intermediate Level of English

Kiyama

EHSP Student, From Japan

I studied at Times during my summer holidays. It was really cool to share the classroom with people from many different cultures !

Llia

EHSP Student, From Russia

I graduated at Times, and now I'm going to St Maroun's for year 9. My English skills improved a lot here, especially listening and speaking.

Quyen

EPSP Student, From Vietnam

English is a bit difficult for me, but the teacher at Times is very kind to me. Every time I encounter a problem, he will explain it to me earnestly and is very patient.

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 - VET Courses

The pathway of studying Vocational Education and Training courses provides students with qualifications to enter tertiary institutions like universities and other colleges of higher learning. Credit packages and articulation arrangements will vary from institution to institution 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

Higher Education
Direct entry to:
Avondale University College

Leadership and Management

Certificate IV in Leadership and Management
BSB42015

Diploma of Leadership and Management
BSB51918

Advanced Diploma Leadership and Management
BSB61015

Higher Education
Direct entry to:
- **University of New England**
- **Torrens University**
- **Charles Sturt University**

Community Service

Certificate III in Individual Support
CHC33015

Certificate IV in Ageing Support
CHC43015

Diploma of Community Services
CHC52015

Higher Education
Direct entry to:
University of New England

Vocational Education and Training Courses

Leadership and Management

Certificate IV in Leadership and Management

BSB42015 | CRICOS COURSE CODE 095419J

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;
- 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.

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

Course Structure: Duration 48 Weeks

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

BSBLDR401	Communicate effectively as a workplace leader
BSBLDR402	Lead effective workplace relationships
BSBLDR403	Lead team effectiveness
BSBMGT402	Implement operational plans
BSBWHS401	Implement and monitor WHS policies, procedures and programs to meet legislative requirements
BSBWOR404	Develop work priorities
BSBRSK401	Identify risk and apply risk management processes
BSBINN301	Promote innovation in a team environment
BSBCMM401	Make a presentation
BSBWRT401	Write complex documents
BSBCUS402	Address customer needs
BSBRES411	Analyse and present research information

Diploma of Leadership and Management

BSB51918 | CRICOS COURSE CODE 098841D

Direct entry to:

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;
- 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.

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

Course Structure: Duration 48 Weeks

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

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

Advanced Diploma of Leadership and Management

BSB61015 | CRICOS COURSE CODE 095407B

Direct entry to: une University of New England | Charles Sturt University | TORRENS UNIVERSITY AUSTRALIA

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;
- 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.

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

Course Structure: Duration 48 Weeks

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

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

Vocational Education and Training Courses

Community Services

Certificate III in Individual Support

CHC33015 | CRICOS Course Code 096160A

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

48 weeks including 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

Cluster & Unit(s)

IS 01 Support Independence and Well-Being
CHCCCS023 Support independence and well-being
HLTAAP001 Recognise healthy body systems

IS 02 Aged Care Law and Ethics 1
CHCLEG001 Work legally and ethically

IS 03 Work in Health and Community Services
CHCDIV001 Work with diverse people
CHCCOM005 Communicate and work in health or community services

IS 04 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

IS 05 Palliative Care Services
CHCPAL001 Deliver care services using a palliative approach

IS 06 Infection Control
HLTINF001 – Comply with infection prevention and control policies and procedures

IS 07 First Aid
HLTAID003 Provide First Aid

IS 08 Work Health and Safety
HLTWHS002 Follow safe work practices for direct client care

IS 09 Individual Support
CHCCCS015 Provide individualised support

Delivery Modes

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

- **Face-To-Face Study** : Students attend classes for 14 hours per week
- **Online Study**: Students need to participate in 6 hours of Online Study per week via Moodle Platform
- **Work Placement** : Students' enrolled in the CHC33015 Certificate III in Individual Support are required to participate in a minimum of 180 hours of practical placement. Noting this, the Times Academy program is delivered over 36 weeks of tuition and expects the student to be engaged in a minimal of 5 hours' work placement each week. Students are expected to 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 suitableenvironment 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 orientated and inducted properly into the workplace and that the workplace meets the requirements of the training package.

  **Times Academy will be responsible for organising/ arranging work placement for students*
- **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

CHC43015 | CRICOS Course Code 096161M

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

48 weeks including 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)

AGEC 01 Support Independence and Well-Being

- CHCCCS023 Support independence and well-being
- HLTAAP001 Recognise healthy body systems

AGEC 02 Aged Care Law and Ethics 2

- CHCLEG003 Manage legal and ethical compliance

AGEC 03 Work in Health and Community Services

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

AGEC 04 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

AGEC 05 Palliative Care Services

- CHCPAL001 Deliver care services using a palliative approach

AGEC 06 Infection Control

- HLTINF001 Comply with infection prevention and control policies and procedures

AGEC 07 First Aid

- HLTAID003 Provide First Aid

AGEC 08 Work Health and Safety

- HLTWHS002 Follow safe work practices for direct client care

AGEC 09 Plan and Deliver Services to Clients

- 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

AGEC 10 Collaborative Partnerships

- CHCPRP001 Develop and maintain networks and collaborative partnerships

AGEC 11 Support Relationships with Carers and Families

- CHCCCS025 Support relationships with carers and families

Delivery Modes

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

- **Face-To-Face Study** : Students attend classes for 14 hours per week.
- **Online Study:** Students need to participate in 6 hours of Online Study per week via Moodle Platform
- **Work Placement** :Students' enrolled in the CHC43015 Certificate IV in Ageing Support are required to participate in a minimum of 180 hours of practical placement. Noting this, the Times Academy program is delivered over 36 weeks of tuition and expects the student to be engaged in a minimal of 5 hours' work placement each week for 36 weeks. Students are expected to 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 orientated and inducted properly into the workplace and that the workplace meets the requirements of the training package.
  **** Times Academy will be responsible for organising/ arranging work placement for students***

- **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.

Diploma of Community Services

CHC52015 | CRICOS COURSE CODE 103147B

Direct entry to: une University of New England

This qualification reflects the roles of community services, case management and social housing workers involved in the managing, co-ordinating and/or delivering of person-centred services to individuals, groups and communities.

At this level, workers have specialised skills in community services and work autonomously under broad directions from senior management. Workers are usually providing direct support to individuals or groups of individuals. Workers may also have responsibility for the supervision of other workers and volunteers and/or case management; program coordination or the development of new business opportunities.

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 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

52 weeks including 12 weeks holidays

Course Structure

This qualification is made up of 16 units of competency 8 core units and 8 elective units

Pathways from the qualification

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

- Bachelor of Nursing
- Bachelor of Social Work

Job Roles

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

- Community care manager
- Coordinator of volunteer work
- Team leader
- Care team leader
- Support facilitator (Community Services)
- Community recreation coordinator
- Community worker
- Community services coordinator
- Case coordinator (Disability)
- Community access coordinator
- Case coordinator (Community Services)
- Disability team leader
- Support facilitator (Disability)
- Assistant community services worker

Core Units:

- HLTWHS004 Manage work health and safety
- CHCLEG003 Manage legal and ethical compliance
- CHCDIV003 Manage and promote diversity
- CHCCOM003 Develop workplace communication strategies
- CHCDEV002 Analyse impacts of sociological factors on clients in community work and services
- CHCMGT005 Facilitate workplace debriefing and support processes
- CHCPRP003 Reflect on and improve own professional practice
- CHCCCS007 Develop and implement service programs

Elective Units:

- CHCCCS004 Assess co-existing needs
- HLTINF001 Comply with infection prevention and control policies and procedures
- CHCCSM005 Develop, facilitate and review all aspects of case management
- CHCMGT003 Lead the work team
- CHCCSM004 Coordinate complex case requirements
- CHCPRP001 Develop and maintain networks and collaborative partnerships
- CHCCSM006 Provide case management supervision
- CHCAGE001 Facilitate the empowerment of older people

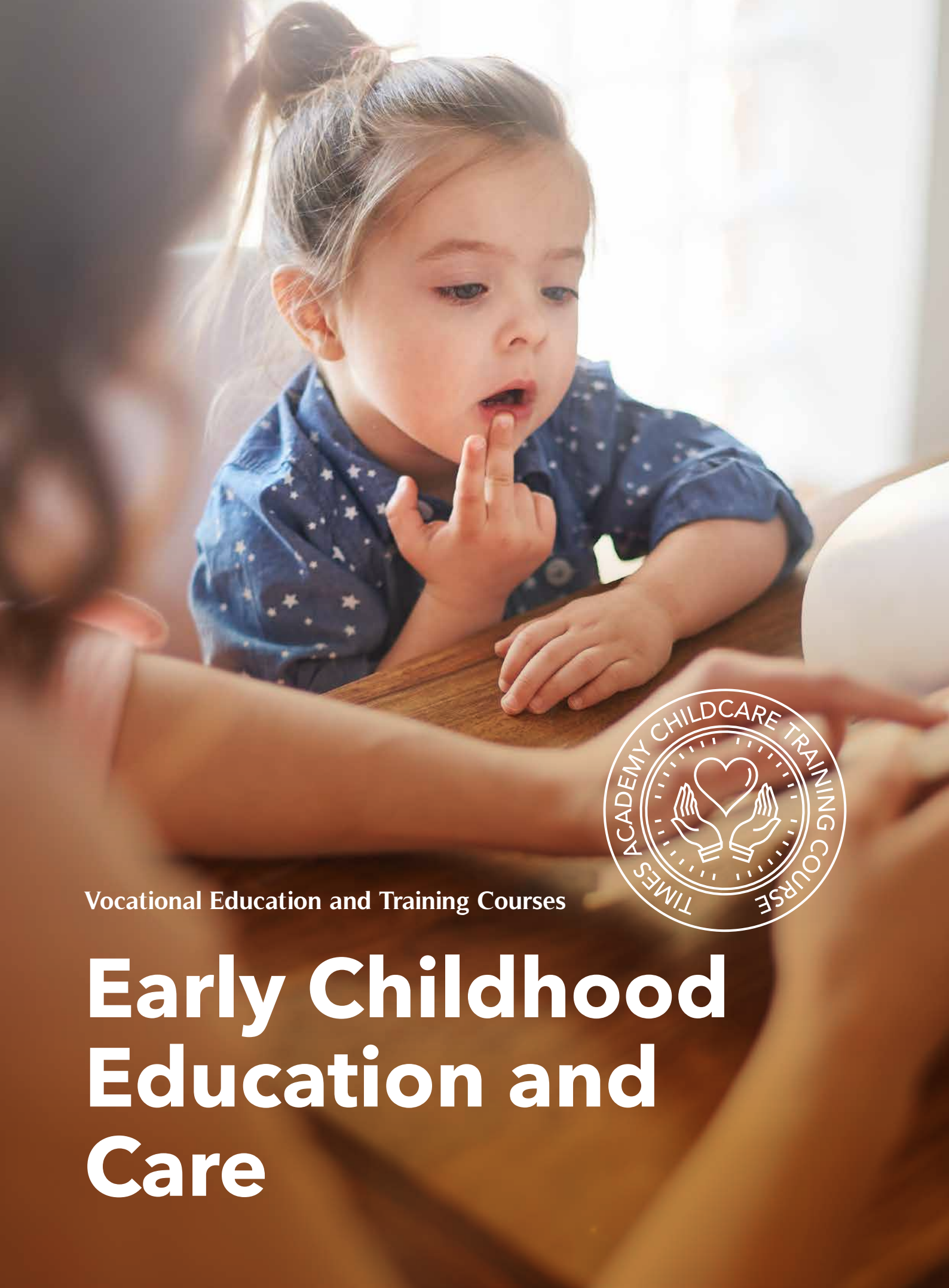
Delivery Modes

A variety of delivery methods are used providing learners with a rich and engaging learning experience.

- **Face-To-Face Study:** Students attend classes for 14 hours per week
- **Online Study:** Students need to participate in 6 hours of Online Study per week via Moodle Platform
- **Work Placement:** Students enrolled in the CHC52015 - Diploma of Community Services are required to participate in a minimum of 288 hours of practical placement. Times Academy's program is delivered over 40 weeks and expects students to be engaged in a minimal of 8 hours' work placement each week for 36 weeks. Students need to commence their work placement as soon as possible after they commence the course. Within the first two weeks of work placement, students will need to have an orientation conducted by the workplace supervisor. Times Academy will check that nominated workplaces can provide a suitable environment for gathering practical experience across all areas stated in the units of competency and that the work meets the requirements of the training package. Times Academy will carry out a Workplace Suitability Assessment with the nominated workplace prior to work placement and will ensure that students receive a complete workplace orientation and induction.

  **** Times Academy will be responsible for organising/ arranging work placement for students***

- **Unsupervised/Self-Study:** Students should allocate from 10 to 15 hours of self- study time per unit of competency. A maximum of 14 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.



Vocational Education and Training Courses

Early Childhood Education and Care

Certificate III in Early Childhood Education and Care

CHC30113 | CRICOS Course Code 095091F

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;
- 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

Course Duration

35 weeks including 8 weeks holidays.

Cluster & Unit(s)

1
- CHCLEG001 Work legally and ethically
- CHCECE009 Use an approved learning framework to guide practice
- BSBWOR301 Organise personal work priorities and development

2
- CHCECE001 Develop cultural competence
- CHCDIV002 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
- HLTWHS001 Participate in work health and safety
- CHCECE002 Ensure the health and safety of children
- CHCPRT001 Identify and respond to children and young people at risk
- CHCPRT003 Work collaboratively to maintain an environment safe for children and young people

5
- CHCECE005 Provide care for babies and toddlers
- CHCECE003 Provide care for children
- CHCECE004 Promote and provide healthy food and drinks

6
- CHCECE013 Use information about children to inform practice
- CHCECE011 Provide experiences to support children's play and learning
- CHCECE010 Support the holistic development of children in early childhood

7
- CHCECE007 Develop positive and respectful relationships with children
- CHCECE006 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 14 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.*

Diploma of Early Childhood Education and Care

CHC50113 | CRICOS Course Code 095092E

Direct entry to: Avondale University College

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;
- 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.

Course Duration

100 weeks including 28 weeks holidays.

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 leader
- Nominated or authorised supervisor for a centre under 29 children

Cluster & Unit(s)

1
- CHCLEG001 Work legally and ethically
- CHCECE009 Use an approved learning framework to guide practice

2
- CHCECE001 Develop cultural competence
- CHCDIV002 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 Ensure the health and safety of children
- CHCPRT001 Identify and respond to children and young people at risk

5
- CHCECE005 Provide care for babies and toddlers
- CHCECE003 Provide care for children
- CHCECE004 Promote and provide healthy food and drinks

6
- HLTWHS003 Maintain work health and safety
- CHCECE016 Establish and maintain a safe and healthy environment for children

7
- CHCECE007 Develop positive and respectful relationships with children

8
- CHCPOL003 Research and apply evidence to practice
- CHCPOL002 Develop and implement policy
- CHCECE019 Facilitate compliance in education and care services

9
- CHCMGT003 Lead the work team
- CHCECE025 Embed sustainable practices in service operations

10
- CHCECE017 Foster the holistic development and wellbeing of the child in early childhood
- CHCECE018 Nurture creativity in children

11
- CHCECE020 Establish and implement plans for developing cooperative behaviour
- CHCECE022 Promote children's agency
- CHCECE021 Implement strategies for the inclusion of all children

12
- CHCECE023 Analyse information to inform learning
- CHCECE026 Work in partnership with families to provide appropriate education and care for children
- CHCECE024 Design and implement the curriculum to foster children's learning and development

13
- BSBMGT605 Provide leadership across the organisation
- CHCPRP003 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 14 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.*

Assessment Strategies

The assessment methods in this qualification have been designed to include research tasks, role plays, case studies and Observation/ Supervisor Reports 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 studies, 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)	
- Leadership & Manangment	AUD $50
- Childhood Education and Care	AUD $200
- Individual/Ageing Care	AUD $200
- ELICOS course (per week)	AUD $10
Priority Processing fee	AUD $50
Change of Course fee	AUD $200
Deferment fee	AUD $350
Times Academy T-Shirt	AUD $35

** Payment is not refundable*

For information regarding school holidays, please refer to the Academic Calendar. For addition fee information, please refer to the to Student fees & charges page that is available on our website at www.times.edu.au.

Intake Dates

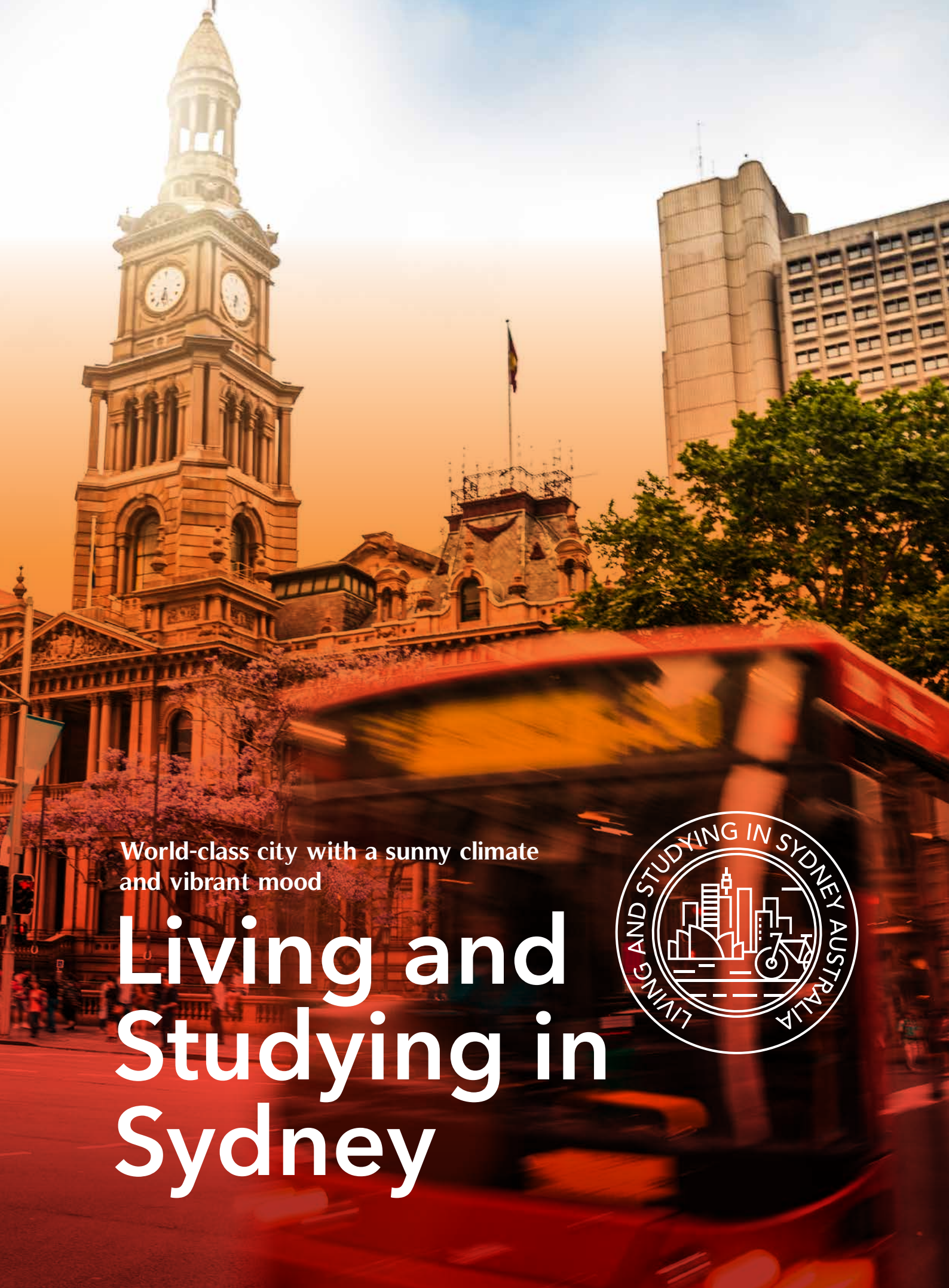
Choose when you want to study. Times Academy has 4 intake dates each year. Don't wait and start whenever you like!

	2021	2022	2023
Term 1	11 Jan	10 Jan	09 Jan
Term 2	12 Apr	11 Apr	11 Apr
Term 3	12 Jul	11 Jul	10 Jul
Term 4	11 Oct	10 Oct	09 Oct

Sample Timetable

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

Shift	Mon	Tues	Wed	Thur	Fri	Sat
1	8:45 16:15	8:45 16:15				
2			8:45 16:15	8:45 16:15		
3					8:45 16:15	8:45 16:15
4	16:45 21:45	16:45 21:45	16:45 21:45			
5				16:45 21:45	16:45 21:45	16:45 21:45



World-class city with a sunny climate and vibrant mood

Living and Studying in Sydney

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***

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. The quality of treatment is excellent for anyone who gets injured or is sick in Australia; however it can be 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 a minimum wage as well as superannuation. For more information, visit ***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 Guardianship Information Form - Accommodation/Welfare Arrangements, for students 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 Times Academy'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!

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

www.**times**.edu.au

times ACADEMY

NEAS QUALITY ENDORSED CENTRE

Level 4, 338 Pitt Street,
Sydney NSW 2000 Australia

T: 61 2 8316 6688
E: info@times.edu.au

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Feb 2021 version 1.1