



About United Colleges of Australia

We aim to provide an attractive quality vocational education training to provide you with industry relevant skills and knowledge to your chosen field.

Our college is committed to the highest standard in the provision of vocational education training under Australian Qualification Framework. Our code of practice is based on the Education Service for Overseas Student (ESOS) Act 2000, the National Code 2018, and the VET Quality Framework including RTO Standards 2015.

We achieve this commitment through its culture of quality driven by stakeholder feedback, its quality assurance review process and key responsibilities held by all members of the college.



We are also committed to giving you as many chances as possible to study more. You can take an extra study support in each lesson from both on and off campus. We also offer you with one-to-one support to help you with your unique needs. We have a well-resourced student learning support where you can access such as our computer labs which allow you to do some extra study with experienced and well-qualified professionals support staff.



Our campus is located on Level 2, 303 Pitt Street & Level 6, 140 Elizabeth Street, Sydney NSW 2000. You can walk to many interesting places such as Town hall, QVB, Darling Harbour, Sydney Opera house, and China Town or The University of Technology Sydney and TAFE. A few minutes' walk to Town hall train Station; 5-10 minutes' walk to shopping centre; cafes restaurants bars and shopping all on your doorstep. Our modern campus gives you comfortable and modern classrooms with interactive teaching technology with free high-speed Wi-Fi.



Qualification Pathway

We offer a range of nationally recognised training products / qualifications. Our courses are appropriate and open for those who are seeking to pursue or further career to enter the skilled workforce.

Entry point RPL Available		CHC52015 Diploma of Community Services		Exit point
		CHC43015 Certificate IV in Ageing Support		
		CHC33015 Certificate III in Individual Support		
Qualification Pathway				

Entry point RPL Available		BSB60420 Advanced Diploma of Leadership and Management		Exit point
		BSB50420 Diploma of Leadership and Management		
Qualification Pathway				



1. CHC33015 Certificate III in Individual Support (CRICOS Code: 0100353)

Course Overview:

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.

To achieve this qualification, the candidate must have completed at least 120 hours of work as detailed in the Assessment Requirements of the units of competency. No licensing, legislative, regulatory or certification requirements apply to this qualification at the time of publication.

Entry Requirement:

- Be 18 years old or over
- Students who intend to enrol in this course must prove successful completion of Australian Year 11 or international equivalent, or has completed any Certificate II AQF level qualifications (LLN test is required is the applicant's qualification is not in care or community service field) or has relevant experience in personal care/community service field for more than 6 months
- Students must have a reasonable level of physical fitness as the role involves personal care that involves physically assisting clients such as bending and manual handling.
- **For international students only** - IELTS overall 5.5 or its equivalent (TOEFL/PTE/Cambridge English are acceptable), OR complete Australian ELICOS course at upper intermediate level, OR complete any AQF Certificate II course (or above) taught in English, OR pass the UCA English placement test at upper intermediate level (at least 60 points out of 100) unless your nationality is the US, UK, New Zealand, Canada or Ireland.

Pathway:

After Completing CHC33015 Certificate III in Individual Support, students may articulate into further study of the Certificate IV in Ageing Support or other Certificate IV level qualifications offered by any Australian RTO.

Job Outcome:

Job roles and titles vary across different industry sectors. Possible job titles relevant to this qualification include:

- Assistant in nursing
- Care Assistant
- Care Worker
- Disability Service Worker
- Community Care Worker
- Community House Worker
- Community Support Worker
- Home Care Assistant



- In-house Respite Worker
- Personal Care Worker

Modes of Training and Assessment

This qualification is delivered in an institution-based environment with face-to-face delivery. The mode of training is highly practical with a combination of in class learning activity, class demonstration, class tutorials/workshop and self-paced/individual learning activities. In addition to your face to face hours, you will be required to allocate 3 to 5 hours per week (depending if you are domestic or international students) for structured self-paced activities in your own time.

UCA draws on a range of assessment methods such as oral/written questions, case study, research, report, observation/practical skills, third party reports, workplace journal, and portfolio of evidence. Depending on the unit requirements, a combination of methods is used to ensure collection of sufficient and valid evidence.

You will be required to complete some assessment tasks both during face to face and during work placement. As part of assessment preparation, you need to allocate approximately 5 to 7 hours per week in your own time for reading, research and other activities required.

Please request for a full schedule for a breakdown of hours for the entire qualification. You can request it by emailing to info@unitedcolleges.edu.au

Location

This course is delivered at

- Level 2, 303 Pitt Street, Sydney NSW 2000
- Level 6, 140 Elizabeth Street, Sydney NSW 2000 (only for domestic students).

Course Structure & Duration (including holiday breaks)

- Domestic students: 26 weeks plus 120 hours of work placement
- International students: 52 weeks (12 weeks break & 120 hours work placement inclusive)

Work Placement

This course requires a minimum of 120 hours of work placement as part of the assessment requirements of CHCCCS023 Support independence and wellbeing.

Term	Unit of Competency	Face to face hours
1	CHCCCS015 Provide individualised support	60
	CHCCOM005 Communicate and work in health or community services	60
	HLTWHS002 Follow safe work practices for direct client care	40



	CHCDIV001 Work with diverse people	40
2	CHCAGE001 Facilitate the empowerment of older people	60
	CHCCCS025 Support relationships with carers and families	60
	HLTAAP001 Recognise healthy body systems	40
	CHCCCS011 Meet personal support needs	40
3	CHCLEG001 Work legally and ethically	60
	HLTINF001 Comply with infection prevention and control policies and procedures	60
	HLTAID011 Provide First Aid	40
	CHCCCS023 Support independence and wellbeing	40
4	CHCHCS001 Provide home and community support services	80
	Work Placement	120



2. CHC43015 Certificate IV in Ageing Support (CRICOS Code: 0100354)

Course Overview:

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.

To achieve this qualification, the candidate must have completed at least 120 hours of work as detailed in the Assessment Requirements of the units of competency. No licensing, legislative, regulatory or certification requirements apply to this qualification at the time of publication.

Entry Requirement:

- Be 18 years old or over
- Students who intend to enrol in this course must prove their successful completion of Australian Year 12 (or above) or international equivalent or has completed any Certificate III level qualifications under AQF (LLN test is required if the applicant's qualification is not in care or community service field), or has relevant experience in personal care/community service field for more than 1 year.
- All students need a reasonable level of physical fitness as the role involves direct personal care that involves physically assisting clients which involves bending and manual handling tasks.
- **For international students only** - IELTS overall 5.5 or its equivalent (TOEFL/PTE/Cambridge English are acceptable), OR complete Australian ELICOS course at upper intermediate level, OR complete any AQF Certificate III course (or above) taught in English, OR pass the UCA English placement test at upper intermediate level (at least 60 points out of 100) unless your nationality is the US, UK, New Zealand, Canada or Ireland.

Pathway:

After Completing CHC43015 Certificate IV in Ageing Support, students may articulate into further study of the Diploma of Community Services or other Diploma level qualifications offered by any Australian RTO.

Job Outcome:

Job roles and titles vary across different industry sectors. Possible job titles relevant to this qualification include:

- Care Supervisor
- Care Team Leader
- Day Activity Worker
- Hostel Supervisor
- Personal Care Worker
- Accommodation Support Worker



Modes of Training and Assessment

This qualification is delivered in an institution-based environment with face-to-face delivery. The mode of training is highly practical with a combination of in class learning activity, class demonstration, class tutorials/workshop and self-paced/individual learning activities. In addition to your face to face hours, you will be required to allocate 3 to 5 hours per week (depending if you are domestic or international students) for structured self-paced activities in your own time.

UCA draws on a range of assessment methods such as oral/written questions, case study, research, report, observation/practical skills, third party reports, workplace journal, and portfolio of evidence. Depending on the unit requirements, a combination of methods is used to ensure collection of sufficient and valid evidence.

You will be required to complete some assessment tasks both during face to face and during work placement. As part of assessment preparation, you need to allocate approximately 5 to 14 hours per week in your own time for reading, research and other activities required.

Please request for a full schedule for a breakdown of hours for the entire qualification. You can request it by emailing to info@unitedcolleges.edu.au

Location

This course is delivered at

- Level 2, 303 Pitt Street, Sydney NSW 2000
- Level 6, 140 Elizabeth Street, Sydney NSW 2000 (only for domestic students).

Course Structure & Duration (including holiday breaks)

- Domestic students: 36 weeks plus 120 hours of work placement
- International students: 52 weeks (12 weeks break & 120 hours work placement inclusive)

Work Placement

This course requires a minimum of 120 hours of work placement as part of the assessment requirements of CHCCCS023 Support independence and wellbeing.

Term	Unit of Competency	Face to face hours
1	CHCCCS006 Facilitate individual service planning and delivery	40
	CHCAGE003 Coordinate services for older people	40
	CHCADV001 Facilitate the interests and rights of clients	40
	HLTWHS002 Follow safe work practices for direct client care	40
	CHCDIV001 Work with diverse people	40



2	CHCAGE005 Provide support to people living with dementia	40
	CHCPAL001 Deliver care services using a palliative approach	40
	CHCPRP001 Develop and maintain networks and collaborative partnerships	40
	CHCAGE001 Facilitate the empowerment of older people	40
	CHCAGE004 Implement interventions with older people at risk	40
3	CHCCCS011 Meet personal support needs	40
	CHCLEG003 Manage legal and ethical compliance	40
	HLTAAP001 Recognise healthy body systems	40
	HLTAID011 Provide first aid	40
	CHCCCS023 Support independence and wellbeing	40
4	CHCCCS025 Support relationships with carers and families	20
	CHCCCS017 Provide loss and grief support	20
	CHCCCS019 Recognise and respond to crisis situations	40
	Work Placement	120



3. CHC52015 Diploma of Community Services (CRICOS Code: 0100355)

Course Overview:

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. Note that the Statutory & forensic child, youth & family welfare specialisation must be achieved in order to meet the minimum education requirements for child protection and youth justice practice in Victoria. In addition, to meet the minimum education requirements for entry into child protection practice in Victoria, diploma qualifications must be approved by the Australian Community Workers Association (ACWA)

To achieve this qualification, the candidate must have completed at least 100 hours of work as detailed in the Assessment Requirements of units of competency. No licensing, legislative, regulatory or certification requirements apply to this qualification at the time of publication.

Entry Requirement:

- Be 18 years old or over
- Students who intend to enrol in this course must prove their successful completion of Certificate IV in Ageing Support or equivalent or has completed any Certificate IV level qualifications under AQF (LLN test is required if the applicant's qualification is not in care or community service field) or has relevant experience in personal care/community service field for more than 2 year.
- All students need a reasonable level of physical fitness as the role involves direct personal care that involves physically assisting clients which involves bending and manual handling tasks.
- **For international students only** - IELTS overall 5.5 or its equivalent (TOEFL/PTE/Cambridge English are acceptable), OR complete Australian ELICOS course at upper intermediate level, OR complete any AQF Certificate IV course (or above) taught in English, OR pass the UCA English placement test at upper intermediate level (at least 60 points out of 100) unless your nationality is the US, UK, New Zealand, Canada or Ireland.

Pathway:

After Completing CHC52015 Diploma of Community Service, students may articulate into further study of the Advanced Diploma of Community Services or other Advanced Diploma level qualifications offered by any Australian RTO.

Job Outcome:

Job roles and titles vary across different industry sectors. Possible job titles relevant to this qualification include:

- Community Care Manager
- Care Team Leader
- Community Housing Resources Worker



- Group Facilitation Program Coordinator
- Case Coordinator

Modes of Training and Assessment

This qualification is delivered in an institution-based environment with face-to-face delivery. The mode of training is highly practical with a combination of in class learning activity, class demonstration, class tutorials/workshop and self-paced/individual learning activities. In addition to your face to face hours, you will be required to allocate 3 to 5 hours per week (depending if you are domestic or international students) for structured self-paced activities in your own time.

UCA draws on a range of assessment methods such as oral/written questions, case study, research, report, observation/practical skills, third party reports, workplace journal, and portfolio of evidence. Depending on the unit requirements, a combination of methods is used to ensure collection of sufficient and valid evidence.

You will be required to complete some assessment tasks both during face to face and during work placement. As part of assessment preparation, you need to allocate approximately 5 to 7 hours per week in your own time for reading, research and other activities required.

Please request for a full schedule for a breakdown of hours for the entire qualification. You can request it by emailing to info@unitedcolleges.edu.au

Location

This course is delivered at

- Level 2, 303 Pitt Street, Sydney NSW 2000
- Level 6, 140 Elizabeth Street, Sydney NSW 2000 (only for domestic students).

Course Structure & Duration (including holiday breaks)

- Domestic students: 32 weeks plus 100 hours of work placement
- International students: 52 weeks (12 weeks break & 100 hours work placement inclusive)

Work Placement

This course requires a minimum of 120 hours of work placement as part of the assessment requirements of CHCDEV002 Analyse impacts on sociological factors on clients in community work and services.

Term	Unit of Competency	Face to face hours
	CHCDEV002 Analyse impacts of sociological factors on clients in community work and services	40
	CHCCOM003 Develop workplace communication strategies	40



1	CHCCSM005 Develop, facilitate and review all aspects of case management	40
	CHCDIS008 Facilitate community participation and social inclusion	40
	CHCDIV003 Manage and promote diversity	40
2	CHCPRP001 Develop and maintain networks and collaborative partnerships	40
	CHCCCS004 Assess co-existing needs	40
	CHCPRP003 Reflect on and improve own professional practice	40
	CHCMGT005 Facilitate workplace debriefing and support processes	40
	CHCCSM004 Coordinate complex case requirements	40
3	CHCAGE001 Facilitate the empowerment of older people	60
	CHCLEG003 Manage legal and ethical compliance	60
	HLTWHS004 Manage work health and safety	40
	CHCCCS007 Develop and implement service programs	40
4	CHCCSM006 Provide case management supervision	40
	CHCCSM007 Undertake case management in a child protection framework	60
	Work Placement	100

4. BSB50420 Diploma of Leadership and Management (CRICOS Code: 104394A)

Course Overview:

This qualification reflects the role of individuals who apply knowledge, practical skills and experience in leadership and management across a range of enterprise and industry contexts. Individuals at this level display initiative and judgement in planning, organising, implementing and monitoring their own workload and the workload of others.

They use communication skills to support individuals and teams to meet organisational or enterprise requirements. They may plan, design, apply and evaluate solutions to unpredictable problems, and identify, analyse and synthesise information from a variety of sources. No licensing, legislative or certification requirements apply to this qualification at the time of publication.

Entry Requirement:

- Be 18 years old or over
- Year 12 completion or overseas equivalent; OR Successful completion of any AQF Certificate IV level (or above) courses in Business or in relevant field. OR Have a minimum of 2 years of experience in supervisory role.
- **For international students only** - IELTS overall 5.5 or its equivalent (TOEFL/PTE/Cambridge English are acceptable), OR complete Australian ELICOS course at upper intermediate level, OR complete any AQF Certificate IV course (or above) taught in English OR pass the UCA English placement test at upper intermediate level (at least 60 points out of 100) unless your nationality is the US, UK, New Zealand, Canada or Ireland.

Pathway:

After completing the BSB50420 Diploma of Leadership and Management, students may articulate into further study of the Advanced Diploma of Business/Leadership Management offered by any RTO or they may have opportunities to continue their studies in Bachelor Degree programs offered by any Australian Higher Education providers.

Job Outcome:

Job roles and titles vary across different industry sectors. Possible job titles relevant to this qualification include:

- Strategic Management analyst
- Executive officer
- Business development manager

Modes of Training and Assessment

This qualification is delivered in an institution-based environment with face-to-face delivery. The mode of training is highly practical with a combination of in class learning activity, class demonstration, class tutorials/workshop and self-paced/individual learning activities. In addition to your face to face hours, you will be required to allocate 5 hours per week for structured self-paced activities in your own time.



UCA draws on a range of assessment methods such as knowledge questions, research tasks, role-plays, case studies and observations. Depending on the unit requirements, a combination of methods is used to ensure collection of sufficient and valid evidence.

You will be required to complete some assessment tasks during your face to face hours and in your own time. A total of 5 hours per week is required for completing assessment in your own time.

Please request for a full schedule for a breakdown of hours for the entire qualification. You can request it by emailing to info@unitedcolleges.edu.au

Location

This qualification is delivered at level 2, 303 Pitt Street & Level 6, 140 Elizabeth Street, Sydney NSW 2000.

Course Structure & Duration (including holiday breaks)

- International students: 52 weeks (12 weeks break inclusive)

Work Placement

No work placement applicable to this qualification.

Term	Unit of Competency	Face to face hours
1	BSBLDR523 Lead and manage effective workplace relationships	60
	BSBTWK502 Manage team effectiveness	60
	BSBCMM511 Communicate with influence	80
2	BSBTWK503 Manage meetings	60
	BSBCRT511 Develop critical thinking in others	60
	BSBXCM501 Lead communication in the workplace	80
3	BSBOPS501 Manage business resources	60
	BSBOPS502 Manage business operational plans	60
	BSBOPS504 Manage business risk	80
4	BSBPEF501 Manage personal and professional development	60
	BSBPEF502 Develop and use emotional intelligence	60
	BSBLDR522 Manage people performance	80



5. BSB60420 Advanced Diploma of Leadership and Management (CRICOS Code: 105861D)

Course Overview:

This qualification reflects the role of individuals who apply specialised knowledge and skills, together with experience in leadership and management, across a range of enterprise and industry contexts. Individuals at this level use initiative and judgement to plan and implement a range of leadership and management functions, with accountability for personal and team outcomes within broad parameters.

They use cognitive and communication skills to identify, analyse and synthesise information from a variety of sources and transfer their knowledge to others, and creative or conceptual skills to express ideas and perspectives or respond to complex problems. No licensing, legislative or certification requirements apply to this qualification at the time of publication.

Entry Requirement:

- Be 18 years old or over
- Successful completion of BSB50420 Diploma of Leadership and Management (or BSB51918 Diploma of Leadership and Management); OR Successful completion of a Diploma or Advanced Diploma from the BSB Training Package (current or superseded equivalent versions). OR have a minimum of 2 years of equivalent full-time relevant workplace experience in an operational or leadership role in an enterprise.
- **For international students only** - IELTS overall 5.5 or its equivalent (TOEFL/PTE/Cambridge English are acceptable), OR complete Australian ELICOS course at upper intermediate level, OR complete any AQF 5 - diploma course (or above) taught in English, OR pass the UCA English placement test at upper intermediate level (at least 60 points out of 100) unless your nationality is the US, UK, New Zealand, Canada or Ireland.

Pathway:

After Completing BSB60420 Advanced Diploma of Leadership and Management, students may articulate into further study of the Bachelor qualifications in Business or Management offered by any Australian Higher Education Providers.

Job Outcome:

Job roles and titles vary across different industry sectors. Possible job titles relevant to this qualification include:

- Entrepreneurship
- Business Enterprise Manager

Modes of Training and Assessment

This qualification is delivered in an institution-based environment with face-to-face delivery. The mode of training is highly practical with a combination of in class learning activity, class demonstration, and class tutorials/workshop.

UCA draws on a range of assessment methods such as knowledge questions, research tasks, role-plays, case studies and observations. Depending on the unit requirements, a combination of methods is used to ensure collection of sufficient and valid evidence.



You will be required to complete some assessment tasks during your face to face hours and in your own time. A total of 3 to 5 hours per week is required for completing assessment in your own time.

Please request for a full schedule for a breakdown of hours for the entire qualification. You can request it by emailing to info@unitedcolleges.edu.au

Location

This qualification is delivered at level 2, 303 Pitt Street & Level 6, 140 Elizabeth Street, Sydney NSW 2000.

Course Structure & Duration (including holiday breaks)

- International students: 78 weeks (18 weeks break inclusive)

Work Placement

No work placement applicable to this qualification.

Term	Unit of Competency	Face to face hours
1	BSBSTR601 Manage innovation and continuous improvement	200
2	BSBLDR601 Lead and manage organisational change	120
	BSBHRM613 Contribute to the development of learning and development strategies	80
3	BSBOPS601 Develop and implement business plans	120
	BSBFIN601 Manage organisational finance	80
4	BSBCRT611 Apply critical thinking for complex problem solving	200
5	BSBLDR602 Provide leadership across the organisation	120
	BSBPMG633 Provide leadership for the program	80
6	BSBHRM614 Contribute to strategic workforce planning	120
	BSBSTR602 Develop organisational strategies	80



RPL and Credit Transfer:

Students are able to apply for Recognition of Prior Learning (RPL) from the previous qualification gained or practical experience. You are required to provide evidence that will demonstrate competency in the learning outcomes of the course.

If you have previously completed the same unit / equivalent unit, you will be eligible for credit transfer evidenced by your AQF certification issued by the RTO or USI Transcript.

Benefits of RPL/RCC/Credit Transfer:

- Conforms to the requirements for equity in adult education programs.
- Avoids the problem of students having to unnecessarily repeat learning experiences.
- Encourages the development of various assessment procedures.
- Assesses the candidates' current competence in comparison to the stated standards of competence required.
- Clarifies what relevant skills the student does and does not possess so that the learning program can be tailored accordingly.
- The RPL will be granted when all the stated learning and performance criteria of the training courses have been shown to be met.
- Upon successful RPL and/or Credit Transfer granted, the course duration will be shorter and will affect your study duration which state on the confirmation of enrolment (COE) document.