



**SHAFSTON**

[www.shafston.edu](http://www.shafston.edu)

# VOCATIONAL PROSPECTUS

BRISBANE | AUSTRALIA 2019





# WELCOME

Choosing the right college is one of the most important decisions you will ever make, because your time as a student should be one of the most exciting periods in your life.

Shafston was founded in 1996 and has continued to make a unique and substantial contribution as a vibrant international education provider with active and enthusiastic students and faculty. In choosing Shafston you will join a celebrated alumni who have studied successfully here over the past 23 years.

Major global economic trends are shaping future skill requirements for worldwide employment.

Shafston is a registered training organisation (RTO) that can issue nationally recognised Vocational Education and Training (VET) qualifications.

The Vocational Education courses also open pathways to further study at an Australian university or other higher educational institution.

We believe that all students should be challenged to achieve their highest standards. This can only be attained through our sustained focus on the quality of our courses.

Our courses are developed, delivered and assessed by experienced trainers with industry experience.

The dedicated teachers and support staff ensure that the College is a safe, happy and caring environment for all.

We look forward to seeing you soon at Shafston.

**The Executive Group.**



*23 Years of Excellence,  
Shafston*





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# WHY SHAFSTON

## 01 OUR CAMPUS

Education and training at Shafston is delivered at our beautifully appointed campus located on the Brisbane River at Kangaroo Point just 2km from Brisbane CBD.

## 02 INTERNATIONAL STUDENT SUPPORT

Shafston has a team of dedicated staff who have extensive experience. They will monitor your progress and provide you with a variety of services that give you every opportunity to succeed in your chosen field of study.

## 03 BENEFITS OF STUDYING A VOCATIONAL COURSE AT SHAFSTON

- Teachers who are experts in their industry, ensuring the skills you learn are up-to-date and meet the needs of employers.
- A practical training environment, where you will enjoy a good mixture of theory and practice.
- Small class sizes, ensuring you receive support and guidance throughout your studies.
- Well-designed classrooms and training facilities.

## 04 STUDY PATHWAYS

Shafston's courses are designed to create opportunities for further study. There are pathways available from our vocational courses to higher qualifications including degree programs at leading Australian universities.

## 05 INTERNATIONAL COMMUNITY

Over 120,000 students from 100 different countries have studied at our Brisbane and Gold Coast campuses.








# BRISBANE CAMPUS

## CAMPUS FACILITIES

1,000 student capacity
Large campus with garden areas and river views
2 on-campus accommodation sites
Air-conditioned classrooms
Free internet and Wi-Fi
Large Library
Large on-campus cafeteria
Table tennis and wide-screen TV
ATM (cash machine) & selection of vending machines
Activity & Travel Centre
Relaxing lounge areas
Multiple study areas, self study & academic computer labs



## TRANSPORTATION


<b>Bus</b> 	<b>10</b> <b>mins</b> ride to the city and Fortitude Valley
<b>Ferry</b> 	<b>15</b> <b>mins</b> ride to the city centre
<b>Bike</b> 	<b>20</b> <b>mins</b> ride to the city centre

## COST OF LIVING

TYPE	APPROXIMATE COST
Accommodation	\$150 - \$350 per week
Meals	\$80 per week
Transport	\$35 per week
Phone & Internet	\$20 per week







South Bank

This is an aerial photograph of a city, likely Auckland, New Zealand. The image shows a mix of urban development, including a dense central business district with many skyscrapers, a large body of water (the harbor) with numerous sailboats, and a residential area with many houses. Several labels are overlaid on the image to identify specific locations. The labels are: 'South Bank' (top left), 'Central Business District' (top center), 'UniLodge' (middle right), 'Bus Stop' (bottom center), 'Peninsula' (bottom right), and 'Shopping Centre' (bottom left). There are also two inset images of buildings, one labeled 'UniLodge' and one labeled 'Peninsula', which are highlighted with yellow speech bubble-like borders.

Central Business  
District

UniLodge

Bus Stop

Peninsula

Shopping Centre







# CERTIFICATE IV IN BUSINESS

BSB40215

## COURSE OVERVIEW

Here's your opportunity to make a difference in the world of business! Our Certificate IV in Business course will help you to develop those key skills and build a broad knowledge across a wide variety of ten topics. Once completed, you will have learned how to take on leadership roles, solve problems and make decisions from analysed data. What are you waiting for? Here's the launch pad to your career!

<b>CRICOS Code:</b>	091407A
<b>Location:</b>	Brisbane
<b>Mode of Learning:</b>	Face-to-face classroom delivery Mixed / Blended Up to 25% online
<b>Entry requirements:</b>	IELTS (Academic) overall 5.0, or equivalent* Academic: Equivalent to an Australian Year 10 qualification. Must be 18 years of age
<b>Duration:</b>	28 weeks (4 weeks holiday included)
<b>Assessment:</b>	Competency based, this means you will be required to show / demonstrate the required competencies for the units of competency you are studying.  There are many different types of assessment. Multiple and varied assessments are used to ensure that learners are able to demonstrate competency. We will ensure that the assessment is conducted in a manner that is fair, flexible, valid and reliable.
<b>Key Points:</b>	You will be able to learn from your teacher and classmates as you study together through a combination of formal classroom based learning and independent study / research.  <ul style="list-style-type: none"> <li>• Further support is provided at the weekly Class Tutorial Support sessions with your teacher.</li> <li>• Additional support is available at the Academic Literacy sessions.</li> </ul>

\*Refer to [www.shafston.edu](http://www.shafston.edu)

## COURSE UNITS

UNIT CODE	UNIT NAME
BSBWHS401	Implement and monitor WHS policies, procedures and programs to meet legislative requirements
BSBCMM401	Make a presentation
BSBMKG414	Undertake marketing activities
BSBMKG413	Promote products and services
BSBCUS402	Address customer needs
BSBCUS501	Manage quality customer service
BSBINN301	Promote innovation in a team environment
BSBLED401	Develop teams and individuals
BSBMGT401	Show leadership in the workplace
BSBMGT403	Implement continuous improvement

## CAREER OUTCOMES

Career outcomes vary across different sectors. Possible jobs relevant to this qualification include:

- Administrator
- Executive Personal Assistant
- Office Administrator
- Project Officer
- Sales Account Assistant
- Sales Agent

## DANIELA - GERMANY

*Shafston is an amazing place to study at! The teachers and staff are so supportive and friendly, which made the Certificate IV in Business easy to study. This course helped me to improve my business English and was a good complement to my Masters. I also love the fact that this college is very international and you get to meet people from all over the world. Thanks everyone for this great opportunity. Now, I'm ready to enter the Australian job market!*





# DIPLOMA OF PROJECT MANAGEMENT

BSB51415

## COURSE OVERVIEW

This course explains and highlights the importance of processes, stages, timing, and planning in any business situation. It will give you practical knowledge that will allow you to initiate, plan, control and evaluate projects and everyday business activities and report on their progress to higher authorities.

Project Management is all about every stage or step in planning, implementing and controlling both major and minor work based targets. It provides the skills and knowledge required to monitor the work and output of yourself and of others to ensure satisfactory results, and communication at a variety of business levels.

**CRICOS Code:** 096811D

**Location:** Brisbane

**Mode of Learning:** Face-to-face classroom delivery  
Mixed / Blended  
Up to 25% online

**Entry requirements:** IELTS (Academic) overall 5.5, or equivalent\*  
Academic: International Tertiary qualification or Australian Diploma qualification or higher.  
Must be 18 years of age

**Duration:** 48 weeks (including 6 weeks holiday)

**Assessment:** Competency based, this means this means you will be required to show / demonstrate the required competencies for the units of competency you are studying.  
There are many different types of assessment. Multiple and varied assessments are used to ensure that learners are able to demonstrate competency. We will ensure that the assessment is conducted in a manner that is fair, flexible, valid and reliable.

**Key Points:** You will be able to learn from your teacher and classmates as you study together through a combination of formal classroom based learning and independent study / research.  
• Further support is provided at the weekly Class Tutorial Support sessions with your teacher.  
• Additional support is available at the Academic Literacy sessions.

\*Refer to [www.shafston.edu](http://www.shafston.edu)

## COURSE UNITS

CLUSTER	UNIT CODE	UNIT OF COMPETENCY NAME
Foundation Cluster	BSBPMG520	Manage project governance
	BSBPMG511	Manage project scope
	BSBPMG512	Manage project time
Project Cluster	BSBPMG514	Manage project cost
	BSBPMG521	Manage project integration
	BSBPMG517	Manage project risk
	BSBPMG513	Manage project quality
	BSBPMG518	Manage project procurement
	BSBPMG516	Manage project information and communication
Stakeholder Cluster	BSBPMG519	Manage project stakeholder engagement
	BSBWOR502	Lead and manage team effectiveness
	BSBPMG515	Manage project human resources

## CAREER OUTCOMES

Formal project management qualifications offer diverse career opportunities to the smart, well educated and ambitious. Career outcomes requiring elements of Project Management include:

- Business
- Banking & Insurance
- Marketing
- Information Technology
- Human Resources
- Agriculture
- Real Estate
- Manufacturing
- Engineering
- Construction
- Architecture

## GUILLERMO - COLOMBIA



*"This Diploma has exceeded my expectations. The tutors have an excellent methodology and extend knowledge in the field. I strongly believe that the knowledge obtained from this program will boost my profile giving me a better position in my professional life."*





# DIPLOMA OF BUSINESS (ENTREPRENEURIAL FOCUS)

BSB50215

## COURSE OVERVIEW

If you are someone who likes to take on challenges, to be a lateral thinker, to step outside the box and be creative or learn how to use marketing, public relations, publishing, ecommerce and partnerships then the Diploma of Business (Entrepreneurial Focus) is for you.

All acquired skills are transferable across countries, careers and industries. Pursue your entrepreneurship ideas at two multi-million dollar innovation hubs that bring together start-up ideas, investors and mentors and identify Brisbane as a centre of innovation in the Asia Pacific region.

**CRICOS Code:** 087157D

**Location:** Brisbane

**Mode of Learning:** Face-to-face classroom delivery  
Mixed / Blended  
Up to 25% online

**Entry requirements:** IELTS (Academic) overall 5.5, or equivalent\*  
Academic: Equivalent to an Australian Year 12 qualification. Must be 18 years of age

**Duration:** 34 weeks (including 4 weeks holiday)

**Assessment:** Competency based, this means this means you will be required to show / demonstrate the required competencies for the units of competency you are studying.  
There are many different types of assessment. Multiple and varied assessments are used to ensure that learners are able to demonstrate competency. We will ensure that the assessment is conducted in a manner that is fair, flexible, valid and reliable.

**Key Points:** You will be able to learn from your teacher and classmates as you study together through a combination of formal classroom based learning and independent study / research.

- Further support is provided at the weekly Class Tutorial Support sessions with your teacher.
- Additional support is available at the Academic Literacy sessions.

\*Refer to [www.shafston.edu](http://www.shafston.edu)

## CAREER OUTCOMES

Formal business qualifications offer diverse career opportunities to the smart, well educated and ambitious.

Career outcomes requiring elements of entrepreneurship include:

- Corporate and Product Branding
- Marketing
- Management Positions
- Consulting
- Manufacturing
- Owning a business
- Health Services
- Financial Services
- Public Relations

## COURSE UNITS

UNIT CODE	UNIT NAME
BSBWOR501	Manage personal work priorities and professional development.
BSBMKG501	Identify and evaluate marketing opportunities
BSBMKG506	Plan market research
BSBSLS501	Develop a sales plan
BSBMKG510	Plan e-marketing communications
BSBHRM513	Manage workforce planning
BSBFIM501	Manage budgets and financial plans
BSBR501	Manage risk

### OZGE - TURKEY



*"Doing the diploma of business at Shafston College was one of the most enjoyable learning experience of my life. The program has allowed me to build on my existing knowledge and qualifications. Learning with visual presentations and videos of real business success stories, instead of theoretical and boring books*

*made my learning easier. Teachers are professional, very organized and class sizes are small which gave me the opportunity to ask questions and understand the work. What I enjoyed about my course was the practical side that is our case studies. I think these cases improve our ability to think analytically. The program has provided me opportunities for the future. I've learned Business English terms, Australian market, various applications, and tools. I work in an audit company. I use most of the knowledge that I've learned at school."*

### MARCELLO - ITALY



*"I decided to study business in Brisbane at Shafston College few years after I finished my college studies in Europe in a different field and it has been a very positive experience. I had a very good time, I made new friends, and I have learned new things. The teachers were always available to help and they*

*did their best to make me feel at ease. Shafston College has good facilities, the campus is quite big and there is plenty of possibilities to interact with other international students. The college is surrounded by a nice panoramic park, and it is located in a good position, easily reachable with public transports or by push bike."*



# DIPLOMA OF LEADERSHIP AND MANAGEMENT

BSB51918

## COURSE OVERVIEW

If you aspire to become a dynamic leader and manager, this Diploma will give you the skills and knowledge to do so. Having the skills to successfully lead a team will achieve personal and organisational growth which will be held in high esteem among industry professionals. Using innovative strategies will help you enjoy great success in the workforce and enable you to climb up the corporate ladder.

Enrol now to gain an insight into this valued qualification!

<b>CRICOS Code:</b>	098688G
<b>Location:</b>	Brisbane
<b>Mode of Learning:</b>	Face-to-face classroom delivery Mixed / Blended Up to 25% online
<b>Entry requirements:</b>	IELTS (Academic) overall 5.5, or equivalent* Academic: Equivalent to an Australian Year 12 qualification. Must be 18 years of age
<b>Duration:</b>	42 weeks (6 weeks holiday included)
<b>Assessment:</b>	Competency based, this means this means you will be required to show / demonstrate the required competencies for the units of competency you are studying.  There are many different types of assessment. Multiple and varied assessments are used to ensure that learners are able to demonstrate competency. We will ensure that the assessment is conducted in a manner that is fair, flexible, valid and reliable.
<b>Key Points:</b>	You will be able to learn from your teacher and classmates as you study together through a combination of formal classroom based learning and independent study / research.  <ul style="list-style-type: none"> <li>• Further support is provided at the weekly Class Tutorial Support sessions with your teacher.</li> <li>• Additional support is available at the Academic Literacy sessions.</li> </ul>

\*Refer to [www.shafston.edu](http://www.shafston.edu)

## COURSE UNITS

UNIT CODE	UNIT NAME
BSBWOR501	Manage personal work priorities and professional development
BSBADM502	Manage meetings
BSBLDR511	Develop and use emotional intelligence
BSBLDR502	Lead and manage effective workplace relationships
BSBWOR502	Lead and manage team effectiveness
BSBCUS501	Manage quality customer service
BSBMGT502	Manage people performance
BSBHRM506	Manage recruitment selection and induction processes
BSBPMG522	Undertake project work
BSBSUS501	Develop workplace policy and procedures for sustainability
BSBRISK501	Manage risk
BSBMGT517	Manage operational plan

## CAREER OUTCOMES

- Branch Manager
- Business Manager
- Department Manager
- Operations/Facilities Manager
- Production Manager
- Team Leader

### FILLIPE - BRAZIL



"I am highly enjoying my experience doing the Diploma of Leadership and Management. The trainers are very professional and supportive, the content provided in this course is complete and the methodology use by the trainers is different as they teach with examples from real life which make the course enjoyable. I strongly believe that been a good leader will make huge changes to my professional development"

### SHELA - MALAYSIA



Shafston's campus and teachers are amazing! I love the fact that there are many different cultures and students here. Back home, there were only two international students in my class. The teachers used very traditional teaching methods. Our entire day was basically writing down notes, which were hard to understand and extremely boring. I really appreciate the conversations I can have with my teacher at Shafston, rather than reading and writing notes all day.





# ADVANCED DIPLOMA OF LEADERSHIP AND MANAGEMENT

BSB61015

## COURSE OVERVIEW

If you have the desire to manage teams or departments or companies this is the ideal course for you. You will acquire new skills, knowledge and the ability to use them in management / business situations, from managing finances, human resources, diversity, and strategic and operational planning. This course helps build dynamic and successful business owners and managers at all levels, it will assist in accelerating your career progression.

This course will also help you on a personal level by giving you the ability to think ahead and research and calculate the risks involved in everything you do. It provides the foundation skills needed by all business entities.

**CRICOS Code:** 098688G

**Location:** Brisbane

**Mode of Learning:** Face-to-face classroom delivery  
Mixed / Blended  
Up to 25% online

**Entry requirements:** IELTS (Academic) overall 5.5, or equivalent\*  
Academic: International Tertiary qualification or Australian Diploma qualification or higher.  
Must be 18 years of age

**Duration:** 52 weeks (including 7 weeks holiday)

**Assessment:** Competency based, this means this means you will be required to show / demonstrate the required competencies for the units of competency you are studying.  
There are many different types of assessment. Multiple and varied assessments are used to ensure that learners are able to demonstrate competency. We will ensure that the assessment is conducted in a manner that is fair, flexible, valid and reliable.

**Key Points:**

- You will be able to learn from your teacher and classmates as you study together through a combination of formal classroom based learning and independent study / research.
- Further support is provided at the weekly Class Tutorial Support sessions with your teacher.
- Additional support is available at the Academic Literacy sessions.

\*Refer to [www.shafston.edu](http://www.shafston.edu)

## COURSE UNITS

UNIT CODE	UNIT NAME
BSBMGT608	Manage innovation and continuous improvement
BSBINN601	Lead and manage organisational change
BSBDIV601	Develop and implement diversity policy
BSBRISK501	Manage risk
BSBMGT616	Develop and implement strategic plans
BSBMKG609	Develop a marketing plan
BSBMGT615	Contribute to organisation development
BSBMGT605	Provide leadership across the organisation
BSBHRM602	Manage human resources strategic planning
BSBSUS501	Develop workplace policy and procedures for sustainability
BSBMGT617	Develop and implement a business plan
BSBFIM601	Manage finances

## CAREER OUTCOMES

- Executive Manager
- Director Manager
- Human Resources (Strategy)
- Senior Executive
- Financial and Insurance Services
- Public Administration and Safety





# CERTIFICATE III IN EARLY CHILDHOOD EDUCATION AND CARE

CHC30113

## COURSE OVERVIEW

This qualification will prepare you to work as an Early Childhood Educator in services all over Australia. You will learn the essentials of becoming a nurturing, playful and professional educator. As a requirement of the qualification you will have the opportunity to spend time in a childcare service and complete 120 hours with babies and young children throughout the course.

The classroom environment is fun and engaging where experienced teachers and trainers will share best practice. On completion of the Certificate III you will be a valued, employable graduate with the knowledge and understanding of how to meet the needs of children in registered childcare services.

<b>CRICOS Code:</b>	094055G
<b>Location:</b>	Brisbane
<b>Mode of Learning:</b>	Face-to-face classroom delivery Vocational Placement - 120-hours (compulsory)
<b>Entry requirements:</b>	IELTS (Academic) overall 5.0, or equivalent* Academic: Equivalent to an Australian Year 10 qualification. Must be 18 years of age
<b>Duration:</b>	28 weeks (including 4 weeks holiday)
<b>Assessment:</b>	Competency based, this means this means you will be required to show / demonstrate the required competencies for the units of competency you are studying.  There are many different types of assessment. Multiple and varied assessments are used to ensure that learners are able to demonstrate competency. We will ensure that the assessment is conducted in a manner that is fair, flexible, valid and reliable.
<b>Key Points:</b>	You will learn from your teacher and classmates as well as through real world experiences on vocational placement. <ul style="list-style-type: none"> <li>• Further support is provided at the weekly Class Tutorial Support sessions with your teacher.</li> <li>• Additional support is available at the Academic Literacy sessions.</li> </ul>

\*Refer to [www.shafston.edu](http://www.shafston.edu)

## COURSE UNITS

CLUSTER	STAGE	UNIT CODE	UNIT OF COMPETENCY NAME
CLUSTER 1	STAGE 1A	CHCLEG001	Work legally and ethically
	STAGE 1A	CHCECE001	Develop cultural competence
	STAGE 1A	CHCDIV002	Promote Aboriginal and/or Torres Strait Islander cultural safety
	STAGE 1A	CHCECE004	Promote and provide healthy food and drinks
	STAGE 1	HLTAID004	Provide an emergency first aid response in an education and care setting
	STAGE 1B	CHCPRT001	Identify and respond to children and young people at risk
	STAGE 1B	CHCECE002	Ensure the health and safety of Children
	STAGE 1B	CHCECE005	Provide care for babies and toddlers
	STAGE 1B	CHCECE003	Provide care for children
CLUSTER 2	STAGE 2A	CHCECE009	Use an approved learning framework to guide practice
	STAGE 2A	CHCECE007	Develop positive and respectful relationships with children
	STAGE 2A	CHCECE006	Support behaviour of children and young people
	STAGE 2A	CHCECE012	Support children to connect with their world
	STAGE 2	HLTWHS001	Participate in workplace health and safety
	STAGE 2B	CHCECE026	Work in partnership with families to provide appropriate education and care for children
	STAGE 2B	CHCECE010	Support the holistic development of children in early childhood
	STAGE 2B	CHCECE011	Provide experiences to support children's play and learning
	STAGE 2B	CHCECE013	Use information about Children to inform practice

**Vocational Placement 120 Hours**

## BLUE CARD - Working with Children Check

Volunteers who work with children and young people must hold a Blue Card, unless an exemption applies.

A volunteer or unpaid trainee student must not commence regulated child-related work (vocational placement) until they hold a valid blue card.

Shafston initiates the Blue Card application process at orientation. The application may take up to 28 working days to be processed.

For more detailed information about the Blue Card please click on the link to Government website (below) and you will find further information about the volunteer Blue Card.

If your Blue Card application is declined you will be unable to commence placement, this will affect your course outcomes. Please note, if you are unsure if you will meet the eligibility requirements please visit the website: [www.bluecard.qld.gov.au/volunteers](http://www.bluecard.qld.gov.au/volunteers)

## VOCATIONAL PLACEMENT

You will need to complete the minimum hours of vocational placement.

You will be assisted in securing your vocational placement in an Approved Education and Care Service and be mentored by an experienced educator. During vocational placement you will put into action everything you have learnt throughout your course.

For more information about Vocational Placement, please visit [www.shafston.edu/courses](http://www.shafston.edu/courses)

## CAREER OUTCOMES

- Early Childhood Educator
- Outside School Hours Educator
- Family Day Care Educator



# DIPLOMA OF EARLY CHILDHOOD EDUCATION AND CARE

CHC50113

## COURSE OVERVIEW

This qualification will prepare you to work as an Early Childhood Lead Educator or Supervisor in services all over Australia. You will learn the essentials of becoming a nurturing, playful and professional educator.

Students completing the Shafston IELTS or Cambridge FCE (B2 First) with a score equivalent of IELTS 5.5 can progress to further specialist career study offered by other Colleges.

Successful completion of this course will qualify you to design and implement early childhood education and care programs. You will be equipped with the skills you need to plan, implement and evaluate programs in line with approved learning frameworks and regulatory requirements. You will also have a solid foundation to continue with further study.

<b>CRICOS Code:</b>	090835M
<b>Location:</b>	Brisbane
<b>Mode of Learning:</b>	Face-to-face classroom delivery Vocational Placement - 240-hours (compulsory)
<b>Entry requirements:</b>	IELTS (Academic) overall 5.5, or equivalent* Academic: Equivalent to an Australian Year 12 qualification Successful completion of CHC30113 Certificate III in Early Childhood Education and Care. Must be 18 years of age
<b>Duration:</b>	74 weeks (including 14 weeks holiday)
<b>Assessment:</b>	Competency based, this means this means you will be required to show / demonstrate the required competencies for the units of competency you are studying. There are many different types of assessment. Multiple and varied assessments are used to ensure that learners are able to demonstrate competency. We will ensure that the assessment is conducted in a manner that is fair, flexible, valid and reliable.
<b>Key Points:</b>	<ul style="list-style-type: none"> <li>You will learn from your teacher and classmates as well as through real world experiences on vocational placement.</li> <li>Further support is provided at the weekly Class Tutorial Support sessions with your teacher.</li> <li>Additional support is available at the Academic Literacy sessions.</li> </ul>

\*Refer to [www.shafston.edu](http://www.shafston.edu)

## BLUE CARD - Working with Children Check

Volunteers who work with children and young people must hold a Blue Card, unless an exemption applies.

A volunteer or unpaid trainee student must not commence regulated child-related work (vocational placement) until they hold a valid blue card.

Shafston initiates the Blue Card application process at orientation. The application may take up to 28 working days to be processed.

For more detailed information about the Blue Card please click on the link to Government website (below) and you will find further information about the volunteer Blue Card.

If your Blue Card application is declined you will be unable to commence placement, this will affect your course outcomes. Please note, if you are unsure if you will meet the eligibility requirements please visit the website: [www.bluecard.qld.gov.au/volunteers](http://www.bluecard.qld.gov.au/volunteers)

## CHILDCARE PACKAGED PROGRAM

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

Total duration of 102 weeks with a break between courses

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

\*Credit transfer will be applied in CHC50113 Diploma of Early Childhood Education & Care

## VOCATIONAL PLACEMENT

You will need to complete the minimum hours of vocational placement.

You will be assisted in securing your vocational placement in an Approved Education and Care Service and be mentored by an experienced educator. During vocational placement you will put into action everything you have learnt throughout your course.

For more information about Vocational Placement, please visit <http://shafston.edu/courses/>

## COURSE UNITS

UNIT CODE	UNIT NAME
*CHCLEG001	Work legally and ethically
*CHCECE001	Develop cultural competence
*CHCDIV002	Promote Aboriginal and/or Torres Strait Islander cultural safety
*CHCECE004	Promote and provide healthy food and drinks
*HLTAID004	Provide an emergency first aid response in an education and care setting
*CHCPRT001	Identify and respond to children and young people at risk
*CHCECE005	Provide care for babies and toddlers
*CHCECE003	Provide care for children
*CHCECE002	Ensure the health and safety of children
*CHCECE009	Use an approved learning framework to guide practice
*CHCECE007	Develop positive and respectful relationships with children
CHCECE013	Use information about Children to inform practice
CHCECE026	Work in partnership with families to provide appropriate education and care for children
HLTWH003	Maintain work health and safety
CHCECE016	Establish and maintain a safe and healthy environment for children
CHCECE025	Embed sustainable practices in service operations
CHCECE020	Establish and implement plans for developing cooperative behaviour
CHCECE021	Implement strategies for the inclusion of all children
CHCECE018	Nurture creativity in children
CHCECE023	Analyse information to inform learning
CHCECE017	Foster the holistic development and wellbeing of the child in early childhood
CHCECE024	Design and implement the curriculum to foster children's learning and development
CHCECE022	Promote children's agency
CHCECE019	Facilitate compliance in an education and care service
CHCMGT003	Lead the work team
CHCPOL002	Develop and implement policy
CHCPRP003	Reflect on and improve own professional practice
BSBLED401	Develop teams and individuals



# UNIVERSITY ARTICULATIONS

## ARTICULATION OVERVIEW

After completing either a Shafston English or vocational course, Shafston can provide pathways into other Colleges or Universities in Australia.

Students completing the Shafston IELTS or Cambridge FCE (B2 First) with a score equivalent of IELTS 5.5 can progress to further specialist career study offered by other Colleges.

On completion of a Shafston Diploma or Advanced Diploma most Australian universities will offer the chance to apply for credit transfer and reduce the amount of time spent studying at university.

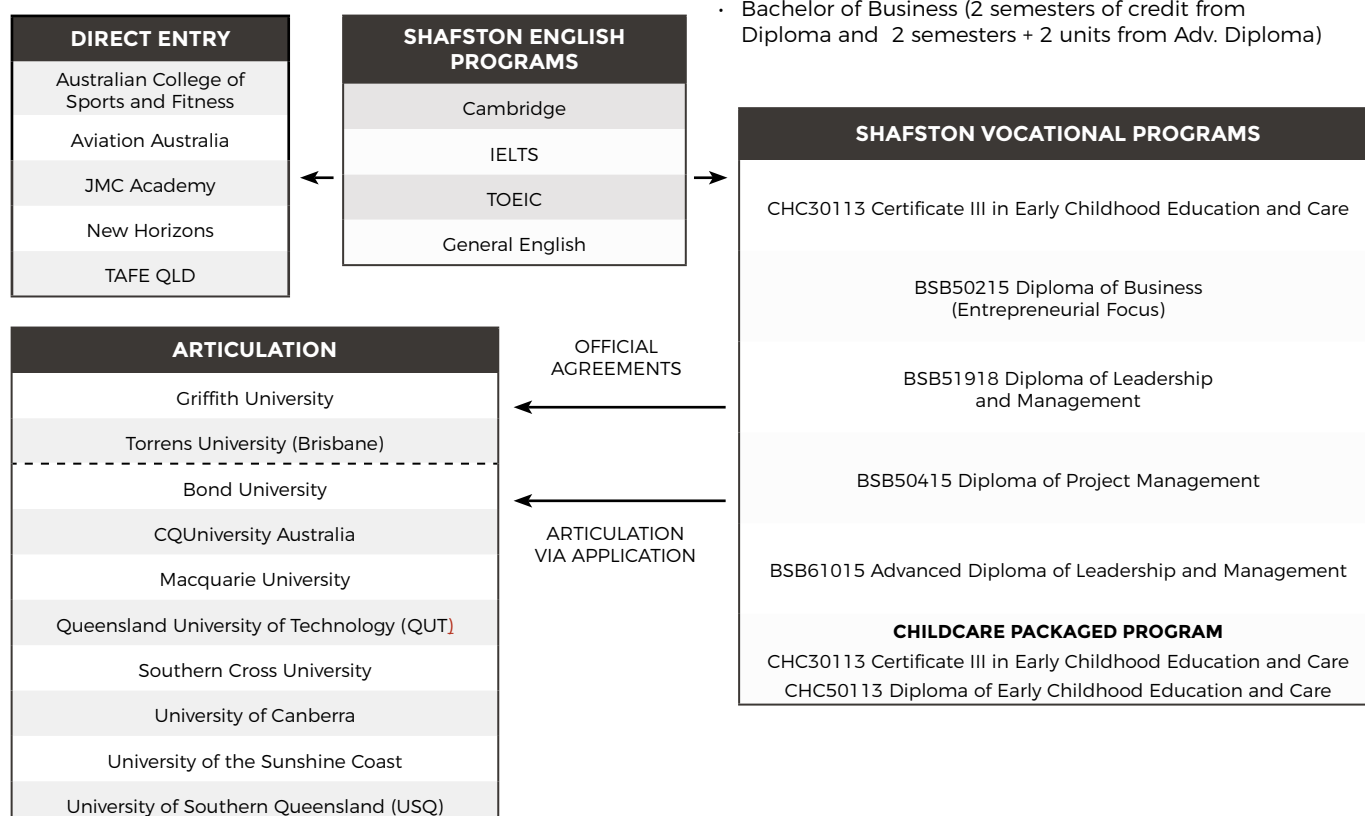
The amount of credit received differs for each university. As a general guide students with an Australian AQF5 Diploma can be assessed for up to one year of credit, with an AQF6 Advanced Diploma up to one and a half years credit towards programs relevant to prior areas of study.

## GENERAL PATHWAYS TO UNIVERSITY

Former Shafston students have gained credit transfer to the following Universities:

- Queensland University of Technology (QUT)
- University of Queensland (UQ)
- University of Canberra
- Central Queensland University
- Southern Cross University
- Bond University
- University of Southern Queensland
- University of the Sunshine Coast

## ACADEMIC PATHWAYS



## OFFICIAL COLLEGE AGREEMENTS

### AUSTRALIAN COLLEGE OF SPORTS AND FITNESS

- Certificate III in Fitness (SIS30315)
- Certificate IV in Fitness (SIS40215)
- Diploma of Sport & Recreation Management (SIS50115)
- Certificate IV in Massage Therapy (SIS42015)
- Diploma of Remedial Massage (HLT52015)

### AVIATION AUSTRALIA

- Flight Attendant Career Training
- Certificate II in Aircraft Line Maintenance (MEA20518)
- Diploma of Aircraft Maintenance Engineering - Mechanical (TB1) (10599NAT)
- Diploma of Aircraft Maintenance Engineering - Avionics (TB2) (10600NAT)

### JMC ACADEMY

Bachelor degrees in:

- Animation
- Audio Engineering in Sound Production
- Game Development
- Film and TV Production

### NEW HORIZONS

- Diploma of Information Technology (ICT50115)

### TAFE QLD

- Direct entry into all TAFE QLD courses

## OFFICIAL UNIVERSITY AGREEMENTS

### GRIFFITH UNIVERSITY

- Bachelor of Business (1 semester of credit)

### TORRENS UNIVERSITY (BRISBANE)

- Bachelor of Business (2 semesters of credit from Diploma and 2 semesters + 2 units from Adv. Diploma)



# ACCOMMODATION

## UNILODGE - BRISBANE (VIEW FLOOR PLAN 01)

Enjoy breathtaking views of the Brisbane River and Brisbane city from your on-campus fully-furnished studio. This accommodation is located above the College.

Each studio has its own bathroom and kitchenette

Fully-equipped gym

Free Wi-Fi

Student lounge with a big-screen TV and a large outdoor balcony

Weekly cleaning service

On-site management

Secure building with swipe card access

Coin operated laundry

## PENINSULA - BRISBANE (VIEW FLOOR PLAN 02)

Experience amazing river and city views from the fully-furnished Peninsula @ Shafston apartments. Located right next door to Shafston and only 200 metres from the bus stop and 400 metres from the Mowbray Park ferry terminal.

The apartment includes:

2 twin-share bedrooms (option for Private rooms)

2 modern bathrooms

25m heated lap pool and a well-equipped gym

Air-conditioning

Weekly cleaning service

Free Wi-Fi

Dishwasher, washing machine and dryer

On-site management

Audio intercom system and security chip entry

## HOMESTAY - BRISBANE & GOLD COAST

Living with a local host family offers you a unique way to experience the Australian multicultural lifestyle and culture, whilst you practise English.

We have an on-campus Homestay Department to assist students with settling into their 'home' in Australia.

With over 700 homestay families hosting Shafston students, we are able to meet just about any request, and help you if any problems happen to arise.

All our families have been inspected and interviewed by our Homestay team prior to becoming a Shafston Homestay family.





## SOUTHPORT CENTRAL - GOLD COAST

(VIEW FLOOR PLAN 02)

Southport Central offers unique student living by the sea, perfectly located in the heart of the central CBD area and a 5-minute walk to the campus.

Each unit includes:

- 2 twin-share bedrooms (option for Private rooms)
- 2 modern bathrooms
- On-site management from Monday to Friday and 24 hour security
- Audio intercom system and security chip entry
- Fully-equipped kitchen, dishwasher, washing machine and dryer.
- Wi-Fi internet access in all rooms
- Apartment balcony with spectacular views of Surfers Paradise and the Hinterland



## BLUE WATER BAY - GOLD COAST

(VIEW FLOOR PLAN 02)

Located on the Gold Coast Broadwater, Blue Water Bay offers holiday apartments which are ideal for students. Each apartment comes with complete kitchen and laundry facilities.

Close to Shafston College and Australia Fair Shopping Centre.

- 2 twin-share bedrooms (option for Private rooms)
- 2 modern bathrooms
- Saltwater pool
- Spa
- Sauna
- Fully-equipped gymnasium
- Poolside BBQ and entertainment area
- Tennis Court



FLOOR PLAN LAYOUT 01



FLOOR PLAN LAYOUT 02



## DEMI PAIR

A Demi Pair typically assists the family 15 hours a week outside of their allocated study hours. In return your host family will provide a room and full board (three meals a day) 7 days a week. Duties may include light housework, some cooking and childcare.

## AIRPORT SERVICE

Shafston offers a pick up & drop off airport service. Our driver will welcome you at the airport, and take you by private vehicle to your accommodation (if requested).

7 days / 24 hours service and emergency number provided in the confirmation letter to all students requesting this service.



# HOW TO APPLY

**PREPARE CERTIFIED COPIES  
OF DOCUMENTS**



**COMPLETE THE APPLICATION**



**SUBMIT YOUR APPLICATION**



**SHAFSTON WILL ASSESS, ISSUE A  
LETTER OF OFFER & YOUR QUOTE**



**SIGN THE OFFER LETTER &  
SEND IT BACK TO SHAFSTON**



**FEE PAYMENT**



**SHAFSTON ISSUES AN  
ELECTRONIC CONFIRMATION  
OF ENROLMENT (eCOE)**



**APPLY FOR A STUDENT VISA  
& ARRIVE AT SHAFSTON**



**[SHAFSTON.EDU/APPLY-NOW](https://shafston.edu/apply-now)**



**EMAIL: [INFO@SHAFSTON.EDU](mailto:info@shafston.edu)**



# JOB READY PROGRAM

This program introduces students to job search skills and knowledge in Australia.



## JOB INTRODUCTION

This session introduces students to job hunting in Australia. It includes resume preparation, job preparation, interview skills, dress code, code of conduct, tax file number and general advice.



## BARISTA COURSE

The coffee class will teach students to create popular drinks sold in cafes and restaurants. It also covers standard operation skills and maintenance of the espresso machine and equipment.



## WAITER TRAINING

Students will learn waiting and customer service skills, and essential work place English vocabulary needed in the hospitality industry.

## LIFE AT SHAFSTON

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
29  City Tour	30  Movie Night	31  Craft	01  Story Bridge Climb	02  Twilight Markets	03  Lone Pine Trip	04  Springbrook Trip
05  City Tour	06  Soccer Competition	07  Wheel of Brisbane	08  Games Night	09  Byron Bay Weekend	10  Byron Bay Weekend	11  Byron Bay Weekend
12  City Tour	13  Cooking Class	14  Mexican Food Truck	15  Tennis	16  Night Kayaking	17  North Stradbroke Island Trip	18  North Stradbroke Island Trip
19  City Tour	20  Aussie Night	21  Laser Force	22  Ping Pong Competition	23  Aussie Conversation Class	24  Riverfire	25  Whale Watching Cruise
26  City Tour	27  Pilates	28  Strike Bowling	29  Student BBQ	30  Craft Class	<p>Download a copy at  <a href="http://shafston.edu/student-life/">http://shafston.edu/student-life/</a></p>	

Drop by Shafston's Activities and Travel Centre to ask any questions about things to do outside of class time.







**SHAFSTON**  
www.shafston.edu

## BRISBANE CAMPUS

46 Thorn Street, Kangaroo Point  
Brisbane QLD 4169 Australia

**+61 (7) 3249 4111**

w: shafston.edu | info@shafston.edu

## GOLD COAST CAMPUS

13 Nerang Street, Southport  
Gold Coast QLD 4215 Australia

**+61 (7) 5665 3888**

RTO CODE: 32004 | CRICOS PROVIDER CODE: 01542F

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Visit [www.shafston.edu](http://www.shafston.edu) for the latest information.

