



Bedford College

VET FEE-HELP Approved
University Pathways

Business

- Administration
- Accounting/Finance
- Event Management
- Human Resources
- Legal Services
- Management
- Marketing
- Executive Secretary/PA

Accounting

- Accountant in Small Business
- Finance Manager
- Senior Financial Clerk
- Audit Clerk
- Tax Clerk
- Cost Clerk
- Bookkeeper
- Payroll Clerk

Child Care

- Authorised Supervisor
- Centre Manager
- Centre Director
- Children's Adviser
- Team/Group Coordinator/Leader
- Program Leader
- Special Needs Worker
- Nanny (National and International)

[**skills**for**life**]

www.bedford.edu.au

Message from the Principal

"Making a choice about any training institution is undoubtedly a difficult decision."



As the fourth principal of Bedford College since its inception in 1944, it is my very great pleasure to tell you a little about our College and why Bedford is a great first choice when considering your future training needs.

Choosing any training institution is undoubtedly a difficult decision, however at

Bedford we believe that we have a little more to offer than other training providers.

Our reputation for excellence in training is second to none and our long-standing employment relationships with some of the largest organisations in Sydney provide our graduates with many employment opportunities.

Bedford Graduates are highly sought after; not just because they're well trained with great skills, but also because we have addressed the additional skills and attributes that employers seek in their workers.

Today's employer is looking for more from their staff than just work skills – employees must also have the right attitude. At Bedford we address this. We focus on the whole individual, not just the skills needed for work and this in turn makes our graduates more employable – they are good 'all rounders'. We also include in our courses many subjects that are considered essential 'life skills' – skills that are important no matter where your career may eventually lead.

The employment success of our graduates is unsurpassed with many employers choosing only Bedford Graduates when recruiting new staff. Some organisations employ Bedford graduates every year

and have done so for many years. Time has shown that your Bedford training will provide you with 'the edge' in employment success.

For those of you wishing to undertake tertiary studies on completion of your Bedford course, our university pathways for Business, Finance and Child Care graduates will provide you with automatic entry (with credit) into a university degree at the end of your Bedford course.

For many students these university pathways dramatically reduce the stress so often associated with the HSC. Students realise that a university qualification is achievable without a UAI and what a great relief that is for many school leavers.

Bedford students come from far and wide and many maintain contact with us long after their graduation. It's true to say that some of the best friends you'll ever make are as a result of your time spent at Bedford – staff and students alike become firm friends by the end of the College year.

I do hope that you decide to study with us here at Bedford and can confidently say that should you choose to do so, you will agree that your time spent here will prove to be some of the happiest times of your life.

I invite you to come in and visit the College, view our campus' and facilities and see for yourself just what it is that makes Bedford so unique.

Finally, may I take this opportunity to wish you well in your endeavours. I look forward to meeting you in the future.

Christina Scaife

Principal, B.VET AACC TCertWP FCES



Welcome to Bedford College

A proud history

Our mission statement

To be an innovative provider of quality training and to strive for excellence in all we do. To provide students with a caring, Christian environment which enhances their ability to succeed and to assist individuals of all backgrounds and cultures to work and learn in harmony.



About Bedford College

Bedford College is a not-for-profit organisation founded in September 1943 by the Baptist Union in NSW. The aim of the Union at that time was to provide students with a high standard of training in a warm, caring, Christian environment. This, they felt, would afford students the best opportunity to achieve well paid, satisfying employment and become successful individuals in an ever-changing world.

The College commenced with 25 students, a mix of bought and borrowed typewriters, and lots of hard work, determination and prayer. Staff were selected not only on their ability to teach the necessary skills, but also on their commitment to the standards, ethics and ethos of the College.

Over the past 65 years, the College has evolved; from a small secretarial college for girls, into a beautiful new training facility for both males and females.

The Baptist Union's original intention of providing students with quality training and personal encouragement within a caring, Christian environment, became the tradition on which the College operated. In this regard nothing has changed – that tradition stands just as strongly today.

At Bedford we believe that every individual can achieve well if given encouragement, assistance, guidance and a feeling of self-worth. This is our aim.



Jess Ralevski (Business Graduate)

'After completing my HSC I was unsure of what I wanted to accomplish for the next few years of my life and what type of career I wanted to pursue – especially since I was very hesitant about studying for a long period of time. This is why Bedford College stood out to me from the rest and I made the decision to enrol.

Bedford gave me an effortless transition from high school to college life. I loved that it was a one year course, that it provided me with firm training and allowed me to develop strong workforce skills.

I also appreciated how the teachers were willing to help out every step of the way and encouraged me to strive to achieve to the very best of my ability.

Bedford offered me a vast range of opportunities which opened many doors for me. My training gave me fantastic employment prospects and I am now working as a Secretary to a partner at Sparke Helmore Lawyers, one of Australia's top tier law firms.

I completed my Diploma of Business on a very high note; meeting wonderful life-long friends that I will have for many years to come.

All up when I think about my year at Bedford College, I am sad to see it gone, but pleased with what it has given me today!

Why choose Bedford?

Employment Placement Assistance

All the training in the world is of little use unless graduates are able to put that training into practice in the workplace. Obviously, no College can absolutely guarantee that every graduate will get a job however; virtually 100% of Bedford Graduates have obtained satisfying, well-paid employment on completion of their College course (some are employed even before their course is completed). And many of these employment positions have come directly through the College.

Did you know that statistics show that 70% of jobs are never advertised? How then do job seekers hear about available jobs? At Bedford, our graduates enjoy the benefits of graduating from a well-established, reputable training college with strong industry links.

Many organisations - both large and small - contact the College when an employment position becomes available. It's then the job of our Work Placement Officer to liaise with the organisation, assess their needs and coordinate interviews between the employer and suitable Bedford candidates.

Technology

Our three computer laboratories house the most up-to-date computers and resources available today. Each student has their own 'roaming profile' on the network and each has his/her own college email address.

Bedford Online

Today's student is much more computer savvy than previous generations and Online Learning has become commonplace in many training organisations.

Bedford College first implemented Bedford Online Classrooms several years ago; and over the years it has been developed to become a highly successful and very popular supplement to our training practices. Using

Bedford Online, students can access classes outside normal college hours where they may revise work, chat and email trainers and other students, collect and lodge assignments, check diary dates, participate in forums, download notes, link to websites, etc.

Small Class Sizes

The College is committed to training in small groups and class sizes are therefore limited in numbers. This allows teachers to give individualised attention to every student which provides them with the maximum opportunity to achieve their own personal best results.

Free Supervised Study Period

For students who need a little extra tuition or revision, we offer a free one-hour Supervised Study Period from 3.00pm to 4.00pm each day. Teaching staff are available to work with students during these periods and this extra private tuition can make all the difference to the student's final results.

Award Winning College

Over the years, Bedford College has won many national awards and in 2007 became a finalist in the Department of Education's NSW Small Training Provider of the Year awards.

Teaching Staff

The teaching staff at Bedford are the 'backbone of the College'. We are proud of our ability to recruit and retain high-calibre teachers who are industry trained professionals dedicated to helping students succeed in their chosen field. Our teachers are committed to upholding the aims and objectives of the College and are keen to support the ethos on which the College was built.



A reputation founded on success

University Pathways

On completion of their course, many Bedford Graduates choose to further their studies at higher education level. We are pleased to be able to provide pathways whereby graduates articulate into a degree program (with considerable credit points) at a number of leading universities. Many university programs are flexible and can be undertaken full-time on campus or part-time whilst working. It's true to say that there are Bedford Graduates currently studying in almost every university in New South Wales.

Scholarships

A number of scholarships are awarded each year which provide full or part of the tuition costs for the one-year diploma courses. Assessments are held throughout the year and are open to all school age students. More information can be found on our website or alternatively you may telephone the College and speak to our Course Adviser.

Accreditation

Bedford College is a Registered Training Organisation (RTO). The Vocational Education and Training Accreditation Board (VETAB) accredits courses delivered at Bedford. Qualifications issued at Bedford align with the Australian Qualifications Framework (AQF). This means that all Bedford qualifications are recognised by employers and other training organisations throughout Australia.

Recognition of Prior Learning

Students may apply for RPL for competencies (skills and knowledge) they already possess. RPL applications must be made in writing and must have documented evidence to support the claim. Please contact the College for further information.

Accommodation

For many students the need to study makes it necessary to move away from home. At Bedford we are able to assist students with accommodation advice including homestay or hostel type accommodation. More information on accommodation can be found on our website or telephone the College for further details.

Student Graduation Ceremony

The Graduation Ceremony is the culmination of the entire year's work. It's a very special evening for students and staff alike – both a happy and a sad time. Leaving old, familiar faces and moving into the corporate world or university or both – it's a big step but also a very proud occasion. Graduation is also the time when students' special achievements are recognised and awards are given to students whose performance has warranted special mention.

Modern Facilities

The College is located at 54 Parramatta Road, Glebe - directly opposite Sydney University. The area around the College abounds with university students and is just a 10 minute walk from the Broadway Cinemas and Shopping Complex. There are many restaurants and coffee shops close by and buses run to and from Central Railway Station every few minutes.

Business/Finance Campus – located on Level 1 – is light, airy and modern, and the student facilities are fantastic. It includes: computer labs, conference room, classrooms, student common room with lounges, table tennis, lockers etc, student kitchen with fridge, cooking facilities, tables and chairs, snack/drink machines, etc.

Child Care Campus – located on the Ground Floor – was purpose-built to replicate an ultra-modern Child Care facility. Includes: classrooms, library, multi-purpose area, full kitchen, snack/drink machines, lockers, etc.

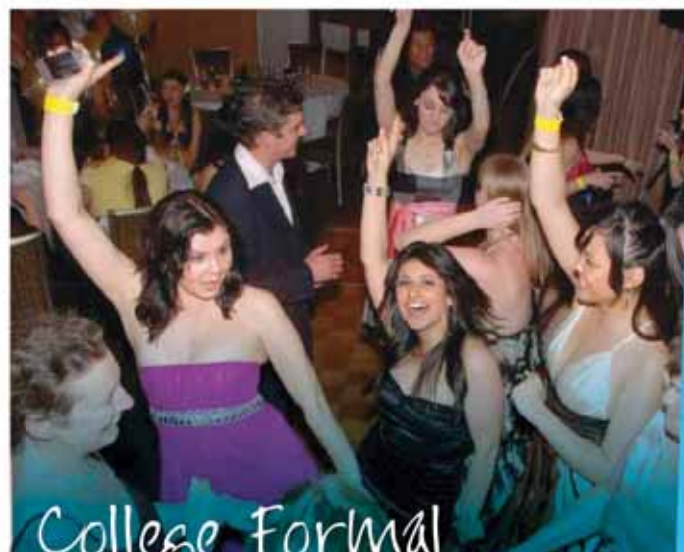
Student Representative Council (SRC)

Every year students at Bedford elect members of the student body to form the SRC. The SRC is responsible for the arrangement of out of College social events, fund raising, and is also responsible for organising the College Formal.

Being a part of the SRC means that members use the leadership and team skills learned at College in order to work effectively with others. Involvement in the SRC is a way of developing a sense of 'belonging' to the College community.

College Formal

The annual College Formal is held at the end of the College year and is organised by the SRC. The Formal is an exciting event, held at a time when students are able to relax and enjoy themselves in the company of their friends.



Business Courses

Did you know that business is the largest cross-industry sector in the world today? In Australia alone, the number of workers employed in business exceeds 1.3 million which is approximately 16% of the entire workforce. Business is perhaps one of the areas of employment where demand for workers exceeds supply. In other words, there are more jobs available for business workers than there are people to fill them.

Courses We Offer

Diploma of Business	(BSB50207)	40 weeks
Certificate IV in Business	(BSB40207)	30 weeks
Certificate III in Business	(BSB30107)	20 weeks

Course Structure and Hours

Business students attend College from Monday to Thursday from 9.00am to 3.00pm and an additional one day each week (or equivalent) is spent in the Bedford Online Classroom.

We believe that this course structure is the most beneficial for our students as it provides a more relaxed and flexible learning option (see more information on Bedford Online on page 3 of this brochure).

Each course consists of a number of competencies (units) which when packaged together provide you with theoretical and practical knowledge. This will enable you to carry out a range of tasks from introductory/intermediate levels (Certificate III) to more advanced/management level functions (Diploma). (See the units of competence list on the following page).

Course Description

Broadly speaking, the qualifications (as listed below) provide the skills to workers to:

Diploma

- Demonstrate understanding of broad knowledge base incorporating theoretic concepts, with substantial depth in some areas
- Analyse and plan approaches to technical problems or management requirements

Certificate IV

- Demonstrate understanding of broad knowledge base incorporating some theoretical concepts
- Apply solutions to a defined range of unpredictable problems

Certificate III

- Develop some relevant theoretical knowledge
- Apply a range of well-developed skills
- Take limited responsibility for output of others

Possible Industries and Careers in Business

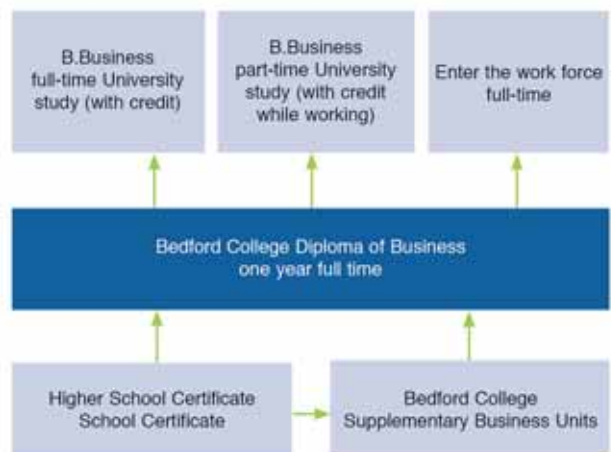
- Advertising Executive
- Administrative Assistant
- Accounting/Financial Officer
- Banking Officer
- Communications
- Entertainment Industry
- Events Manager/Coordinator
- Retail
- Sales/Marketing Executive
- Secretary/Personal Assistant
- Small Business Manager/Owner
- Television/Media
- Travel
- And many others

Work Placement

Bedford Business Diploma students undertake 35 hours of work placement during week 30 of the course. This is the time that students can show off their skills and demonstrate their capabilities to a prospective employer. Many past students have obtained a job offer on completion of this work placement period.

University Pathways

Many Business Graduates choose to undertake further study on completion of their Bedford course and we are pleased to be able to provide articulation pathways (with one-year credit points) into Bachelor degree programs. Please contact the College or view our website for further details.



Business Courses - Units Studied

BSB50207 DIPLOMA OF BUSINESS (8 UNITS AT DIPLOMA LEVEL)		(40 weeks)
CODE NUMBER	UNIT NAME	
BSBWOR501A	Manage personal work priorities and professional development	▪
BSBADM503B	Plan and manage conferences	▪
BSBADM506B	Manage business document design and development	▪
BSBPMG510A	Manage projects	▪
BSBMKG502B	Establish and adjust the marketing mix	▪
BSBLED502A	Manage programs that promote personal effectiveness	▪
BSBADM502B	Manage meetings	▪
BSBHRM506A	Manage recruitment, selection and induction processes	▪

The units below are available in addition to the above qualification units at Diploma level. These complimentary units are added in order to enhance employability and university articulation opportunities. (A separate Statement of Attainment is issued for these units)

BSBOHS201A	Participate in OHS processes	√
BSBCUS301A	Deliver and monitor a service to customers	√
BSBINN301A	Promote innovation in a team environment	√
BSBITU301A	Create and use databases (Access)	√
BSBITU302A	Create electronic presentations (PowerPoint)	√
BSBITU307A	Develop keyboard speed and accuracy	√
BSBMM401A	Make a presentation	√
BSBITU401A	Design and develop complex text documents	√
BSBITU402A	Develop and use complex spreadsheets	√
BSBADM406B	Organise business travel	√
BSBRES401A	Analyse and present research information	√
BSBMKG501B	Identify and evaluate marketing opportunities	√

The following complimentary subjects are also included in the program Bedford

BEDSUB001 Effective communication in the business environment	
<i>Topics include:</i>	Communicate effectively in the workplace
	Spelling and vocabulary extension
	Use business equipment and resources
	Handle receipt and despatch of information
	Maintain business records
	Use legal terminology in business
BEDSUB002 Additional computing and work skills for the business professional	
<i>Topics include:</i>	Produce word processed business documents
	Communicate electronically
	Produce documents from audio transcription
	Résumé writing & job seeking skills

BSB40207 CERTIFICATE IV IN BUSINESS (10 UNITS AT CERTIFICATE IV LEVEL)		(30 weeks)
BSBOHS407A	Monitor a safe workplace	▪
BSBMM401A	Make a presentation	▪
BSBITU401A	Design and develop complex text documents	▪
BSBITU402A	Develop complex spreadsheets	▪
BSBADM406B	Organise business travel	▪
BSBRES401A	Analyse and present research information	▪
BSBADM405B	Organise meetings	▪
BSBCUS401A	Coordinate customer service strategies	▪
BSBLED401A	Develop teams and individuals	▪
BSBMKG414A	Undertake marketing activities	▪

BSB30107 CERTIFICATE III IN BUSINESS (12 UNITS AT CERTIFICATE III LEVEL)		(20 weeks)
BSBOHS201A	Participate in OHS processes	▪
BSBCUS301A	Deliver and monitor a service to customers	▪
BSBRKG304B	Maintain business records	▪
BSBINN301A	Promote innovation in a team environment	▪
BSBITU301A	Create and use databases	▪
BSBITU307A	Develop keyboard speed and accuracy	▪
BSBWOR301A	Organise work priorities and professional development	▪
BSBADM303A	Produce text from audio transcription	▪
BSBITU302A	Create electronic presentations	▪
BSBDIV301A	Work effectively with diversity	▪
BSBLED401A	Develop teams and individuals	▪



NATIONALLY RECOGNISED
TRAINING



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Accounting/Finance Courses

The Financial Services course was developed by the National Finance Industry Body Limited in line with requests from industry and feedback received during extensive national consultations. The course reflects industry's need for training that is flexible and linked to functions within the financial services sector – this is also in line with regulatory imperatives that require a change from a sectoral and product centred focus to a financial approach.

Courses We Offer

Diploma of Accounting (FNS50204)	40 weeks
Certificate IV in Financial Services (Bookkeeping) (FNS40204)	30 weeks
Certificate III in Financial Services (Accounts Clerical) (FNS30304)	20 weeks

Possible Job Outcomes

Diploma (Articulates into university degree)

- Accountant in small business
- Finance Manager
- Senior Financial Clerk
- Audit Clerk
- Tax Clerk
- Bookkeeper

Certificate IV

- Bookkeeper
- Professional contract bookkeeper

Certificate III

- Accounts Payable/Receivable
- Payroll Clerk
- Cashier
- Bookkeeper
- Eft/E-Business Accounts Clerk

Course Structure and Hours

Accounting/Finance students attend College from Monday to Thursday from 9.00am to 3.00pm and an additional one day each week (or equivalent) is spent in the Bedford Online Classroom.

We believe that this course structure is the most beneficial for our students as it provides a more relaxed and flexible learning option (see more information on Bedford Online on page 3 of this brochure).

Course Description

Diploma of Accounting

The Diploma of Accounting course provides practical training that prepares you for a career in Accounting. In this course you will learn about working in the financial services industry as an accounting professional. Subjects include: complex accounts processing, preparing tax returns and preparing financial statements for a reporting entity and reporting on business performance. You will learn about the internal accounting and management systems in companies maintaining internal control systems, managing small teams, developing business plans, and preparing management accounting reports at a senior level. (This qualification articulates into a degree program).

Certificate IV in Financial Services (Bookkeeping)

This qualification reflects the role of individuals who use well-developed skills and a broad knowledge base in a wide variety of contexts and environments. They apply solutions to a defined range of problems, and analyze and evaluate information from a variety of sources in relation to a variety of tasks. They may provide guidance to others with some limited responsibility for the output of others.

In this course you will learn comprehensive bookkeeping skills using MYOB; ability to undertake bookkeeping tasks, such as payroll processing, accounts payable and receivable processing, maintenance of general ledgers and preparation of financial reports

Certificate III in Financial Services (Accounts Clerical)

The Certificate III in Financial Services is a nationally recognised course that will provide you with practical training in the accounting discipline. Students will learn a wide variety of subjects that have immediate application for a career in the financial services industry.

This qualification provides students with practical training in basic account processing and bookkeeping for business.

Accounting/Finance Courses - Subjects Studied

Diploma of Accounting - (FNS50204) (40 weeks)	
CODE NUMBER	UNIT NAME
FNSICIND401B	Apply principles of professional practice to work in the financial services industry
FNSICGEN301B	Communicate in the workplace
FNSICGEN304B	Apply health and safety practices in the workplace
FNSICACC304B	Prepare and bank receipts
FNSICACC306B	Process journal entries
BSBFIA301A	Maintain financial records
BSBFIA401A	Prepare Financial reports
FNSICGEN302B	Use technology in the workplace
FNSACCT407B	Set up and operate a computerised accounting system
FNSACCT503B	Manage budgets and forecasts
FNSACCT504B	Prepare financial reports for a reporting entity
BSBWORS01A	Manage personal work priorities and professional development
FNSACCT505B	Establish and maintain accounting information systems
FNSACCT507B	Provide management accounting information
FNSACCT502B	Prepare income tax returns
FNSACCT506B	Implement and maintain internal control procedures
FNSACCT604B	Monitor corporate governance activities



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Certificate IV in Financial Services (Bookkeeping) – (FNS40207) (30 weeks)	
FNSICIND401B	Apply principles of professional practice to work in the financial services industry
FNSICGEN301B	Communicate in the workplace
FNSICGEN304B	Apply health and safety practices in the workplace
FNSICGEN302B	Use technology in the workplace
BSBITU402A	Develop and use complex spreadsheets
FNSBKPG402A	Establish and maintain a Cash Accounting System
FNSACCT407B	Set up and operate a computerised accounting system
FNSBKPG401A	Develop and implement policies and practices relevant to bookkeeping activities
FNSACCT406B	Maintain asset and inventory records
FNSBKPG403A	Establish and maintain an Accrual Accounting System
FNSACCT405B	Prepare financial statements
FNSBKPG404A	Carry out Business Activity and Instalment Activity Statement tasks
FNSBKPG405B	Establish and maintain a payroll system
FNSICIND401B	Apply principles of professional practice to work in the financial services industry -

Certificate III in Financial Services (Accounts Clerical) – (FNS30304) (20 weeks)	
FNSICIND301B	Work in the financial services industry
FNSICGEN301B	Communicate in the workplace
FNSICGEN304B	Apply health and safety practices in the workplace
FNSICGEN302B	Use technology in the workplace
BSBITU202A	Create and use simple spreadsheets
FNSICACC301B	Administer accounts payable
FNSICACC304B	Prepare and bank receipts
FNSICACC306B	Process journal entries
FNSICACC307B	Reconcile and monitor accounts receivable
FNSICGEN305B	Maintain daily financial/business records
FNSACCT407B	Set up and operate a computerised accounting system
BSBFIA301A	Maintain financial records
BSBFIA401A	Prepare Financial reports

Please note: Units/subjects listed are subject to change without notice



Child Care Courses

With most children today living in a family where both parents work, the need for quality child care is growing rapidly. Many Child Care Centres have long waiting lists and recent publicity tells us that there are many more centres needed. With the need for more child care centres, comes the need for more qualified child care workers.

Courses We Offer

Diploma of Children's Services (Early Childhood Education and Care)	CHC50908	40 weeks
Certificate III in Children's Services	CHC30708	20 weeks

Possible Careers for Child Care Workers

Diploma of Children's Services (Early Childhood Education and Care)

- Authorised Supervisor
- Centre Manager
- Child Care Worker
- Children's Adviser
- Children's Services Director/Manager
- Children's Services Coordinator
- Director Children's Services
- Group/Team Coordinator/Leader
- Program Leader
- Child Development Worker

Certificate III in Children's Services

- Child Care Assistant
- Playgroup Supervisor
- Family Day Care Worker
- Child Care Worker
- Outside School Hours Care Assistant
- Recreation Assistant
- Mobile Assistant
- Nanny

Enrolment

- Satisfactory completion of year 10 (students under the age of 18 years at course completion may not be counted in the teacher/child ratio requirements in a child care service. Please telephone the College for more details).
- Enrolments are limited to 120 students and places are allocated on a 'first come first served' basis.

Course Structure and Hours

Child Care students attend College from Monday to Wednesday from 9.00am to 3.00pm. An additional one day each week (or equivalent) is spent in the Bedford Online Classroom and one day in a Registered Child Care Centre.

Courses are structured to provide the best possible learning outcome for students; this includes strong emphasis on theoretical and practical knowledge and skills and experience. During the course, students will work with babies, toddlers and older children in a series of children's services settings.

Work Placement

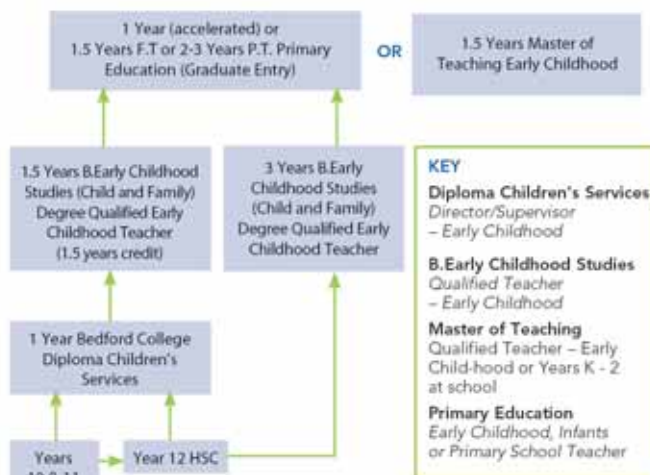
Apart from the practicum placement each Friday, students also undertake 2 x 2 week practicum blocks in a Child Care Centre during terms 2 and 3 and also complete an additional 30 hours practicum placement in an Out Of School Hours (OOSH) Centre during term 4.

Industry Partnerships

Founded in 1881, Communicare is one of the most well respected children's services organisations in Sydney. And we are fortunate to be able to tap into their extensive knowledge to ensure that our Child Care graduates have all the very best and latest skills and knowledge that the qualified child care professional must possess.

University Pathways

Bedford College has formal articulation agreements with a number of universities offering degrees in early childhood and/or teaching. On completion of the Diploma course, graduates have automatic entry (with credit) into a B.Early Childhood or B.Teaching or similar. Degree programs are flexible and may be completed full or part-time on campus or online whilst working.



Child Care Courses - Subjects Studied

Assessment Requirements

Assessments are conducted through a variety of means including practical and written exercises, tests, projects, assignments, role plays, simulations, demonstrations, presentations and on-the job assessment.

Recognition of Prior Learning/Skills Recognition

Students may apply for advanced standing for subjects already learned elsewhere. Details can be obtained from the College.

Diploma of Children's Services (Early Childhood Education and Care) (CHC50908)		(40 weeks)	
Certificate III in Children's Services (CHC30708)		(20 weeks)	
UNIT NUMBER	UNIT NAME	CERT III	DIP
CHCCHILD401A	Identify and respond to children and young people at risk	•	•
CHCCN301A	Ensure the health and safety of children	•	•
CHCCN302A	Provide care for children	•	•
CHCCN303A	Contribute to provision of nutritionally balanced food in a safe and hygienic manner	•	•
CHCCS400A	Work within a relevant legal and ethical framework	•	•
CHCFC301A	Support the development of children	•	•
CHCIC301D	Interact effectively with children	•	•
CHCPR301A	Provide experiences to support children's play and learning	•	•
CHCPR303D	Develop understanding of children's interest and developmental needs	•	•
HLTFA301B	Apply first aid	•	•
HLTOHS300A	Contribute to OHS processes	•	•
CHCCN305A	Provide care for babies	•	•
CHCCN511A	Establish and maintain a safe and healthy environment for children		•
CHCFC502A	Foster physical development in early childhood		•
CHCFC503A	Foster social development in early childhood		•
CHCFC504A	Support emotional and psychological development in early childhood		•
CHCFC505A	Foster cognitive development in early childhood		•
CHCFC506A	Foster children's language and communication development		•
CHCIC501A	Manage children's service workplace practice to address regulations and quality assurance		•
CHCIC510A	Establish and implement plans for developing cooperative behaviour		•
CHCIC512A	Plan and implement inclusion of children with additional needs		•
CHCPR502D	Organise experiences to facilitate and enhance children's development		•
CHCPR509A	Gather, interpret and use information about children		•
CHCPR510A	Design, implement and evaluate programs and care routines for children		•
CHCRF511A	Work in partnership with families to provide appropriate care for children		•
ELECTIVE UNITS			
CHCIC302A	Support Aboriginal and/or Torres Strait Islander families to participate in children's services	•	•
CHCFC507A	Use music to enhance children's experience and development	•	•
CHCPR515A	Develop and implement a program to support sustainable practice	•	•
CHCORG506C	Coordinate the work environment		•
CHCFC508A	Foster children's aesthetic and creative development		•

Please note: Units/subjects listed are subject to change without notice



Enrolment and Payment Options

Enrolment Procedure

Complete both sides of the enclosed Enrolment Form (or download an Enrolment Form from our website).

Payment Options

VET FEE-HELP

What is VET FEE-HELP?

VET FEE-HELP is an income contingent loan scheme for the vocational education and training (VET) sector that is part of the Higher Education Loan Program (HELP). Offered by the Australian Government - and previously only available to students in the higher education/university sector - the loan assists eligible, full-fee-paying students to pay for all or part of their tuition fees.

Students may only access VET FEE-HELP from approved VET providers such as Bedford College; the courses must be nationally recognised and accredited and have significant credit transfer arrangements to a Bachelor degree with a Higher Education Provider (HEP). The Diploma programs at Bedford College fulfil these criteria.

How does it work?

The Australian Government pays the full amount of the tuition fees for the course directly to Bedford College, and you repay the loan through the tax system via compulsory and/or voluntary contributions once you are working.

Important things to know about VET FEE-HELP

- No upfront tuition costs
- No interest applies

- Covers up to the full tuition cost for the course
- No age restrictions
- Available to Australian Citizens or holders of a Permanent Humanitarian Visa
- You can utilise the VET FEE-HELP loan to pay your VET tuition fees, articulate into university and then add your university costs to the loan until you reach the maximum FEE-HELP borrowing amount.

For more information on VET FEE-HELP, follow the links on the Bedford Website or go to www.deewr.gov.au/vetfeehelp.

Student Deferred Loans and Payment Plans

Student Deferred Loans are available through a number of lending institutions, please contact the College for details.

Personalised Payment Plans

If you do not wish to access the VET FEE-HELP or Student Deferred Loan options, we are able to offer students/fee payers a simple payment plan to suit your needs. Weekly, Fortnightly, Monthly or Term payments can be made by Direct Debit into our bank account. The payment plan is organised by the College in conjunction with our bank, and does not incur any additional fees to the student/fee payer.

Commonwealth Benefits are Available

Youth Allowance, Austudy/Abstudy benefits are available to eligible applicants. For information contact Centrelink on 132 490.



Testimonials



Kiera Higgins (Business Graduate)

" After completing my HSC and being accepted into university, I was still very unsure about what career I wanted to pursue and very hesitant to lock myself into further years of study. Therefore, Bedford College seemed the best option for me.

Bedford turned out to be a blessing in disguise. Not only did it provide me with a steady transition from school life, it also provided me with training that has opened many doors.

I completed my Diploma of Business (Event Management) and am now employed as a Personal Assistant to three General Managers at Australand. This role has faced some challenging aspects, all which has been overcome by the skills and knowledge developed at Bedford College.

I was provided with firm training and have gained life-long friendships from Bedford. It has allowed me to develop skills within the workforce and to further my tertiary education with an advanced standing at university. All these factors have placed me in a very strong position – and I am only in my second year out of school! "



Tim Gillard (Child Care Graduate)

" The main draw card for me at Bedford College was the course structure and the program. The exposure to 300 plus practicum hours within the early childhood setting was very appealing as it provided the opportunity for me to interact with age groups from 0-5 years.

I was also able to enhance my interactive opportunities with children and their parents/ carers via Bedford College Children's Play Sessions, held every week at the College. Play Session provides students with the opportunity to increase their skills and knowledge, to participate in observations, planning and programming and to liaise and obtain feedback from parents and carers.

Throughout my Bedford studies I also gained experience working within Out Of School Hours Care (OOSH) Centre - this includes both vacation/holiday care and before and after school care. OOSH placement involved the care of children 5-12 years and helping the planning and programming of activities and the supervision of children.

Perhaps one of the major advantages of Bedford College is the small interactive class sizes which provide one-on-one time with the teacher and promotes interesting and rewarding classroom discussions. I genuinely feel this assisted me in my learning.

On completion of the Bedford studies, I am now looking forward to building on the knowledge and skills gained from the diploma program as I embark on the Bachelor of Teaching (Birth to 5 Years) at Charles Sturt University to commence in the New Year. I feel my time and studies at Bedford have provided me with the building blocks and foundations for a successful career in early childhood education. "

Student Life

At Bedford College, we aim to create an exciting and encouraging community environment for our students and we have done this by including a range of events and activities designed specifically to generate this atmosphere.

Community Environment

Our aim is to create a welcoming environment for each student. Being a Bedford College student isn't all about studying, it's also about meeting new friends, having new experiences, learning about different lifestyles and engaging with people who you otherwise would not have the opportunity to meet.

Student Common Room and Kitchens

At Bedford, our students have access to great facilities. A Common Room and Kitchen are located in both the Business/Finance and the Child Care Campuses and are a great place to eat, socialise and play games (table tennis, board games, etc). These facilities also provide students with the opportunity to participate in more practical activities which may be part of their course.

Community Services

The students at Bedford College organise a series of fundraisers throughout the year to support many charities. These include Bandage Bear Day, Red Nose Day, Daffodil Day, Pink Day, Bandana Day, Red Cross, etc. Our students are generally very enthusiastic about getting involved and contributing to these charitable causes.

Committees

Apart from the SRC (Student Representative Council) we have several other committees and social groups which are designed to enrich our students learning experience. They include the Fundraising Committee, Year-book Committee, Formal Organising Committee, Social Activities Group, the College Singing Group and a table tennis team.

Student Services

Our Student Services Officer is there to assist you and to help make your college experience as enjoyable as possible. At Bedford College, our students are the number one priority and we endeavour to provide an atmosphere that is friendly and caring and where students are recognised as part of the Bedford family. Students often tell us that they make many new friendships during their time at Bedford – some of which will remain with them for the rest of their life.

Alumni

As one of the oldest private colleges in Sydney, we have a long list of ex-students and with this in mind we implemented the Bedford College Student Alumni. This allows past students to get in touch with each other, organise meetings or events and just catch up and see what graduates are doing since they left Bedford. To be part of the Bedford Alumni, please visit our website at www.bedford.edu.au





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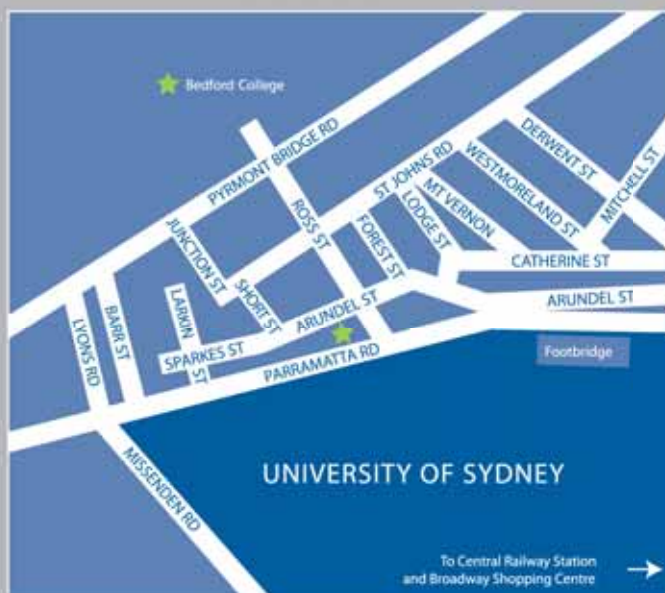
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