









As a professor I have seen many students at the start of their studies and again at graduation and I have always been amazed to see the transformation that occurs over this time. Students enter college life with a combination of optimism and fear of the unknown. When I have seen the students again at graduation, they have a new confidence gained from hard work and practical experience. Maturity, independence, discipline and knowledge are the greatest reward you can get from an educational qualification. Whether business or commerce, technology or community service is your interest, University Preparation College is the right vehicle to take you there.



Brian Low (UPC Patron) UTS's Emeritus Professor

Everybody has a unique dream of what they want to achieve in their life. Some may wish to master English for future success. Others want to get vocational skills, while others wish to follow a more academic path. UPC is a vehicle where these very different dreams can be realised. In the following pages, you will find information about our courses, and our support systems. We also briefly introduce this fantastic city, where you will most certainly have a wonderful time. I hope that you decide to study with us at UPC. I can confidently say that your time spend with us will turn out to be some of the most rewarding and happiest moments in your life.



Dr Ken Yu CEO of UPC

Our History

UPC's history goes back to early 2002 when a private college was established to provide coaching to Australian students. By early 2004, a group of academics from the University of New South Wales, University of Sydney & University of Technology, Sydney conceived the idea of a high quality private education institute: UPC was established. Founders of the College include Professor Brian Low, Tam Tran, Dr Thuy Mai-Viet, Mr Robert West, Mr Dang Le, Mr Hiep Phan and Mr Phuc Duong.





Why UPC?

- A chance to network with students from around the world.
- Our trainers are highly qualified and undergo regular updating of skills to keep up with the trend.
- Courses in a combination of classroom and online learning mode. We utilise a range of assessment methods such as role plays, written assessments, demonstrations, simulations and projects.
- Equipped with spacious class rooms, two computer labs, common areas, a kitchen and meeting room.
- Strong networking with childcare centres for providing students with a fruitful placement experience.



Student life at a glance







Excursion

Aboriginal learning

Christmas Party



Fund Raising event



Team building
Activity



Cultural Exchange



Mixed classes learning

Sydney City Campus

Located just 3 minutes' walking distance from Sydney Central Station, in the hub of the Central Business District (CBD).

- Easily accessible by train, buses and the coming light rail system.
- Proximity to Sydney's top universities such as USyd, UTS, UNSW.
- Close to tourist attractions such as Darling Harbour,
 Chinatown, Opera House, Harbour Bridge.
- Lots of cafés, restaurants around with different types of cuisine.
- Easy to buy daily necessities, with a variety of shops and Paddy's Market nearby.
- More job opportunities around the area.





Services and Support

Student Accommodation Support

There is a range of accommodation options to choose from, depending on a student's preferences and budget. The main ones are:

- **1. Homestay**: one of the most popular options for newly arrived students, younger students and those studying short-term English courses. Students who choose this option will live as a guest/member of the family in an Australian household.
- **2. Shared rooms:** This is a good option if you cannot afford upfront costs of renting an apartment or a house. You may find other students or families that rent out furnished or unfurnished spare rooms in their houses and apartments.

UPC helps students to find accommodation.

Other useful resources:

- •<u>www.realestate.com.au</u> Australia's leading residential and commercial property website
- •<u>https://gumtree.com.au</u> and <u>www.2stay.com</u> User friendly Sydney accommodation.
- •<u>https://www.sydneytoday.com/</u> Accommodation rental service for Asian students.
- •<u>Flatmates.com.au</u> Australia's biggest share accommodation website
- •Learn more on <u>www.studyinaustralia.gov.au</u>

Academic Support

UPC offers a range of academic support to all students to catch up with their studies, including extra tutorials, reports etc.

IT Services and Printing

The college has many computers available for students to use, as well as printing and photocopying services.

Library

The Surry Hills Library has won a swag of architectural awards for its sustainable design. This flagship City of Sydney building spans 4 floors and it's located in the heart of bustling Crown Street and is 10 minutes walk from our college.

Orientation

All students are given an orientation when they start the College, to give them a basic introduction to the College and to Australia.

Workshops and Excursions

We regularly organise workshops related to personal development with titles such as stress management, presentation skills, career development and so forth. Each term we organize excursions so students can enrich their lives in Sydney.

Career Support

UPC Career Services offer free information and resources to help you achieve your career goals. We assist you in researching work opportunities and career paths; applying for jobs; preparing cover letters, resumes and selection criteria responses; and preparing for a job interview. We organize:

- Career-focused workshops including resume writing, interview techniques and successful job search strategies;
- Industry specific career events;
- Advice on applying for regional sponsored jobs.

My Life in UPC



Vocational Education & Training

Vocational Education and Training (VET) is education and training that focuses on providing skills for work and higher education.

The VET sector includes the following types of qualifications:

- Certificate I to IV: These courses provide introductory skills and training. They teach industry-specific knowledge and skills in communication, literacy and numeracy, and teamwork. They vary in length from six months to two years.
- Diploma: Diplomas prepare students for industry, enterprise and paraprofessional careers. Diplomas typically require one to two years of full-time study.
- Advanced diploma: An advanced diploma provides a high level of practical skills for advanced skilled or paraprofessional work.

Traditionally, VET courses are known to focus more on providing practical and work-orientated occupational

skills, whereas university or higher education courses are better known for focusing on providing theory-based knowledge and professional career paths. There are many exceptions to this rule, however, because VET covers such a wide range of different courses and qualifications.

Most VET courses are part of national training packages that are updated regularly in consultation with relevant industry bodies. They also follow the same curriculum wherever you study them, so you can transfer your credits to an identical program at a different provider.

VET courses at the diploma and advanced diploma level can provide students with a pathway into the higher education sector. In addition to helping students meet entry requirements, VET courses can also provide credit towards some higher education courses. Particularly at the diploma and advanced diploma level, can often lead into higher education courses such as bachelor degrees.



Why study VET course at UPC?

- VET programs bridge the gap between high school and university studies. They are very suitable for international students who are not yet familiar with the Australian university environment.
- To widen your career pathway
- VET programs guarantee you will have qualifications along your study path even if you change your study program. You can progress from Certificate to Diploma and Advanced Diploma to university.
- VET pathways are cheaper and make it easier for you to achieve a university degree.
- UPC VET qualifications are nationally recognised. Students can articulate to many Australian universities
- VET-university pathways provide you with both skills and knowledge for your future career.
- You will learn more about Australia by studying side-by-side with local students.

Entry requirements for all VET courses

Academic Achievement: Completion of Year 12 is the required entry level for all vocational courses. However, students who have completed Year 11 can be admitted if results are good.

English Language Proficiency: Students are required to have an English proficiency level of at least 5.5 IELTS score or equivalent.

Credit Transfer

You can reduce your study time through credit transfer, a process to recognize your previous study.

Recognition of Prior Learning (RPL)

You can reduce your study time through RPL, a process to recognize the learning outcomes you have achieved through other formal and informal learning.

MAKE THE Best MOVE @UPC

Childcare Pathway

4. Childcare Co-ordinator or Centre Manager

- A highly paid job at home
- Eligible for working in Australia or
- Working internationally

3. Work Experience

- Further training while working full-time
- Gaining more experience as a senior Childcare educator

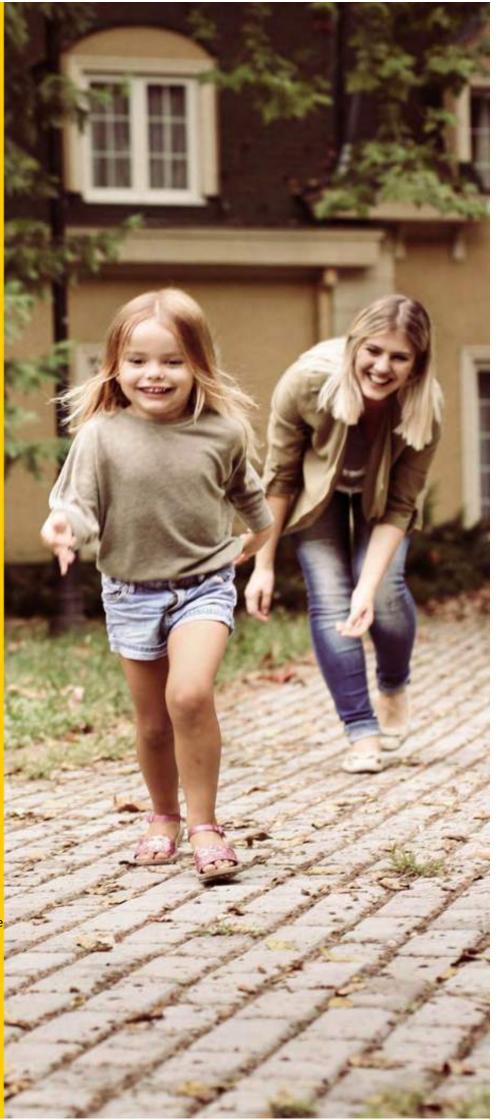
2. Advanced Diploma of Leadership and

Management (BSB61015)

 Studying full-time—gaining leadership and management skills and more knowledge of the childcare profession.

1. Diploma of Early Childhood Education and Care (CHC50113)

- Studying full-time—gaining skills and knowledge of the childcare profession
- Graduated from Cert 3 Early Childhood Education and Care.(CHC30113)





Certificate III in Early Childhood Education and Care

CHC30113 CRICOS 083064G

This qualification provides workers looking to work with children in a supervised or unsupervised capacity with an understanding of child-centred approaches, knowledge about learning and development, and using organisation policies, procedures and individual children's profiles to plan activities and provide care to children, facilitating their leisure and play and enabling the children to achieve their physical and mental development.

Undertaking this qualification will prepare you for work in early childhood education settings that meet the requirements of the Education and Care Services National Regulations and the National Quality Standard.

This program includes 540 hours of face-toface study of which 120 hours are practicals.

Duration

20 hours per week for 3 terms (9 months).



"I am studying in a mixed mode of in-class and distance learning in UPC. The learning environment here in UPC is great. My classmates and I have learned so much from our highly qualified and experienced trainer, Tracy, who gives us both theoretical and practical knowledge and skills in a fun and educational way. My favourite thing about UPC is the atmosphere in the classroom which is welcoming, friendly and really supportive"

Hannah McEllin (Ireland)

Units of Competency

Unit Code	Unit Name	Unit Code	Unit Name
BSBWOR301	Organise personal work priorities and development	CHCECE003	Provide care for children
CHCLEG001	Work legally and ethically	CHCECE004	Promote and provide healthy food and drinks
CHCECE001	Develop cultural competence	CHCPRT003	Work collaboratively to maintain an environment safe for children and young people
CHCDIV002	Promote Aboriginal and/or Torres Strait Islander cultural safety	CHCECE009	Use an approved learning framework to guide practice
HLTWHS001	Participate in work health and safety	CHCECE010	Support the holistic development of children in early child-hood
CHCECE002	Ensure the health and safety of children	CHCECE007	Develop positive and respectful relationships with children
CHCPRT001	Identify and respond to children and young people at risk	CHCECE013	Use information about children to inform practice
HLTAID004	Provide an emergency first aid response in an education and care setting	CHCECE011	Provide experiences to support children's play and learning
CHCECE005	Provide care for babies and toddlers	CHCECE006	Support behaviour of children and young people

Diploma of Early Childhood Education and Care

CHC50113 CRICOS 083065G

This qualification will teach you the skills required to be responsible for designing and implementing curriculums that foster children's learning and development. In doing so you will work to implement an approved learning framework within the requirements of the Education and Care Services National Regulations and the National Quality Standards.

On completion, you may also be responsible for supervision of volunteers or other staff. During the course, you'll learn about providing care for children.

The course covers a range of units including: developing cultural competencies; ensuring the health and safety of children; useing appropriate learning framework to guide practice; analysing information to inform learning and more.

This qualification reflects the role of early childhood educators who are responsible for designing and implementing curriculum in early childhood education and care services. The Diploma program includes 1,440 hours of face-to-face study of which 440 hours are practicals.

Duration

20 hours per week for 5 terms (18 months).





Units of Competency

Unit Code	Unit Name	Unit Code	Unit Name
CHCDIV002	Promote Aboriginal and/or Torres Strait Islander cultural safety	CHCECE022	Promote children's agency
CHCECE001	Develop cultural competence	CHCECE023	Analyse information to inform learning
CHCECE002	Ensure the health and safety of children	CHCECE024	Design and implement the curriculum to foster chil- dren's learning and development
CHCECE003	Provide care for children	CHCECE025	Embed sustainable practices in service operations
CHCECE004	Promote and provide healthy food and drinks	CHCECE026	Work in partnership with families to provide appropriate education and care for children
CHCECE005	Provide care for babies and toddlers	CHCLEG001	Work legally and ethically
CHCECE007	Develop positive and respectful relationships with children	CHCPRT001	Identify and respond to children and young people at risk
CHCECE009	Use an approved learning framework to guide practice	HLTAID004	Provide an emergency first aid response in an education and care setting
CHCECE016	Establish and maintain a safe and healthy environment for children	HLTWHS003	Maintain work health and safety
CHCECE017	Foster the holistic development and wellbeing of the child in early childhood	CHCMGT003	Lead the work team
CHCECE018	Nurture creativity in children	BSBMGT605	Provide leadership across the organisation
CHCECE019	Facilitate compliance in an education and care service	CHCPRP003	Reflect on and improve own professional practice
CHCECE020	Establish and implement plans for developing cooperative behaviour	CHCPOL002	Develop and implement policy
CHCECE021	Implement strategies for the inclusion of all children	CHCPOL003	Research and apply evidence to practice

Early Childhood Education & Care

Study Pathways

Qualified Childcare Centre Manager

Paid

Internship

1-2 Years

Qualified Early Childhood Teacher



Higher Education

- Australian Catholic University
- Western Sydney University
- Southern Cross University
- New South Wales TAFE

Bachelor of Arts / Bachelor of Education / Bachelor of Early Childhood Education (2.5 - 3 Years of Further Study)



Temporary Graduate VISA 18 Months Of Working





Advanced Diploma of Leadership & Management (9 months)



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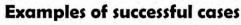
Diploma of Early Childhood Education & Care Childcare Centre

Coordinator





CHC30113
Certificate III in
Early Childhood
Education & Care
(9 months)



- 1 student from Egypt enrolled into Western Sydney University's Bachelor of Education (Birth - Five Years) in 2017.
- 2 students from Mauritius and Hong Kong enrolled into Australian Catholic University's Bachelor of Education (Early Childhood and Primary) in 2011 and 2017.
- 5 students from Vietnam enrolled into New South Wales TAFE's Bachelor of Early Childhood Education and Care in 2015, 2016, 2017 and 2018.



Certificate IV in Business (BSB40215) CRICOS 087792K

The Certificate IV in Business will help you understand the fundamentals of business to support you to explore career options or start your career in business. You will be trained in areas such as creating documents, making presentations, organising meetings, establishing networks & effective workplace relationships, as well as how to promote products and services.

The course is the perfect gateway into a business role, giving you the tools you need

to develop business documents, negotiate, network and to apply the basic tools of management. End game: be job-ready as soon as you graduate, or continue your studies to keep climbing the corporate ladder.

The course comprises of 1 core unit of competency and 9 electives. Total study time is 360 hours over a period of 6 months.

Duration

20 hours per week for 2 terms (6 months).

Units of competency

Unit Code	Unit Name	Unit Code	Unit Name
BSBADM405	Organise meetings	BSBHRM405	Support the recruitment, selection and induction of staff
BSBWHS401	Implement and monitor WHS policies, procedures and programs to meet legislative requirements	BSBPMG522	Undertake project work
BSBRSK401	Identify risk and apply risk management processes	BSBCUS402	Address customer needs
BSBREL401	Establish networks	BSBADM409	Coordinate business resources
BSBCMM401	Make a presentation	BSBLED401	Develop teams and individuals

Diploma of Leadership and Management

(BSB51915) CRICOS Code 087793J

The Diploma of Leadership and Management has been designed to turn you into a professional manager, working to inspire, motivate and get the very best out of employees, while at the same time meeting and exceeding business expectations.

During your studies, you will learn how to use emotional intelligence to understand and work with team

members. You will get hands on experience with recruitment, selection and induction of staff, leading and managing team effectiveness, and managing people performance. Another very important area is planning as well as project work and inspiring innovation.

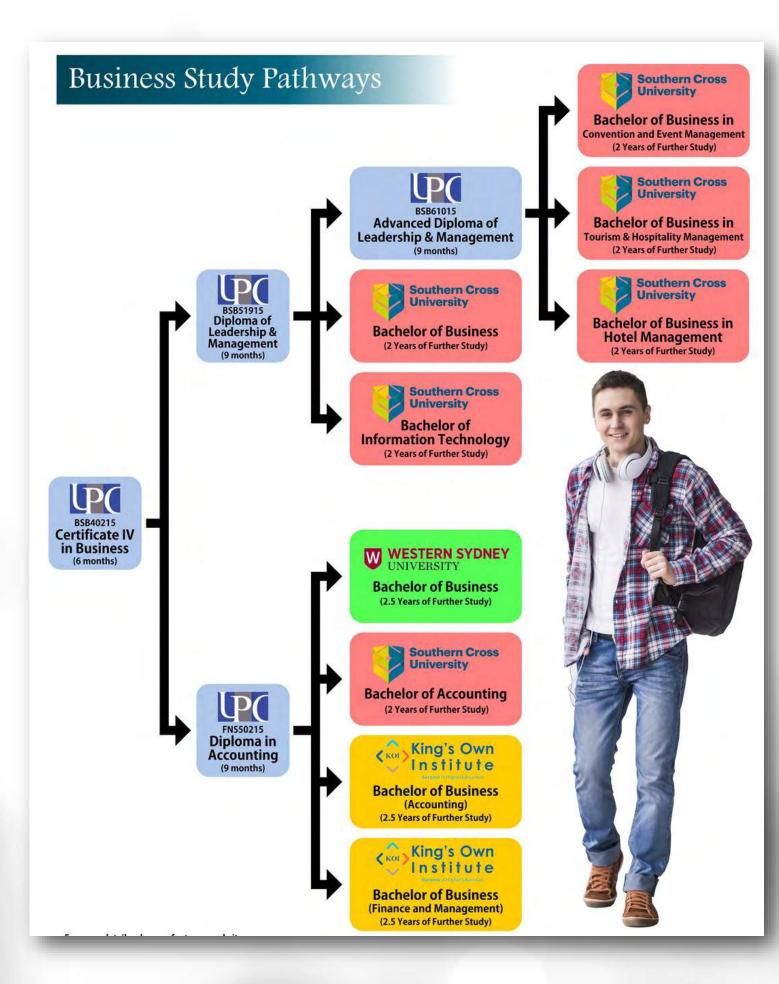
The course comprises of 4 core units of competency and 8 electives. Total study time is 540 hours over a period of 9 months.

Duration

20 hours per week for 3 terms (9 months).

Units of competency

Unit Code	Unit Name	Unit Code	Unit Name	
BSBLDR501	Develop and use emotional intelligence	BSBPMG522	Undertake project work	
BSBMGT517	Manage operational plan	BSBCUS501	Manage quality customer service	
BSBLDR502	Lead and manage effective workplace relationships	BSBMGT516	Facilitate continuous improvement	
BSBWOR502	Lead and manage team effectiveness	BSBHRM405	Support the recruitment, selection and induction of staff	
BSBMGT502	Manage people performance	BSBADM502	Manage meetings	
BSBFIM501	Manage budgets and financial plans	BSBSUS501	Develop workplace policy and procedures for sustainability	





"What I like most is the staff and trainers here who have created a fabulous learning environment, in which I feel welcomed and contented. I graduated from an English course here and will continue to study business. I am looking forward to studying."

Bruno Ragonha Alves (Bazil)



Advanced Diploma of Leadership and Management

(BSB61015) CRICOS Code 087794G

The Advanced Diploma prepares students to work in roles with senior or managerial responsibilities. They may oversee the work of others or provide strategic leadership. This qualification is suitable for students who may be interested in gaining employment in a high -level management role or who wish to pursue university-level studies in the management field.

Covering critical skills required by all enterprises, the

Advanced Diploma covers leadership theories, employee relations, innovation, risk management, diversity, change management, planning and managing finances. These knowledge areas are needed by managers in contemporary Australian and global companies.

The course comprises of 4 core units of competency and 8 electives. Total study hours is 540 hours.

Duration

20 hours per week for 3 terms (9 months).

Units of competency

Unit Code	Unit Name	Unit Code	Unit Name	
BSBMGT617	Develop and implement a business plan	BSBMGT608	Manage innovation and continuous improvement	
BSBMGT605	Provide leadership across the organisation	BSBHRM602	Manage human resources strategic planning	
BSBINN601	Lead and manage organisational change	BSBMKG609	Develop a marketing plan	
BSBFIM601	Manage finances	BABCOM603	Plan and establish compliance management systems	
BSBRSK501	Manage risk	BSBSUS501 Develop workplace policies and Procedures for bility		
BSBMGT616	Develop and implement strategic plans	BSBWHS605	Develop, implement and maintain WHS management systems	

Diploma of Accounting

(FNS50215) CRICOS Code 088365K

The Diploma of Accounting is designed specifically for those starting out in the accounting industry. It provides a sound foundation of practical content and assists students to obtain work in entry level positions.

Accounting knowledge and skills can be used in a range of positions and situations, from personal book-keeping systems, to learning how to work in the pay-roll department. This course will teach you how to track, monitor and r ecord all the relevant numbers in your life and report on business performance.

The course covers critical skills including financial reporting, budgeting management accounting, financial

performance, internal controls and taxation.

For further studies, diploma graduates can enter the Second Year of a university course in accounting, business, economics or management at a number of Australian universities or higher education institutes.

The course comprises of 6 core units of competency and 5.

The course comprises of 6 core units of competency and 5 electives. Total study time is 540 hours over a period of 9 months.

Duration

20 hours per week for 3 terms (9 months).



Units of competency

Ī	Unit Code	Unit Name	Unit Code	Unit Name
	FNSACC501	Provide financial and business performance information	BSBFIA401	Prepare financial reports
	FNSACC502	Prepare tax documentation for individuals	BSBMGT605	Provide leadership across the organization
	FNSACC503	Manage budgets and forecasts	FNSACC301	Process financial transactions and extract interim reports
	FNSACC504*	Prepare financial reports for corporate entities	FNSACC402	Prepare operational budgets
	FNSACC506	Implement and maintain internal control procedures	FNSACC505	Establish and maintain accounting information systems
	FNSACC507	Provide management accounting information		



English for Higher Education

CRICOS 07689B

This is a starting point that teaches everyday English and then English for academic purposes, preparing students for higher education studies.

There are 5 levels in English for Higher Education:

•Level 1: Elementary

•Level 2: Pre-Intermediate

•Level 3: Intermediate

•Level 4: Upper Intermediate

•Level 5: Advanced

Duration

20 hours per week (Max 15 months)

Preparation for IELTS

CRICOS 076372K

This course focuses on preparation for the International English Language Testing System (IELTS). We offer individual intensive IELTS preparation at UPC to meet external IELTS examination dates and entry cut offs for colleges and universities.

Preparation for IELTS focuses on the IELTS test skills. At this level the English is on reading, listening, writing and speaking at a tertiary level. You will learn to:

- contribute with ease to classroom interactions and discussions of an academic nature
- · write notes, assignments, essays and rephrase and

- rework research findings
- read and understand academic texts and interpret examination questions
- make effective classroom presentations and involve classmates in discussions

Duration

20 hours per week (Max 6 months)

English for Academic Purposes

CRICOS 076368F

This is a preparation course for future studies in an Australian college or university. The EAP course will increase your academic vocabulary and teach research and writing skills for further academic studies. EAP deals with English language skills necessary for pursuing college or university studies in Australia.

This course focuses on skills required in academic study such as:

- communicating information on the everyday and dealing with some abstract academic topics
- reading and understanding texts of a more academic nature & dealing with some abstraction
- · making brief classroom presentations
- writing short essays and discussion texts

There are two levels: EAP 1 (Upper Intermediate) and EAP 2 (Advanced)

Duration

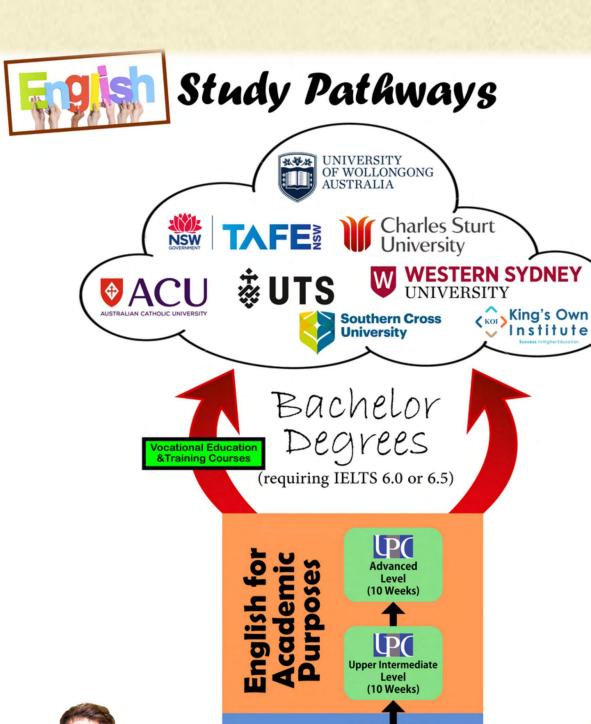
20 hours per week (Max 6 months)



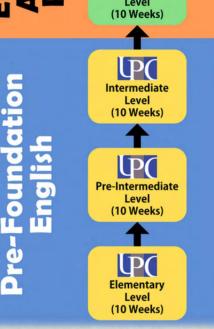
"Studying in UPC is for enhancing my English. There are lots of empathetic students. Most importantly, the learning atmosphere is awesome. When I came to Sydney in the beginning, I had to speak in English as there were no people to speak my mother tongue. However, those passionate teachers encouraged me a lot and given me enormous support in learning. In addition, the staff also like to talk with me, this altruistic gesture really makes me feel home. They treat me as a family member in UPC."

Manoel Robles (Puerto Rico)













Two government websites for finding out about studying in Australia and Student visas:

www.studyinaustralia.gov.au www.border.gov.au/.

These websites provide you with the official details regarding the entry requirements for a Student Visa and the documents you are required to submit with your Student Visa application.

Contact a UPC representative

If you need more information or help in preparing your application, contact one of our representatives around the world. We probably have one near you. Go to our website and look at our list of Agent Representatives.

How to apply and enrol at UPC College

1. Complete your UPC Application Form

Send your completed form, and your non-refundable Application Fee of **AUD300** to UPC at admission@upc.edu.au or one of our representatives. You must attach certified copies of all the documents that are requested on the Application Form.

2. A Letter of Offer

UPC will assess your application and if you are accepted, you will be sent a Letter of Offer.

3. Accepting an offer and payment of fees

If you wish to accept the offer you are required to pay the first instalment (equals to 6-month tuition

fee) for your course; plus Overseas Student Health Cover (OSHC) and any other fees as detailed in the Letter of Offer.

Further tuition fee instalments are to be paid 3-monthly, in advance.

A fee schedule will be forwarded to you.

4. Confirmation of Enrolment (CoE)

After you have paid your fees, UPC will issue a CoE. This is required for your Student Visa Application to the Department of Immigration and Border Protection (DIBP).

5. Submit your Australian Student Visa Application

Remember, the Australian government stresses that applicants must be genuine students and are not coming for any other purposes.

Depending on the country you live in, and the course of study you wish to undertake, your visa may take weeks or even months to be approved.

For more information, please contact our representatives or visit the immigration website: www.border.gov.au.





"The most important thing is that you don't have to be shy. I used to be, but once I have been different counties, I found that the reason to travel is to mingle with people and see varies of view points. In Australia, there are always something going on. You can go for parties, join heaps of festivals and enrich your knowledge. The nature here is so amazing for me. Come to Australia!"

Anna Zilkova (Slovakia)



UPC owns Childcare centres in Melbourne























Come and see first hand what makes our campus so special and why we all love it here.

We can also arrange a tour of our campuses.



University Preparation College

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