



RTO 91364 / CRICOS Provider No.02751M

# University Preparation College





# Our History

UPC 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, and University of Technology, Sydney conceived the idea of a high quality private education institute: UPC College was established. Founders of the College include Professors Brian Low, Professor Tam Tran, Dr Thuy Mai-Viet, Dr Robert West, Mr Dang Le, Mr Hiep Phan, and Mr Phuc Duong.

## Why UPC?

- A chance to network with students from around the world
- Students of childcare courses are eligible for graduate work
- Accounting, Business and Management graduates are eligible for Post-graduate Work Experience after completing their university studies
- Our teachers and trainers are qualified and undergo regular update of skills to keep up with new ideas and techniques
- Our childcare faculty has playgroup facilities where students can interact with children and gain experience.

# Welcome Message

An educational qualification is one of the most valuable investments you can make in life. Although it is relatively small commitment of time in your life span, it provides you with the knowledge and discipline to cope with a career in business or a technical profession.



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)  
Former Pro Vice Chancellor,  
University of Technology, Sydney



It is my great pleasure to introduce UPC, its background, and why UPC is such a great place for you to consider, when you are deciding your future educational needs.

Whether you are interested in doing a course which leads directly to a job, or you are planning for higher education, UPC has the right programs for you. Graduates from UPC are highly sought after, not only because employers know that they are well-trained and have great skills, but also they are equipped with additional skills and attributes that are required in workplaces.



In addition, we also offer a very supportive environment, with help in finding accommodation and work opportunities. Our staff and teachers are proactive to help you deal with this new and wonderful country.

Everybody has a unique dream of what they desire to achieve. Some may wish to master English for future success while the others want to get vocational skills or some are pursuing more academic path. UPC is a vehicle where these very different dreams can be realized.

I hope that you decide to study with us at UPC. I can confidently assure that your time spent with UPC will turn out to be some of the most rewarding and happiest moments in your life.

Dr Ken Yu (MSc, MEd, PhD)  
CEO of UPC



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

**CRICOS 083065G (AUD 13,200)**

This qualification will teach you the skills required to be responsible for designing and implementing curriculum 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 Standard.

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; using appropriate learning framework to guide practice; analyzing information to inform learning and more.

This program includes 1,440 contact hours of which 444 hours are practical.

### **Duration**

- 1) 24-months if by-passing CHC30113 Certificate III in Early Childhood Education and Care
- 2) 18-months if you already have CHC30113 Certificate III in Early Childhood Education and Care (20 contact hours per week)

### **Volume of Learning**

This is a 24-month or 8-term course. We offer a blended timetable. For the first 7 weeks of each term, you attend classes 14 hours per week and complete another 6 hours doing work placement in a regulated childcare centre. On top of this 20 hours per week you study in your own time then complete assessments.

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

**CRICOS 083064G (AUD 6,800)**

This qualification provides workers intending to work with children in a supervised or unsupervised capacity. It equips them with the understanding of child-centred approaches, knowledge about learning and development, and how to utilize organization policies & procedures and individual children profiles to plan activities and provide care to children so as to facilitate their leisure and play, and enable them 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 contact hours of which 120 hours are practical.

### **Duration**

9-months (20 contact hours per week for 3 terms)

### **Volume of Learning**

This is a 9-month or 3-term course. We offer a blended timetable. For the first 7 weeks of each term, you attend classes 14 hours per week and complete another 6 hours doing required coursework. We monitor completion of your course work. On top of this 20 hours per week you study in your own time then complete assessments. During the last 2 week of each term, you will do your work placement in a regulated childcare centre.



**CHC30113 Certificate III in  
Early Childhood Education and Care  
CRICOS 083064G (AUD 6,800)**

Possible Employment Outcome

- Kindergarten Assistant
- Nanny
- Playgroup Supervisor
- Child Care Worker
- Family Day Care

**CHC50113 Diploma of  
Early Childhood Education and Care  
CRICOS 083065G (AUD 13,200)**

Possible Employment Outcome

- Centre Director
- Children's Services Coordinator
- Authorized Supervisor
- Child Care Worker
- Children's Services Team Leader
- Children's Services Advisor
- Program Leader



I am very happy that I have decided to study at UPC. As well as the excellent teachers and curriculum, they also have very good student support. Currently, I am about to finish my Diploma of Early Childhood Education and Care and I am already working with the student support team to help me find a job and a sponsorship.

**Sura Khamisi (from Germany)**





# English Studies

## English for Higher Education

**15-months - CRICOS 07689B**

**AUD 11,900**

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

There are 5 levels of English for Higher Education:

- Level 1: Elementary
- Level 2: Pre-Intermediate
- Level 3: Intermediate
- Level 4: Upper Intermediate
- Level 5: Advanced



## English for Academic Purposes

**6-months - CRICOS 076368F**

**AUD 5,000**

This is a preparation course for further study. We expect that most UPC students will complete at least 10 weeks of the English for Academic Purposes (EAP) course.

Whilst you may be academically excellent in your subject area, you will need to learn how to read, write, listen and speak in an Australian college or university environment and for everyday use while you are in Australia.

Many overseas students find that lectures, tutorials, homework, essay writing and exams are conducted in a different way from their home country.

The EAP course will increase your vocabulary and teach research and writing skills for further academic study. English for Academic Purposes (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)

## Preparation for IELTS

**6-months - CRICOS 076372K**

**AUD 5,000**

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. At this level the English focus is on reading and listening comprehension, writing and speaking at a tertiary level of study. You will learn to:

- contribute with ease to classroom interaction 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 colleagues in discussions



# Business & Management

## BSB61015 Advanced Diploma of Leadership and Management

CRICOS 087794G (AUD6,000)

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 are 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.

### Duration

9-months with 20 contact hours per week for 3 terms

### Volume of Learning

We offer a blended timetable. You attend classes 14 hours per week and complete another 6 hours doing required coursework. We monitor completion of your course work. On top of this 20 hours per week you study in your own time then complete assessments.

## BSB51915 Diploma of Leadership and Management

CRICOS 087793J (AUD 6,000)

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.

### Duration

This is a 9-month or 3-term course. There are 9 studying weeks per term and 20 contact hours per week.

### Volume of Learning

We offer a blended timetable. You attend classes 14 hours per week and complete another 6 hours doing required coursework. We monitor completion of your course work. On top of this 20 hours per week you study in your own time then complete assessments.

### Possible Employment Outcomes

- |                                |                       |
|--------------------------------|-----------------------|
| ■ Administrator                | ■ Office Manager      |
| ■ Business Development Manager | ■ Operations Manager  |
| ■ Corporate Services Manager   | ■ Project Coordinator |
| ■ Advertising Executive        | ■ Project Consultant  |

### Possible Employment Outcomes

- |                     |                              |
|---------------------|------------------------------|
| ■ Executive Manager | ■ Human Resources (Strategy) |
| ■ Director Manager  | ■ Senior Executive           |



## BSB40215 Certificate IV in Business

CRICOS 087792K (AUD 4,000)

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, organizing 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.

### Duration

This is a 6-month or 2-term course. There are 9 studying weeks per term and 20 contact hours per week.

### Volume of Learning

We offer a blended timetable. You attend classes 14 hours per week and complete another 6 hours doing required coursework. We monitor completion of your course work. On top of this 20 hours per week you study in your own time then complete assessments.

### Possible Employment Outcomes

- Office Administrator
- Personal Assistant
- Project Administrator
- Accounts Supervisor





# UPC'S Own Childcare Centres

in Bulleen and Emerald, Melbourne.  
Other childcare centres in Victoria are coming.



## Sydney City Campus (For International and Domestic Students)

- Located in the hub of the Central Business District (CBD) and just 2 minutes' walk from Central Station.
- Close to tourist attractions such as Darling Harbour, China Town, Opera House, Harbour Bridge etc.
- Easily accessible by train, buses, and the coming light rail system
- Proximity to Sydney's top universities e.g. SydU, UTS, UNSW etc.
- Lots of cafe, restaurants etc. around with different types of cuisine. Plenty job opportunities



**Melbourne and Geelong Campuses** are coming soon.

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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