

# EMPOWERMENT

THROUGH EDUCATION  
AND TRAINING



**AUSTRALIAN CAREERS**  
Business College  
*'Empowerment Through Education and Training'*

➔ OVER 23 YEARS  
EXPERIENCE

➔ 7,000+ GRADUATES

➔ OUR GRADUATES  
GO ON TO UNIVERSITY,  
CAREERS...OR BOTH!



➔ 1300 COLLEGE [www.acbc.nsw.edu.au](http://www.acbc.nsw.edu.au) / [info@acbc.nsw.edu.au](mailto:info@acbc.nsw.edu.au)

# EXCITING CAREER JOURNEYS START HERE

## EXPAND YOUR CHOICES

**Discover the opportunities that can open up an exciting and rewarding future. Step forward to claim those opportunities. If you're unsure where you want to go – further study, the workforce, or even both - ACBC is the perfect foundation to move you towards an exciting future.**

Australian Careers Business College offers a unique student experience that equips our graduates with fulfilling study and career advantages.

ACBC can enable you to graduate and be work-force ready in just 12 months.

We set ourselves apart from other colleges with:

- **An innovative Work Placement program** – accelerate your career-readiness with an immersive practicum at a host employer organisation within your industry.

- **Real University Pathways** – leverage our credit transfer opportunities and broad university affiliates for further study.

- **Strong industry respect** – ACBC qualifications are highly respected due to the strict national standards and assessments we undergo as a registered training organisation (RTO).

- **A waived ATAR requirement** – we make vocational skills training accessible to those of all abilities by focusing on student performance at qualification level rather than ATAR scores.

ACBC breaks down the barriers that stand between you and your future career. Every aspect of our college supports you in your study journey and career goals. Our dedicated Work Placement team and Careers Advisors guide you every step of the way.

Whether you aim to launch a new career, re-enter the job market or change careers, ACBC is a powerful place to start.

## THE ACBC TEAM

**Make every step count in your journey to success. From choosing the best course of study for your interests and goals, to helping you begin a successful career after graduation, our team is dedicated to ensuring you reach your full potential.**

We recognise that a sound education requires preparation and planning. Our Careers Advisors will help you choose and follow a course of study that results in a rewarding and fulfilling career.

With their academic knowledge and hands-on experience in the industry, ACBC staff prepare our students to excel in their chosen fields.

Our vocational learning rooms are set up to simulate the industry you are studying. All rooms have smart boards, laptops or PCs and charging stations for laptops and wireless Internet. Class sizes are small to ensure a low student-to-trainer ratio, ensuring that you get the individual attention you deserve.

Working together, the ACBC team will help you grow and succeed as you move towards your future.

# OUR COURSES

## CHC51015 DIPLOMA OF COUNSELLING



Our Diploma of Counselling gives you great grounding in all skills essential to working as a professional counsellor. It is also a fantastic doorway into a rewarding career in one of the most important community services. You will learn how to make a difference in people's lives by helping them to overcome challenges including depression, anxiety, grief, trauma, abuse, procrastination, relationship concerns, discrimination and finding a new direction and purpose.

**Entry requirements:** Year 11 of the NSW Higher School Certificate or its equivalent.

**Commitment:** Full time

**Attendance:** 3 days of College attendance over 38 weeks (excluding holidays). Additional home-based study will be required.

**Career opportunities include:**

- Relationship and Conflict Resolution Counselling
- Career Counselling
- Counselling Clients with Addictions
- Grief and Loss Counselling
- Child Development and Effective Parenting
- Workplace Counselling
- Abuse Counselling
- Family Therapy

"You won't just get a boring class lesson — with the fabulous trainers it is very personalised and interactive."



"The Australian Careers Business College's unique combination of theory and practical work — including the practicum program — provides an opportunity to excel in the Diploma of Counselling. The small classes, group discussions, simulations and role-play activities enable you to really get to know your fellow students and training staff.

You won't just get a boring class lesson — with the fabulous trainers it is very personalised and interactive. This is why I looked forward to my lessons at ACBC."

**David Ho** — *Diploma of Counselling*

## CHC50113 DIPLOMA OF EARLY CHILDHOOD EDUCATION AND CARE



As more parents return to the workforce, skilled child care workers are in high demand. Through our Diploma of Childhood Education and Care you will learn to impart values, social and communication skills, creativity and much more to upcoming generations.

**Entry requirements:** Year 11 of the NSW Higher School Certificate or its equivalent.

**Commitment:** Full time

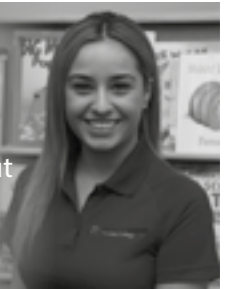
**Attendance:** 3 days of College attendance and one day of work placement per week for 42 weeks. Additional home-based study will be required.

**Potential career opportunities include:**

**Director, Manager or Assistant at:**

- Centre-based Care
- Family Day Care
- Outside School Hours Care
- Home-based Care
- Occasional Care

"I always had such a positive experience while at the college. I learnt so much about early childhood care and education"



"I received my Diploma of Early Childhood Education and Care at the Australian Careers Business College. I enjoyed the experience throughout the year as I found the college was very supportive. During the course I completed over 800 hours of practicum at a child care centre. As a result, the centre offered me a full-time position upon completing the course. ACBC has definitely helped make my wish come true!"

**Cristhy Arrieta Knust** — *Diploma of Early Childhood Education and Care*

# OUR COURSES

## BSB51918 DIPLOMA OF LEADERSHIP AND MANAGEMENT



This qualification develops your skills, enabling you to successfully manage and organise your time and team! Become an effective manager with practical training on leadership skills and abilities which you can apply within your workplace and throughout your life.

**Entry requirements:** Year 11 of the NSW Higher School Certificate or its equivalent.

**Commitment:** Full time

**Attendance:** 3 days of College attendance per week over 35 weeks (excluding holidays). Additional home-based study will be required.

**Potential career opportunities include:**

- Manager
- Team Leader
- Coordinator
- Supervisor

"I know that graduates of ACBC's Diploma of Leadership and Management will add value to my business from day one."



"As the Director of a marketing company, I look for team members who can bring something extra to the workplace. Like many employers today, I look out for job applicants who have had quality training across diverse management skills. I need staff who can hit the ground running and are able to communicate effectively with my staff and customers. I know that graduates of ACBC's Diploma of Leadership and Management will add value to my business from day one."

**Mary-Anne Amies** –  
Director - Wise Up Marketing

## BSB52215 DIPLOMA OF LEGAL SERVICES



Law encompasses an absorbing variety of specialised areas including Criminal Law, Civil Law and Family Law. Legal support roles are an integral part of modern law offices and our students gain essential skills across a diverse range of legal areas to work in these roles.

**Entry requirements:** Year 11 of the NSW Higher School Certificate or its equivalent.

**Commitment:** Full time

**Attendance:** 3 days of College attendance per week over 34 weeks (excluding holidays). Additional home-based study will be required.

**Potential career opportunities include:**

- Paralegal
- Senior Legal Secretary
- Legal Services Support Officer
- Executive Assistant

"I highly recommend the college to anyone who is deciding to follow their dreams."



"ACBC has been an incredible experience. Not only did I grow as an individual but I gained the confidence to step out of the college with the knowledge and skills to pursue my career in the legal industry. Furthermore, my lecturer became a great mentor."

Overall, I would highly recommend ACBC to anyone who wants to follow their dreams."

**Sovannary Khoeung** – *Diploma of Legal Services*

# OUR COURSES

## SIS50612 DIPLOMA OF SPORT DEVELOPMENT



## ICT60215 ADVANCED DIPLOMA OF NETWORK SECURITY



Turn your passion for sport into a rewarding career. The Diploma of Sport Development will equip you with the skills to become a professional, as well as ensure that you are prepared for the many exciting career opportunities within the sport industry.

Become one of the most important protectors on the information superhighway. IT is the lifeblood of today's business environment and if you have the passion for protecting, we have the training. You will build all the skills and know-how to carry out ICT network planning, design, management and monitoring — all through a balanced blend of theory and practical experience.

**Entry requirements:** Year 11 of the NSW Higher School Certificate or its equivalent.

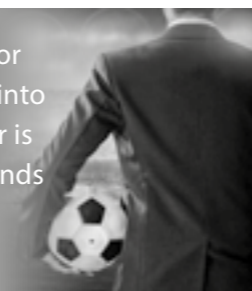
**Commitment:** Full time

**Attendance:** 3 days of college attendance per week over 39 weeks (excluding holidays). Additional home-based study will be required.

**Potential career opportunities include:**

- Competition Manager
- Program Developer
- Talent Development Manager
- Sport Development Manager

Taking a passion for sport on the field into a rewarding career is possible with a hands on qualification from ACBC



Opportunities continue to grow for qualified managers in the sports sector. Solid professional training can see talented sports people extend their tenure in the industry, complementing their on the field skills.

There is no time like the present to combine your love of sports with a package of management skills that will see you ready to rise to the top of your sport or code. Start kicking goals faster than your competition with an ACBC qualification.

**Entry requirements:** Year 11 of the NSW Higher School Certificate or its equivalent.

**Commitment:** Full time

**Attendance:** 3 days of college attendance per week over 35 weeks (excluding holidays). Additional home-based study will be required.

**Potential career opportunities include:**

- E-security Specialist
- ICT Security Specialist
- IT Security Administrator
- IT Security Analyst
- Systems / Network Administrator

"I cannot thank the Australian Careers Business College enough. They have set me up for a bright, happy and successful future."



"I enjoyed the opportunity to study Network Security at the Australian Careers Business College. The trainers were helpful and taught us the skills to work in the IT industry. My experience in the Work Placement program showed me what it was like to work in an IT company and increased my confidence. I believe that I now have the skills and hands on experience to kick start my future."

**Asher Karim** – *Advanced Diploma of Network Security*

## OUR COURSES

### SIT50116 DIPLOMA OF TRAVEL AND TOURISM MANAGEMENT



Jet set your way to a career that truly places the world at your fingertips! Tourism is one of Australia's largest and fastest-growing industries. Our students learn essential Travel and Tourism industry skills and workplace knowledge. Climb aboard a career that will really take you places.

**Entry requirements:** Demonstrable tourism industry knowledge, customer service and operational skills.

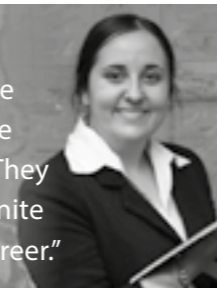
**Commitment:** Full time

**Attendance:** 3 days of college attendance per week over 39 weeks (excluding holidays). Additional home-based study will be required.

**Potential career opportunities include:**

- Travel consultant
- Inbound groups manager
- Inbound sales manager
- Tour operations manager
- Product development manager
- Reservations manager
- Travel agency manager
- Sales manager

"ACBC has given me invaluable knowledge and skills that I will be forever thankful for. They have given me a definite path for my future career."



"My experience at ACBC was great. I loved the Travel and Tourism course and the people in it. The trainers and staff were so supportive and encouraging, which helped me to achieve so much. The Work Placement program was a great way to gain practical knowledge and skills. In my work placement at the Mercure Hotel Penrith, I was able to gain first-hand experience and industry knowledge."

**Megan-Mae Miller** – *Diploma of Travel and Tourism*

## PATHWAYS TO UNIVERSITY

If you plan to attend University in the future, take your first step towards achieving this goal by studying at the Australian Careers Business College.

Our current course credit partners are Australian Catholic University, Western Sydney University and University of Wollongong. With an ACBC qualification you can leverage pathways into a broad range of degree programs from your ACBC studies. Do not consider yourself limited to our University Pathway partners for further study. ACBC qualifications are nationally respected and our graduates have secured articulation into numerous other universities including;

- University of New South Wales (UNSW)
- Macquarie University
- University of Technology Sydney (UTS)
- University of Sydney



# GET THE EXPERIENCE EMPLOYERS WANT

**When you apply for jobs, work experience counts. That is why we take you beyond the classroom and into organisations in your chosen industry with our ACBC Work Placement Program.**

Our unique work placement program complements in-class learning, gives you hands-on experience and the opportunity to build industry networks. On completion of your studies at ACBC, you will be ready for the workforce and begin your career with a solid understanding of all it has to offer and how it really works.

This program is available for full-time students who are studying towards a Diploma or Advanced Diploma qualification. Commencing at the beginning of term three, students are placed one day per week in an organisation of their choice until the end of the academic year.

Recent example of Work Placements our students have benefited from include:

#### **LEADERSHIP AND MANAGEMENT**

Who In The Zoo  
Marriott Hotel  
Chan and Naylor Property Tax Accountants  
CMC Lawyers

#### **COUNSELLING**

The Salvation Army  
PCYC  
Holroyd Youth Services  
Scalabrini Village

#### **LEGAL SERVICES**

Norton Rose Fulbright  
Byles Anjos Lawyers  
Van Houten Lawyers  
Corrs Chambers Westgarth  
Baker McKenzie

#### **TRAVEL AND TOURISM**

Corporate Travel  
Wendy Wu Tours  
J.C Travel Professionals Pty Ltd  
Travel Direct Co.

#### **EARLY CHILDHOOD EDUCATION AND CARE**

Youngies Long Day Care Centre  
My Planet Child Care Centre  
Montessori Kindergarten  
Buzzing Bees Early Learning Centre

#### **NETWORK SECURITY**

Vesuvio  
Cablenet

#### **SPORT DEVELOPMENT**

Holy Family School Ingleburn  
Play NRL

# FINANCIAL ASSISTANCE

**There are many ways to fund your training. Here are a few of the options available for ACBC students.**

#### **VET STUDENT LOANS (VSL)**

Australian Careers Business College is an approved course provider for VET Student Loans. This means we offer students important support in financing their studies. ACBC students can access the VET Student Loans scheme for approved courses, provided they satisfy all eligibility criteria.

#### **ACBC courses approved for VET Student Loans:**

- **BSB51918** Diploma of Leadership and Management
- **CHC51015** Diploma of Counselling
- **CHC50113** Diploma of Early Childhood Education and Care
- **BSB52215** Diploma of Legal Services
- **SIS50612** Diploma of Sport Development

Under the VET Student Loan scheme, students can obtain a loan from the Commonwealth government to pay for all, or part of their tuition fees. This loan opportunity is available to eligible applicants when undertaking a VET accredited diploma or an advanced diploma qualification at an approved VET provider.

ACBC assists candidates to assess their eligibility and lodge their application for VSL. As the course is delivered and progresses, students accrue charges for the study they participate in. Loan recipients then repay the HELP debt through the taxation system once their repayment income is above the compulsory repayment threshold. The compulsory repayment threshold is adjusted each year. Students applying for a VET Student Loan are subject to a one off loan fee of 20% charged by the government. Applicants under 18 years of age will require written parental consent. A Vet Student Loan will not be approved for students who do not meet eligibility requirements and gives rise to a VETSL debt that continues to be a debt due to the Commonwealth until it is repaid. For more information go to [www.studyassist.gov.au/vet-student-loans](http://www.studyassist.gov.au/vet-student-loans)

#### **Government support**

Several means-tested payment options are open to eligible students to provide financial assistance whilst you study. Government funding support is available to students undertaking approved study or an Australian apprenticeship at a VSL Provider.

ACBC is a valid provider and our students can apply for support opportunities that include:

Austudy - Provides financial help if you are aged 25 or over and studying an approved full-time course at our approved colleges.

Abstudy- Abstudy is a living allowance for Indigenous secondary or tertiary students, for which local ACBC students may be eligible.

Youth Allowance - You may be eligible for Youth Allowance if you are 16 to 24 years of age (or 15 years if considered independent) and studying full-time at our approved colleges.

At ACBC, we encourage applicants to learn more about what support is available to you. We are pleased to assist applicants to explore and apply for funding assistance.

#### **Flexible payment**

Everyone has different financial circumstances. This is why ACBC offers a range of easy flexible payment schedules. Options include a scheduled or monthly payment plan. Please note that there are specific special conditions regarding each individual payment plan. If you think you might need flexible payment options to help fund your studies, please arrange to meet with our Campus Manager to discuss these options.



# CAMPUS LIFE

Studying at ACBC will give you knowledge and job-ready skills. You will also get the opportunity to network with industry professionals and build practical work experience, as well as learn from experienced trainers who are highly recognised in their fields.

There is time to have some fun as well and help the wider community. Our enthusiastic student-run social committee organises events like our College Day Out, Jeans for Genes Day, Biggest Morning Tea.

## INTERVIEW & ENROLMENT PROCESS

**At ACBC our interview and enrolment process is designed to ensure that you select the most suitable course for your goals and abilities. You will also learn more about the benefits and requirements of studying with us.**

At the interview, a Careers Advisor will explain the courses and important details – including course duration, study requirements, and opportunities for career and further education. As part of the selection process, you are invited to inspect the College facilities and participate in an interview.

The Australian Careers Business College conducts vocational education and training courses. The training provided is directly relevant to immediate job opportunities and towards the acquisition of skills which are recognised by the labour market.

We pride ourselves on producing graduates who are highly skilled in their area of employment, and professional in their attitude and presentation. Students are advised of the specific requirements to receive a qualification in their area of study, and will receive all the training for which they have enrolled. To be awarded a qualification, students are required to attend college in accordance with our study schedules, and all assignments and assessments must be completed to a competent level. Competency is assessed by our qualified and industry-experienced trainers and assessors. Our recruitment process is fair and ethical at all times, and is consistent with the requirements of the qualifications, training packages and VET industry standards.

## SEE FOR YOURSELF



It is important to like where you study, so we invite you to visit our campus in Liverpool. You will get a feel for our learning environment, and you can meet former students who know the ACBC experience first-hand. To find out when our next open day is planned, go to [www.acbc.nsw.edu.au](http://www.acbc.nsw.edu.au).

Our Liverpool Campus was purpose built and launched in 2016.

The state-of-the-art campus building includes 14 modern classrooms, meeting rooms, administrative offices plus a student lunchroom and break out areas. Making it one of the most modern and technology first campuses of its kind.





## ➔ 1300 COLLEGE

[www.acbc.nsw.edu.au](http://www.acbc.nsw.edu.au)

[info@acbc.nsw.edu.au](mailto:info@acbc.nsw.edu.au)

➔ 28 MEMORIAL AVENUE  
LIVERPOOL NSW 2170

### CAMPUS LOCATION

The Liverpool campus is located in the heart of the local Business District and is no more than a seven minute walk from the train station and public transport.

The Australian Careers Business College is registered by Australian Skills Quality Authority (ASQA) to deliver selected Nationally Recognised Qualifications

ACBC is a Registered Training Organisation (RTO) No. 90271.  
CRICOS Code 03629E



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