PATRICK'S COLLEGE AUSTRALIA

FOUNDED IN 1923 – ST PATRICK'S BUSINESS COLLEGE

COURSE GUIDE

AUSTRALIA'S LEADING VOCATIONAL BUSINESS COLLEGE

Celebrating 100 Years in 2023

LEVEL 7 – THE MANNING BUILDING – 451 PITT ST – SYDNEY

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CHAIRMAN'S WELCOME

Dear Prospective Students,

I am pleased to welcome you to Patrick's College Australia (PCA).

For almost 100 years, our college has been preparing young women and men to meet the employment needs of Australia's corporate sector. We take great pride in offering an education which trains students to be job-ready by the end of their course and enables them to get the best possible start to their working life.

As a result of our commitment to job-ready training, our graduates are highly sought after by some of Australia's most prestigious law firms, accountancy practices, and other companies. We firmly believe that a Patrick's education will change your life for the better by leading you to meaningful employment.

I very much look forward to meeting you if you decide to join us.

Sincerely,

The Hon. John Hannaford AM
CHAIRMAN

OUR HISTORY AND COAT OF ARMS

Patrick's College Australia (PCA) was established by the Sisters of Mercy in 1923. It is one of Australia's oldest vocational business colleges.

The College was originally established to help young women gain employment in Sydney's corporate world by training them to be personal assistants and legal secretaries. The demand for trained office staff was very high at the time and "St Patrick's" students became highly sought after. As a result of the high standard of training given, a fine reputation with the hiring managers of large law firms, accountancy practices, and government offices was firmly established and continues to this day. Today, PCA graduates continue in this long tradition of having received quality training which leads to meaningful employment. Students are trained to be job-ready in Business Administration and Social Media Marketing - ready to land paid employment with one of the College's career partners by the time they finish their courses.

Patrick's College Australia (PCA) is the fifth name for the College.
(*Previously known as St Patrick's Commercial College, St Patrick's Business College, St Patrick's Institute of Education, and Patrick Careers Academy*). St Patrick's Business College was the most substantial name and is still affectionately known as this by people connected to the College.

The College is now located at Level 7, 451 Pitt St, Sydney in the historic Manning Building.
This is the third campus address of the College with the original premises being behind St Patrick's Church Hill at 141 Harrington St, The Rocks.

In 2023, the College will celebrate its Centenary Year (100th Birthday).

The Official Coat of Arms of Patrick's College Australia (PCA)

The Coat of Arms was restored to its former glory in 2020 in preparation for the 100th Anniversary of the College in 2023.

- The Latin inscription "Aut Optimum Aut Nihil" translated to English is "Either the Best or Nothing".
- The top left section is the Lamp of Knowledge placed on the Holy Bible. This represents the knowledge which is imparted to students at the College.
- The top right section is The Southern Cross which is a constellation of five stars that can only be seen from the southern hemisphere. This is a reminder of Australia's geography.
- The bottom left corner is the Triquetra or Trinity Knot which through the three corners represents the Holy Trinity (Father, Son and Holy Spirit).
- The bottom right corner is the Golden Wattle which is Australia's national flower. This represents our goal to be a national college with an eventual presence in every state of Australia.

MISSION AND VALUES

COLLEGE MISSION

To operate within an inclusive framework which acknowledges individual differences, supports students' individual needs, and nurtures the growth of the whole person in an atmosphere of pastoral care.

COLLEGE VALUES

PCA is committed to providing an atmosphere of pastoral care where students are mentored and encouraged to be the best version of themselves possible. This is achieved through professional development programs, and the student and staff culture.

For close to one hundred years, students have been guided by the following social values at PCA:

The Dignity of Human Work

PCA remains committed to helping all students have the best start to their working life possible. Therefore, heavy emphasis is placed on maintaining a high graduate success rate with quality employers which respect the rights and dignity of their workers. PCA believes that paid work is a good thing to be achieved for all men and women.

The Common Good

PCA remains committed to improving the life of every student it encounters and acknowledges that we should all work together, both staff and students, to help one another in this life. The mentoring program at PCA exemplifies this, it ensures that all students are paid attention to so that the common good of all can be reached. We also encourage our students to advocate for the right treatment of the less fortunate in our society, this is done through a range of student and staff organized fundraising initiatives. PCA hopes for a just society where all can meet their needs and flourish.

Solidarity

PCA remains committed to promoting the idea that we are all important in our own way and that we are all worthy of being treated fairly and having the ability to live in peace. Solidarity is promoted at PCA because it is all about valuing each other as fellow human beings and respecting each other as individuals. A culture of solidarity is evident at PCA where students stand together in unity to complete their studies and gain employment.

SEE – JUDGE – ACT Method

The See-Judge-Act Method is encouraged, through mentoring, as a process to understand how social values can be applied to everyday work and study situations.

SEE – Looking at issues as they affect study, work, and yourself.

JUDGE – Understanding what is happening and why it is happening.

ACT – Discerning the actions needed to respond.

MENTORING PROGRAM

PCA Students are mentored throughout the year by trusted members of the corporate world, industry experts, past students, and staff members. Students are also able to receive one-to-one mentoring with their lecturers and our careers coordinator. This is available before and after class during the course.

GRADUATE EMPLOYMENT AND CAREER SUCCESS

A career-based education which allows students to get a job right out of school by equipping them with the job-ready skills and industry experience that employers are looking for.

PCA has almost 100 years of success when it comes to helping students find full-time work by the time they complete their studies. The College goes above and beyond the necessary course requirements to prepare students in several additional job-ready skills which gives them the edge when applying for employment. This is done to ensure students are ready to begin work from day one in their future workplaces. Employers respect the way students are trained at PCA and therefore they continue to employ our students each year.

Some of the additional job-ready skills offered at PCA, include but are not limited to, the following: *Work Placement, Site Visits, Touch Typing, Extended Classes in Microsoft Office Suite, Modern Business Etiquette, Deportment, Dress Sense, Oral Presentation, Career Planning, Interview Training, CVs, Job Application Letters, and Extended Classes in Event Management.*

Once our graduates start on their first career step, their new employers often take them through extensive in-house training to get them up to speed on the internal operations of the organisation.

PCA has built up an enviable network of friends and partners over the years in Sydney's corporate world. Graduates have successfully gained employment at *Allens Linklaters, King & Wood Mallesons, Corrs Chambers Westgarth, Crown Solicitors Office, Clayton Utz, Ernst & Young, Sparke Helmore, Gilbert & Tobin, Clyde & Co, Ashurst, McCabe Curwood, Minter Ellison, Qudos Bank, Carroll & O'Dea, Police Association of NSW, Banki Haddock Fiora, Stacks Goudcamp, Channel 10, Hilton Hotels, PTW Architects and many other companies.*

The College employs an Industry Liaison Manager and Careers Coordinator to maintain the College's high graduate employment success rate.

INDUSTRY AFFILIATIONS

PCA is an Examination Centre of the Commercial Education Society of Australia (CESA) and offers their professional development programs to students. PCA is also a Corporate Member of the Australian Institute of Office Professionals (AIOP) – Australia's peak association for office professionals. Students are invited to take part in activities organised by CESA and AIOP.

STUDY, LIVE AND WORK IN SYDNEY

PCA has been attracting students from all over the greater Sydney area and Country NSW for almost 100 years. We've even had students move from inter-state before to take advantage of our one-of-a-kind course in business administration! Wherever it is you're from in Australia - the Student Services team at PCA is here to help you adjust to life in Sydney and help you find accommodation to suit your budget and personal preference.

Our college campus is located in the Sydney CBD (Level 7, 451 Pitt St), across the road from the Train, Bus, and Light-Rail services at Central Station. *This means you can easily travel from accommodation in Sydney's outer suburbs.*

Following your initial consultation with our Student Recruitment Manager, a full list of appropriate accommodation providers and other options will be passed on to you for your consideration. Our Student Services Officer will then be in contact with you to make sure you have a place to live by the time you start the course.

During Orientation Week at PCA, we'll also make sure you're well looked after and know your way around the local area. The Reception/Student Services desk on campus is always staffed to make sure you have somebody to talk to if you're ever unsure about anything.

BSB50120 DIPLOMA OF BUSINESS

Enrol in Australia's most trusted Business Administration Course at Patrick's College Australia (PCA).

Since 1923, the College has been training young women and men to be Sydney's most sought-after Personal Assistants (PAs), Executive Assistants (EAs), Legal Secretaries, Administrative Assistants and Office Managers.

The Diploma of Business (BSB50120) at PCA is a Nationally Recognised Qualification and is approved for VET Student Loans. Students are taught by highly experienced teachers who specialise in the theoretical and practical skills needed to succeed in the corporate world. It is an intensive 40-week course which prepares students to be job-ready for a range of opportunities.

PCA prides itself on a high graduate employment success rate with students securing paid work in Sydney's top law firms, accounting practices, consultancies, and other companies.

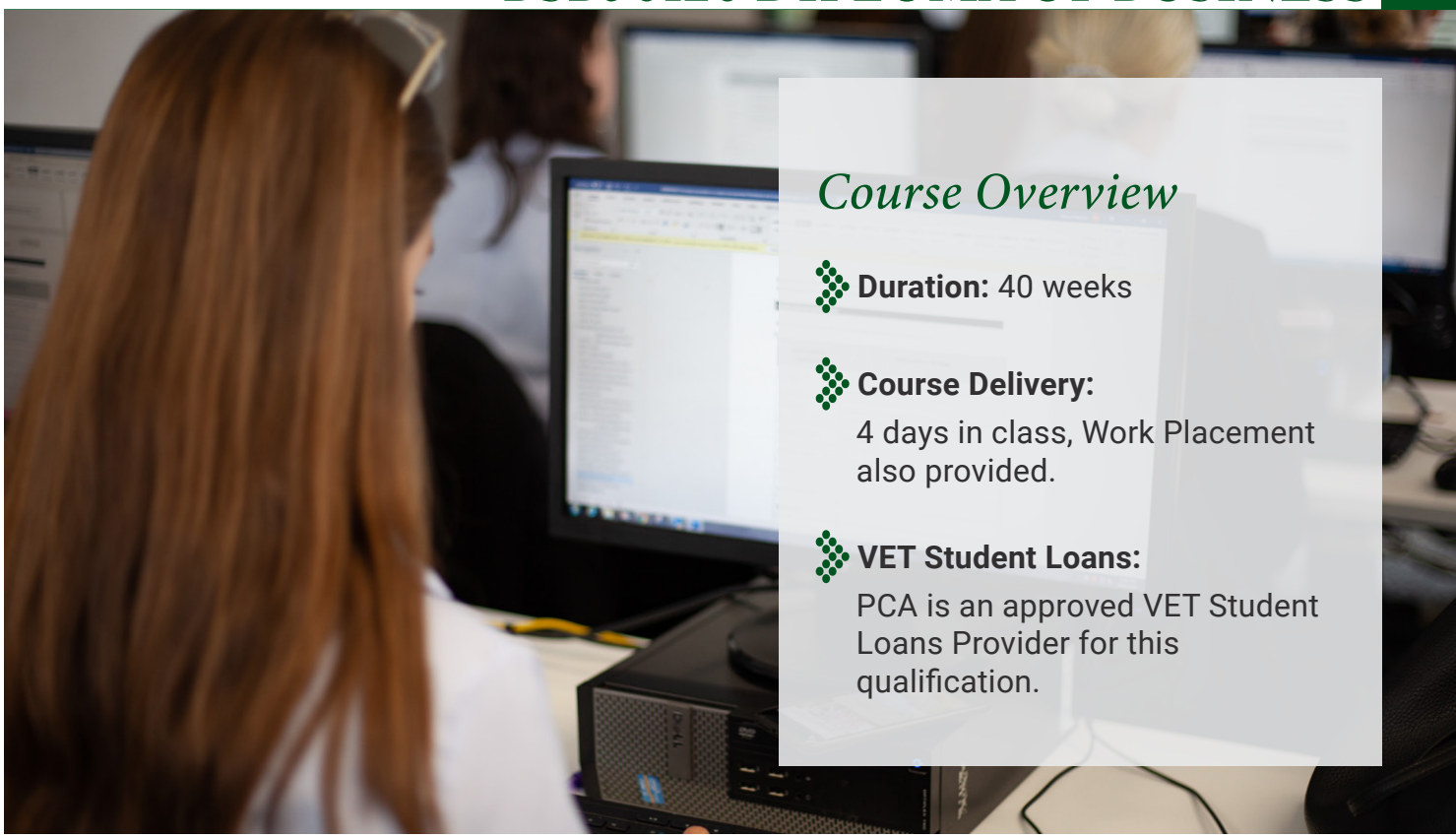
PCA students graduate with an edge over their competition in the job market as they are also prepared in the timeless necessities of deportment, etiquette, communication, and professional prestige. These programs are held in high esteem by the future employers of our students.

Students are also mentored by industry leaders and college alumni through guest lectures and networking events. These activities are arranged in liaison with the Commercial Education Society of Australia (CESA) and the Australian Institute of Office Professionals (AIOP).

No matter how the economy is going, good office staff are always needed, especially if you are a 'Patrick's Graduate'. Consider your future today with Patrick's College Australia (PCA).

Level 7 (Manning Building), 451 Pitt St, Sydney CBD - across from Central Station / Belmore Park.

BSB50120 DIPLOMA OF BUSINESS



Course Overview

Duration: 40 weeks

Course Delivery:
4 days in class, Work Placement also provided.

VET Student Loans:
PCA is an approved VET Student Loans Provider for this qualification.

BSBCRT511
Develop critical thinking in others

BSBFIN501
Manage budgets and financial plans

BSBOPS501
Manage business resources

BSBSUS511
Develop workplace policies and procedures for sustainability

BSBXCM501
Lead communication in the workplace

BSBINS512
Monitor business records systems

BSBOPS503
Develop administrative systems

BSBMKG546
Develop social media engagement plans

SIRXMKT006
Develop a social media strategy

BSBTEC403
Apply digital solutions to work processes

BSBTEC404
Use digital technologies to collaborate in a work environment

BSBINS504
Maintain digital repositories

STUDENT LIFE

Patrick's College Australia (PCA) is a tight-knit community where life-long friendships are formed. Our students are often from outside the Sydney CBD, so coming to the City for study straight out of school can be a big deal!

Our campus is conveniently located near some of Sydney's top shopping and entertainment destinations. Students are able to take advantage of this during lunch breaks and after class by enjoying everything Sydney has to offer. This might include a beverage at the Opera Bar, lunch by Darling Harbour, a coffee in the QVB, or shopping at David Jones! Furthermore, the City of Sydney is a great fun place for friendships and student life to flourish.

We also join as a college community to celebrate certain days during the year. They include, but are not limited to, the following:

International Women's Day is celebrated each year by students and staff on the 8th of March. It is a global day celebrating the social, economic, cultural and political achievements of women. As most of our students are young women, this is an important day for solidarity among friends.

The Feast Day of St Patrick (St Patrick's Day) is celebrated each year by all staff and students on the 17th of March. This has been an important day of celebration in the life of the College for almost 100 years. On this day, staff and students join by wearing green and a fundraising event is organised by students.

Students and Staff also gather to celebrate **Easter and Christmas** as a college community.

Students are also encouraged to come up with new ideas to help the flourishing of student life.

MEET THE COLLEGE PRINCIPAL

Mr Dominic Buchta FCES MAIOP

PRINCIPAL and SENIOR LECTURER IN BUSINESS ADMINISTRATION

Dominic Buchta joined Patrick's College Australia (PCA) in 2009 and has been working in vocational education since 1996. He was appointed Principal in September 2020 after more than a decade of teaching business administration at the College. He holds several qualifications in business, training design and development, and hospitality management. His professional background prior to teaching includes a wealth of experience in marketing management, club administration and the cosmetics industry. Dominic has guided hundreds of young women and men to success in gaining paid employment. He is a Member of the Australian Institute of Office Professionals and a Fellow of the Commercial Education Society of Australia.

Visit the College Website: www.pca.edu.au to find out more about Dominic and meet the rest of the team.

HOW TO APPLY AND ENROL

Contact the Recruitment Manager, **Jacob Munday**, directly using the following details:

jacobm@pca.edu.au 0450 291 797 02 8252 9963

Organise a time which suits you best to visit the College for a tour, information session and interview. You are most welcome to bring along your parents or a friend. *Prospective Students from outside the Sydney area may request an interview by **Zoom** or **Telephone**.*

- Please remember to also ask about Scholarships which you might be eligible for.
- You can also register your interest online at www.pca.edu.au

INFORMATION FOR CAREERS ADVISERS

The Recruitment Manager is available to meet with Careers Advisers and their Students for *School Visits, Group Presentations, Zoom Talks, Morning/Afternoon Tea on campus, Campus Visits and more.* Please be in contact with Jacob using the above details.

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THE PATRICK'S WAY – 5 REASONS TO JOIN PCA

1 HIGH GRADUATE EMPLOYMENT SUCCESS RATE

We do everything we can, in every way we can to help our students secure paid employment. This is, and always will be, our top priority!

2 CAREER PARTNERS

We've built up an enviable list of career partners and friends in Sydney's corporate world! Prestigious Law Firms, Accountancy Practices, Consultancies and Large Companies.

3 PROFESSIONAL DEVELOPMENT

Students are taught Modern Business Etiquette and Deportment, Dress Sense, and overall Professional Prestige. This gives students the edge when applying for a job!

4 PASTORAL CARE AND MENTORING

We operate in an atmosphere of pastoral care where students are mentored and encouraged to be the best version of themselves possible.

5 REPUTATION - FOUNDED IN 1923 - 97 YEARS!

Our 97 years in Sydney has graced us with a long list of loyal supporters in Industry, Schools, and Community - Including students whose mothers and aunties studied with us!

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