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COURSE GUIDE

PATRICK'S
COLLEGE AUSTRALIA

FOUNDED IN 1923 - ST PATRICK'S BUSINESS COLLEGE



WELCOME

On behalf of all our staff and students at Patrick's College Australia, we would like to welcome you to study with us.

Patrick's College Australia prides itself on the suite of solutions it provides to assist industry and individuals reach their full potential. Patrick's College Australia is a leader in the delivery of vocational education.

At Patrick's College Australia we are passionate about students' learning and personal growth. I believe that the best way for students to learn and grow is to provide a safe and inspirational environment, backed with quality training and staff who assist students to achieve their goals.

Courses delivered by Patrick's College Australia are oriented to vocational outcomes and through our NSW Smart & Skilled Government funding, we offer traineeships for our all courses. The best thing is that you get paid to work & study, it's that simple. Graduates of Patricks' College Australia also can articulate into higher education qualifications including bachelor's degree programs in Business and Accounting at Wentworth Institute, our Higher Education offering.

Patrick's College Australia is a leader in the delivery of vocational education.

We invite you to explore Patrick's College Australia website to get additional information on our courses and requirements and discover more about our staff and students.

If you have any questions or need further information, please contact us on info@pca.edu.au or phone **02 8252 9963**.





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OUR HISTORY

At Patrick's College Australia (PCA) we are very proud of our long history. For 100 years we have been supporting people to gain the skills and qualifications they need to thrive in their chosen careers.

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.

Today, PCA graduates continue in this long tradition of quality training which leads to successful careers in the corporate and community services sector. We offer flexible workplace, online and classroom training in business, leadership and management, screen media and individual support.

Patrick's College Australia (PCA) has had several name changes over the years but is probably best known as ST PATRICK'S BUSINESS COLLEGE.



The Story of St. Pat's.





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

- ❖ The top left section is the lamp of knowledge. Our passion has, and always will be, to impart the knowledge and skills which enable students to thrive in their chosen careers.
- ❖ The top right section is the southern cross. This is a reflection of our training operations in the southern hemisphere.
- ❖ The bottom left corner is the triquetra or trinity knot. Whilst initially a religious symbol, we see this as a support network that ensures success: students, PCA and employers.
- ❖ The bottom right corner is the golden wattle, Australia's national flower.

The Coat of Arms was reinstated in preparation for the 100th anniversary of the college in 2023



YOUR CAREER, YOUR WAY

COLLEGE MISSION

Training together, empowering careers.

COLLEGE VISION

Patrick's College Australia partners with students and employers to deliver high quality, flexible training that allows people to reach their full potential. We empower students by developing the skills and capabilities they need to excel in their chosen careers.



FOR ONE HUNDRED YEARS, STUDENTS HAVE BEEN GUIDED BY THE FOLLOWING SOCIAL VALUES AT PCA:

Put people first

- Listen intently to what is important to you
- Treat you with warmth, dignity, courtesy and respect
- Respond to you quickly to resolve your concerns
- Be flexible to support you to achieve your goals

Operate as one team

- Always respond as a partner
- Work collaboratively together to achieve outcomes
- Take responsibility

Strive for success

- We win when you win!
- Seek flexible and innovative ways to drive success for others
- Work tenaciously as a team to support you to achieve your goals

Drive inclusivity

- Ensure safe, inclusive, supportive environments
- Embrace diversity: respecting cultural, social and personal differences
- Provide innovative solutions for participation barriers

Be accountable

- Do what we say we will
- Hold each other accountable for actions
- Operate with integrity, openness and honesty
- Own our responsibilities

WHY STUDY AT PCA?



PROFESSIONAL AFFILIATIONS

- Member of ITECA (Independent Tertiary Education Council of Australia)
- Member of VELG Training
- Member of NAPSA (National Association of Prospective Student Advisers)



EMPLOYMENT SUPPORT PARTNERS

We have a wide range of Employment Support Partners who support our students by offering traineeship job roles within their organisation.



WORKPLACE TRAINEESHIPS

Partnering with employers, we ensure people who have just started in their employment get the qualifications they need to become professionals in their fields. Our professional trainers will support you in your workplace as well as online learning.



PROFESSIONAL DEVELOPMENT PROGRAMS

Patrick's College Australia supports the business and finance sectors by offering accredited programs to upskill their staff and support ongoing professional development.



FLEXIBLE FEE OPTIONS

Some students may be eligible for fully subsidised training (fee-free traineeships) under NSW Smart & Skilled funding.

If you are not eligible for subsidised training, Patrick's College Australia offers Qualifications on a fee for service basis, payment options available.



REPUTATION - FOUNDED IN 1923 - 100 YEARS!

Patrick's College Australia is one of the longest RTOs in Australia. We have been proudly supporting people to gain the qualifications and skills they need to gain employment, and progress their careers, for over 100 years!

EMPLOYMENT PARTNERS

At Patrick's College Australia (PCA) we are very proud of our long history. For 100 years we have been supporting people to gain the skills and qualifications they need to thrive in their chosen careers.

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Duration:

Workplace traineeships up to 18 months and classroom based 40 weeks

Qualification Delivery:

Online, workplace or classroom based



Course Description

A Certificate IV in Leadership and Management will set you on the right path to excel in leadership roles across a wide range of organisations and industries in businesses large or small.

If you have a passion for people and want to develop your communication skills, skill yourself with the latest leadership trends, learn how to develop and implement business and operational plans, and build your networks for success, then this is the qualification for you!

- This qualification will help progress your career to the next level. Learn transferable leadership skills, which will take you from team member to manager.
- You will learn a broad set of management skills, which can be used in many industries, allowing you to expand your career opportunities.
- Electives in this qualification have been selected to meet current industry demand. This means that you will graduate with a skill-set highly valued by employers.

- This qualification may serve as a path into further study, including advancing to the BSB50420 Diploma of Leadership and Management.

During your studies you will learn how to:

- Lead and manage a team in various environments
- Promote team cohesion
- Communicate effectively within the workplace as a workplace leader
- Demonstrate leadership through your own behaviour and high standards of conduct

Career Prospects

- Supervisors
- Team leaders
- Frontline managers
- Project managers
- Office managers

Units

5 Core Units:

- BSBLDR413** Lead effective workplace relationships
- BSBLDR411** Demonstrate leadership in the workplace
- BSBXC401** Apply communication strategies in the workplace
- BSBOPS402** Coordinate business operational plans
- BSBXTW401** Lead and facilitate a team

7 Elective Units

- BSBPEF402** Develop personal work priorities
- BSBPEF401** Manage personal health and wellbeing
- BSBLDR412** Communicate effectively as a workplace leader
- BSBLDR414** Lead team effectiveness
- BSBTWK401** Build and maintain business relationships
- BSBCRT411** Apply critical thinking to work practices
- BSBCRT412** Articulate, present and debate ideas

BSB50420 Diploma of Leadership and Management

Duration:

Workplace traineeships up to 18 months and classroom based 40 weeks

Qualification Delivery:

Online, workplace or classroom based



The best organisations in the world, have the best leaders!

Strong and effective leaders in any organisation are critical for business success. If you want to excel at being a leader who is in high demand then the Diploma of Leadership and Management is the qualification for you!

Our diploma will support you on your leadership journey to drive innovative thinking, develop critical analysis skills, create high performing teams and take your organisation to the next level of success.

Great leaders have the capacity to balance business foresight, performance, and character. Their actions demonstrate commitment to creating quality customer experience, giving purpose and meaning to their role. This inspires others to follow their lead.

This qualification will help you to rise from a frontline leader to senior manager

- You'll learn practical, relevant skills that are transferrable across many businesses and industries, including how to lead a team with skill, motivation, confidence, and competence, allowing you to get the best from your employees while meeting business needs.
- This qualification will give you the skills to stay abreast of, drive, and adapt to change.

During your studies you will learn how to:

- Communicate and negotiate in complex workplace discussions
- Foster successful teamwork and solo work in an organisation
- Guide colleagues and staff to reach their goals
- Manage real business documentation, legislation and policy

Career Prospects

- Operational manager
- Business manager
- Business development manager
- Public sector manager
- Warehouse manager
- Logistics manager
- Legal practice manager

Units

6 Core Units:

- BSBCMM511** Communicate with influence
- BSBCRT511** Develop critical thinking in others
- BSBLDR523** Lead and manage effective workplace relationships
- BSBOPS502** Manage business operational plans
- BSBPEF502** Develop and use emotional intelligence
- BSBTWK502** Manage team effectiveness

6 Elective Units

- BSBLDR522** Manage people performance
- BSBWHS521** Ensure a safe workplace for a work area
- BSBOPS505** Manage organisational customer service
- BSBSUS511** Develop workplace policies and procedures for sustainability
- BSBFIN501** Manage budgets and financial plans
- BSBXCM501** Lead communication in the workplace

Duration:

Workplace traineeships up to 18 months and classroom based 40 weeks

Qualification Delivery:

Online, workplace or classroom based



Course Description

If you want to develop your business communication and professional development skills, with the aim of building on existing knowledge and gaining a broad understanding of a range of business functions then the Diploma of Business is the qualification is for you!

Our Diploma of Business has been designed to help students accelerate their business careers taking them from frontline leaders to senior managers. We do this by equipping people with the knowledge and contemporary practical skills that are necessary to get ahead in business today.

- Future-proof your career by getting a skillset, which can be used across a variety of business service roles and industries including logistics, marketing, administration and finance.
- Progress your career with this high-level qualification.

During your studies you will learn how to:

- Communicate and negotiate in complex workplace discussions
- Foster successful teamwork and solo work in an organisation
- Guide colleagues and staff to reach their goals
- Manage real business documentation, legislation and policy

Career Prospects

- Supervisors
- Team leaders
- Frontline managers
- Project managers
- Office managers

Units

5 Core Units:

- 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

7 Elective Units

- BSBCMM511** Communicate with influence
- BSBLDR523** Lead and manage effective workplace relationships
- BSBOPS502** Manage business operational plans
- BSBOPS503** Develop administrative systems
- BSBPEF502** Develop and use emotional intelligence
- BSBTWK502** Manage team effectiveness
- BSBWHS521** Ensure a safe workplace for a work area

Duration:

Workplace traineeships up to 18 months and classroom based 40 weeks

Qualification Delivery:

Online, workplace or classroom based



Course Description

Do you want to use your creative flair to work in a range of screen and media industries, including animation, gaming and digital effects, film and television, radio and podcasting, lighting and sound, and content creation environments...then we have the qualification for you!

Our Diploma of Screen and Media has been designed to give you the practical, theoretical, and creative skills to produce a wide range of content for the media, film and television industries.

Develop your skills and knowledge in key areas such as

- Concept development
- Storytelling
- Animation and Digital Effects
- Sound Recording

During your studies you will learn how to:

- Edit and record video and sound
- Create digital animations
- Operate cameras
- Direct creative projects
- Develop scripts
- Provide freelance services

Career Prospects

- Director
- Technical director
- Master control operator
- Editor
- Content creator
- Sound designer
- Animator

Units

4 Core Units:

- CUAIND412** Provide freelance services
- CUAIND512** Enhance professional practice using creative arts industry knowledge
- CUAPPR411** Realise a creative project
- CUAPPR515** Establish and maintain safe creative practice

11 Elective Units

- CUAANM302** Create 3D digital animations
- CUAANM412** Create digital visual effects
- CUAANM512** Create 3D digital environments
- CUAANM513** Design specifications for animation and digital visual effects
- CUADIG514** Design games
- CUADIG517** Design digital simulations
- CUASOU504** Produce sound recordings
- CUAANM413** Create titles for screen productions
- CUADES412** Interpret and respond to a design brief
- CUAPPM417** Create storyboards
- CUAWRT512** Develop storylines and treatments

Duration:

Workplace traineeships up to 18 months and classroom based 40 weeks

Qualification Delivery:

Online, workplace or classroom based



Course Description

If you see you want to succeed in the events management space and see yourself as a coordinator of amazing events, then the Diploma of Event Management is for you!

Our Diploma of Event Management will give you the practical skills and knowledge you need to succeed as a qualified events coordinator in a growing and dynamic industry.

You'll learn how to confidently coordinate events, strengthen your interpersonal skills and choose your events specialty in this diverse and dynamic industry.

During your studies you will learn how to:

- Manage event staging components and on-site operations
- Gain a sound knowledge of event-specific skills and budgeting
- Acquire skills to successfully initiate and manage conferences, community events, corporate events and seminars
- Learn the art of promotion and how it directly ties in to the success of an event

Career Prospects

- Conference coordinator
- Event or exhibition planner
- Event sales coordinator
- Festival project coordinator
- Function coordinator
- Staging coordinator

Units

13 Core Units:

- SITEEVT020** Source and use information on the events industry
- SITEEVT026** Manage event production components
- SITEEVT028** Manage on-site event operations
- SITXCCS015** Enhance customer service experiences
- SITXFIN009** Manage finances within a budget
- SITXHRM009** Lead and manage people
- SITXHRM010** Recruit, select and induct staff
- SITXMGT005** Establish and conduct business relationships
- SITXMGT006** Manage projects
- SITXMPRO11** Plan and implement sales activities
- SITXMPRO12** Coordinate marketing activities

SITXMPRO16 Prepare and present proposals

SITXWHS006 Identify hazards, assess and control safety risks

7 Elective Units

BSBPEF502 Develop and use emotional intelligence

BSBTWK503 Manage meetings

SITEEVT021 Administer event registrations

SITEEVT030 Develop event concepts

SITEEVT029 Research event industry trends and practice industry

SITEEVT023 Plan in-house events

BSBCMM411 Make presentations

CHC33021 Certificate III Individual Support (Ageing)

Duration:

Workplace traineeships up to 18 months and classroom based 26 weeks

Qualification Delivery:

Online, workplace or classroom based



Course Description

If you want to learn the skills you need to start your career working with older people, then this is the qualification to send you in the right direction!

Our Certificate III in Individual Support (Ageing) is designed to provide you with the training you need to work in residential aged care facilities, community care, community based organisations and hospitals. This qualification can be achieved while you are working in the field or in a classroom setting.

You will learn all about the importance of individualised planning and person-centred care to people who may require support. You will learn how to support people with complex care needs, to tailor care and support approaches to meet individual needs with increased 'client' choice.

During your studies you will learn how to:

- Communicate effectively with individual clients and their families
- Maintain personal care and other activities
- Promote the wellbeing and independence of older people.
- Develop individualised care plans to assist older people.
- Work placement at a residential aged care facility to ensure you are work ready

Career Prospects

- Care workers (aged care facilities and at home)
- Assistant in nursing
- Respite worker
- Community care worker

Units

9 Core Units:

- HCCCS031** Provide individualised support
- CHCCCS038** Facilitate the empowerment of people receiving support
- CHCCCS040** Support independence and wellbeing
- CHCCCS041** Recognise healthy body systems
- CHCCOM005** Communicate and work in health or community services
- CHCDIV001** Work with diverse people
- CHCLEG001** Work legally and ethically
- HLTINF006** Apply basic principles and practices of infection prevention and control
- HLTWHS002** Follow safe work practices for direct client care

6 Elective Units

- CHCAGE011** Provide support to people living with dementia
- CHCAGE013** Work effectively in aged care
- CHCPAL003** Deliver care services using a palliative approach
- CHCDIS020** Work effectively in disability support
- CCHCAGE007** Recognise and report risk of falls
- CHCCCS017** Provide loss and grief support

HOW TO APPLY

PRE-APPLICATION

- 1** Log into PCA website www.pca.edu.au
- 2** Click on the “Check your eligibility” button on the NSW Smart & Skilled banner (below)
- 3** Complete the Smart & Skilled eligibility application form and email it to: info@pca.edu.au



APPLICATION STEPS

- 1** Your completed Smart & Skilled eligibility application form will be assessed by the Future Student team
- 2** Future Student team will contact you via SMS to set up a time to go through “next steps”
- 3** Discuss course, fees & traineeship information & answer all questions
- 4** Complete a Smart & Skilled enrolment form, provide 100 points of ID, copy of current resume
- 5** Align with potential employers to undertake a new entrant traineeship, attend interviews
- 6** Job offered and accepted, arrange to register traineeship with Apprenticeship Network Provider (*meet trainer, ANP, RTO representative, employer and parent/guardian if under 18*)
- 7** Commence training, issue student card

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