

## TERM DATES

Term	Induction Day	Term Dates*		Holiday Periods*		Student Fees	Public Holidays / Further Class Information
		Commence	Until	Commence	Until		
2018	<i>(New Students only)</i>						
<b>Term 1</b>	Thu 25 <sup>th</sup> Jan 10.00am – 12:30am	Mon 29 <sup>th</sup> Jan	Sat 7 <sup>th</sup> Apr	Sat 7 <sup>th</sup> Apr	Sun 22 <sup>nd</sup> Apr	27 <sup>th</sup> Dec 2017	Fri 26 <sup>th</sup> Apr – Australia Day (Classes that fall on Public Holidays will <u>not</u> be rescheduled)
<b>Term 2</b>	Fri 20 <sup>th</sup> Apr 10.00am – 12:30am	Mon 23 <sup>rd</sup> Apr	Sat 30 <sup>th</sup> Jun	Sat 30 <sup>th</sup> Jun	Sun 15 <sup>th</sup> Jul	19 <sup>th</sup> Mar 2018	Wed 25 <sup>th</sup> Apr – Anzac Day (Classes that fall on Public Holidays will <u>not</u> be rescheduled) Mon 11 <sup>th</sup> Jun – Queen's Birthday (Classes that fall on Public Holidays will <u>not</u> be rescheduled)
<b>Term 3</b>	Fri 13 <sup>th</sup> July 10.00am – 12:30am	Mon 16 <sup>th</sup> Jul	Sat 22 <sup>nd</sup> Sep	Sat 22 <sup>nd</sup> Sep	Sun 7 <sup>th</sup> Oct	11 <sup>th</sup> Jun 2018	N/A
<b>Term 4</b>	Fri 5 <sup>th</sup> Oct 10.00am – 12:30am	Mon 8 <sup>th</sup> Oct	Sat 15 <sup>th</sup> Dec	Sat 15 <sup>th</sup> Dec	Mon 28 <sup>th</sup> Jan	3 <sup>rd</sup> Sept 2018	N/A

\*Please note study periods are generally 10 weeks.

### Important Information

#### Enrolment Expectations

- The College recommends early enrolment to ensure students have plenty of time to arrange a student visa.
- All new students are required to attend the compulsory scheduled Induction Day at the start of a term. Attendance to Induction Day is included in the calculation of your course attendance.
- The College will attempt to keep the original timetable for any given term the same throughout that term. However, in some circumstances, 4Life may need to change the timetable and in this case reserves the right to change or modify a student's original timetable if required. Students will need to accept these changes.
- The College expects students to make study a high priority therefore students must not let their employment interfere with studies. 4Life will not be held responsible for any employment related matters arising from students' study timetable or changes in study timetable that may need to be made.

#### Medical Conditions

- Please disclose any medical conditions to your Trainer before commencing studies. You will need clearance from your doctor before you can commence studies.

#### Attendance & Course Progress

- Attendance and Course Progress are Student Visa conditions. Please maintain attendance to a minimum of 80% of your classes and attempt all assessments.

#### Student Fees

- Fees are due 5 weeks before the commencement of the following term. Late payment fees apply if fees are not paid by the due date. Please see a Student Advisor in ADVANCE of the payment date should you require advice about making your payment.

#### Criminal Record Check (CRC)

- Prior to commencing work placement, students will be required to undertake a Criminal Record Check (CRC) to obtain a FULL National Police Certificate. See [www.nationalcrimecheck.com.au](http://www.nationalcrimecheck.com.au). Students need to apply at least 6 weeks prior to undertaking a work placement. The costs for a CRC are the responsibility of the student and not included in course fees.

#### IT Requirements

- All our courses require students to bring in a laptop or tablet device to theory classes (it will not be supplied).
- Courses require learners to have the ability to access a reliable internet connection to access our student portal. You will need Microsoft Office or similar and be able to use basic Word and Excel programs. Our on-line portal can be accessed through computer and mobile devices.

#### Fitness

- Work in this industry can be physically demanding. Learners need to be reasonably physically fit in order to work with children and adults.

**TERM TIMETABLE – Term 1, 2018**

Qualification	Duration	Terms	Options	Start Date	Class Timetable	Venues
Certificate III in Early Childhood Education and Care	8 months	3 x Term	<input type="checkbox"/> Option 1	Mon 29 <sup>th</sup> Jan	Mon & Tue 8.30am – 4.30pm	4Life Campus
Diploma of Early Childhood Education and Care	24 months	8 x Terms	<input type="checkbox"/> New Students	Mon 29 <sup>th</sup> Jan	Mon & Tue 8.30am – 4.30pm	4Life Campus
			<input type="checkbox"/> Continuing Students	Fri 2 <sup>nd</sup> Feb	Fri & Sat 8.30am -4.30pm	
Certificate III in Individual Support (Ageing)	9 months	3 x Terms	<input type="checkbox"/> Option 1	Wed 31 <sup>st</sup> Jan	Wed & Thu 8.30am – 4.30pm	4Life Campus
Certificate IV in Ageing Support	12 months*	4 x Terms*	<input type="checkbox"/> Option 1	Wed 31 <sup>st</sup> Jan	Wed & Thu 8.30am – 4.30pm	4Life Campus
Certificate III in Individual Support (Disability)	9 months	3 x Terms	<input type="checkbox"/> Option 1	Wed 31 <sup>st</sup> Jan	Wed & Thu 8.30am – 4.30pm	4Life Campus
Certificate IV in Disability	12 months*	4 x Terms*	<input type="checkbox"/> Option 1	Wed 31 <sup>st</sup> Jan	Wed & Thu 8.30am – 4.30pm	4Life Campus
Diploma of Mental Health	24 months*	8 x Terms*	<input type="checkbox"/> Option 1	Thu 1 <sup>st</sup> Feb	Thu & Fri 8.30am – 4.30pm	4Life Campus
			<input type="checkbox"/> Option 2	Mon 29 <sup>th</sup> Jan	Mon & Tue 8.30am – 4.30pm	
Diploma of Community Services	24 months*	8 x Terms*	<input type="checkbox"/> Option 1	Thu 1 <sup>st</sup> Feb	Thu & Fri 8.30am – 4.30pm	4Life Campus
			<input type="checkbox"/> Option 2	Mon 29 <sup>th</sup> Jan	Mon & Tue 8.30am – 4.30pm	
Diploma of Counselling	18 months*	6 x Terms*	<input type="checkbox"/> Option 1	Thu 1 <sup>st</sup> Feb	Thu & Fri 8.30am – 4.30pm	4Life Campus

\*Duration can vary when combined with other qualifications. Refer to course fees for more information.

**Training Venue – SYDNEY CAMPUS**

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**4Life Campus** Level 2, 269 Sussex Street  
Sydney, NSW 2000

**Available Programs**

Qualification	Code	Duration
Certificate III in Early Childhood Education and Care	CHC30113	9 months
Diploma of Early Childhood Education and Care	CHC50113	24 months
Certificate III in Individual Support (Ageing)	CHC33015	9 months
Certificate IV in Ageing Support	CHC43015	12 months*
Certificate III in Individual Support (Disability)	CHC33015	9 months
Certificate IV in Disability	CHC43115	12 months*
Diploma of Mental Health	CHC53315	24 months*
Diploma of Community Services	CHC52015	24 months*
Diploma of Counselling	CHC51015	18 months*

\*Duration can vary when combined with other qualifications. Refer to course fees for more information