



# In-school Programs

Move closer to your career goals while still at school

BARRINGTON  
COLLEGE  
—◆—  
AUSTRALIA



# ABOUT BARRINGTON COLLEGE

Barrington College is a boutique vocational education provider specialising in Hospitality, Culinary Management and Business Management with direct pathways to university. Our campuses are modern and vibrant with central Gold Coast and Brisbane locations.

## Student-centered teaching approach

We have a student-centered teaching approach, encouraging students to be self-directed critical thinkers. We deliver a personalised study experience to every student by providing a unique learning experience based on small classes and one-on-one training sessions.

## Purpose-built campuses

On-campus facilities include purpose-built commercial cookery kitchens, barista stations, bars, bistro, front office, housekeeping and concierge training areas to maximise the student learning experience. Our campuses provide student lounge areas, libraries and kitchen spaces.

## Industry and university partnerships

We have established articulation agreements with a number of universities, which provide our students with direct pathways into undergraduate courses and the potential for academic credit.



# WHY STUDY AN IN-SCHOOL PROGRAM WITH US?

Barrington College has RTO and CRICOS registrations enabling the delivery of vocational education and training to domestic and international secondary school students. Our In-school programs are developed by industry experts and provide a blended mix of theoretical and practical training. Completing a vocational course through Barrington College may enable students to earn credit towards undergraduate study, provide employment opportunities, and open further study pathways.

Students choose to study with Barrington College for:

- A recognised leader in the delivery of In-school vocational programs.
- Established university pathways.
- Qualification may provide ATAR equivalency.
- Potential academic credit towards university undergraduate degrees.
- Achieve a nationally accredited qualification while still at secondary school.
- Personalised study experience and strong student support.
- Competency-based learning that prepares students for the workplace and entrepreneurial pursuits.

# CAREER OPPORTUNITIES

At Barrington College, we see education as an enabler for students to build the career they want. A qualification from us comes with academic theory and real-world experience. The successful completion of one of our qualifications provides students with the skills and knowledge required to gain employment in a wide range of business related roles.

We have strong industry networks that provide work placement, employment and career progression opportunities. Work integrated learning is an integral part of our programs and provides students with a platform for professional and personal growth with workplace opportunities to hone specialist skills for the future.





## BSB30120 CERTIFICATE III IN BUSINESS



Achieve a nationally accredited qualification while still at secondary school.



Personalised study experience and innovative online learning platform.



Competency-based learning that prepares students for the workplace and further study.

### Overview

The Certificate III in Business provides students with a broad range of practical business skills enabling employment opportunities for entry-level positions across the corporate sector and pathways into further study.

### Course Description

Students gain fundamental knowledge of the workplace as well as practical skills in various streams of business including designing and producing digital texts, documents and spreadsheets, creating presentations, promoting innovation in a team environment, and delivering and monitoring a service to customers.

### Course Delivery



**Online Delivery**  
Weekly online classes.



**Regional School Delivery**  
Weekly in-school online delivery with the support of an in-school teacher.



**In-school Delivery**  
Classes are delivered at school alongside self-paced study.

### Entry Requirements

- Satisfactory school curriculum progression and endorsement from the school's designated representative
- Achievement of a satisfactory result in the College's Language, Literacy and Numeracy Admission Test
- An interview to gauge an applicant's aptitude and suitability to the intended course may be required at the College's discretion

### Course Availability

The course is available to students in Year 10, 11 and 12.

### Course Duration

The course is delivered over four terms.

### Course Structure | 13 units

#### Core Units | 6 units

- BSBCRT311 Apply Critical Thinking Skills in A Team Environment
- BSBPEF201 Support Personal Wellbeing in the Workplace
- BSBSUS211 Participate in Sustainable Work Practices
- BSBTWK301 Use Inclusive Work Practices
- BSBWHS311 Assist with Maintaining Workplace Safety
- BSBXCM301 Engage in Workplace Communication

#### Elective Units | 7 units

- BSBTEC302 Design and Produce Spreadsheets
- BSBWRT311 Write Simple Documents
- BSBTEC301 Design and Produce Business Documents
- BSBTEC303 Create Electronic Presentations
- BSBPEF301 Organise Personal Work Priorities
- BSBOPS304 Deliver and Monitor a Service to Customers
- BSBOPS305 Process Customer Complaints





## BSB50120 DIPLOMA OF BUSINESS



Achieve a nationally accredited qualification while still at secondary school.



Personalised study experience and innovative online learning platform.



Competency-based learning that prepares students for the workplace and further study.

### Overview

The Diploma of Business course opens endless pathways across a range of business disciplines. The Diploma can also be used as a pathway into university and may provide academic credit towards undergraduate study.

### Course Description

Students have access to a variety of theory and practical learning opportunities, which provide specialised knowledge and high-level understanding to prepare for careers in the corporate sector.

### Course Duration

The course is delivered over five terms.

### Course Delivery



#### Online Delivery

Weekly online classes.



#### Regional School Delivery

Weekly in-school online delivery with the support of an in-school teacher.



#### In-school Delivery

Classes are delivered at school alongside self-paced study.



#### Campus Accelerated

Four term delivery at Barrington College's campus.

### Course Availability

The course is available to students in Year 10, 11 and 12.

### Entry Requirements

- Satisfactory school curriculum progression and endorsement from the school's designated representative
- Achievement of a satisfactory result in the College's Language, Literacy and Numeracy Admission Test
- An interview to gauge an applicant's aptitude and suitability to the intended course may be required at the College's discretion

### Course Structure | 12 units

#### Core Units | 5 units

- BSBCRT511 Develop Critical Thinking in Others
- BSBFIN501 Manage Budgets and Financial Plans
- BSBOPS501 Manage Business Resources
- BSBXCM501 Lead Communication in the Workplace
- BSBSUS511 Develop Workplace Policies and Procedures for Sustainability

#### Elective Units | 7 units

- BSBHRM525 Manage Recruitment and Onboarding
- BSBOPS504 Manage Business Risk
- BSBPMG430 Undertake Project Work
- BSBTWK503 Manage Meetings
- BSBPEF502 Develop and Use Emotional Intelligence
- BSBCMM411 Make Presentations
- BSBMKG541 Identify and Evaluate Marketing Opportunities



## Specialisation Courses

Our Diploma of Business courses with areas of specialisation enable students to focus their studies on a particular business discipline. Areas of specialisation are offered in Leadership and Business Development.

### Entry Requirements

- Satisfactory school curriculum progression and endorsement from the school's designated representative
- Achievement of a satisfactory result in the College's Language, Literacy and Numeracy Admission Test
- An interview to gauge an applicant's aptitude and suitability to the intended course may be required at the College's discretion

### Course Duration

The course is delivered over five terms.

### Course Availability

The course is available to students in Year 10, 11 and 12.

### Course Delivery



#### Online Delivery

Weekly online classes.



#### Regional School Delivery

Weekly in-school online delivery with the support of an in-school teacher.



#### In-school Delivery

Classes are delivered at school alongside self-paced study.



#### Campus Accelerated

Four term delivery at Barrington College's campus.



### BSB50120 DIPLOMA OF BUSINESS Specialisation - Leadership

#### Course Description

The Diploma of Business (Leadership) course provides students with the skills and knowledge required to lead and manage team, manage relationships in the workplace, and manage business resources and budgets. Students develop the skills needed to pursue management roles in the corporate sector.

#### Course Structure | 12 units

##### Core Units | 5 units

- BSBCRT511 Develop Critical Thinking in Others
- BSBFIN501 Manage Budgets and Financial Plans
- BSBOPS501 Manage Business Resources
- BSBXCM501 Lead Communication in the Workplace
- BSBSUS511 Develop Workplace Policies and Procedures for Sustainability

##### Elective Units | 7 units

- BSBTWK503 Manage Meetings
- BSBPMG430 Undertake Project Work
- BSBHRM521 Facilitate Performance Development Processes
- BSBLDR522 Manage People Performance
- BSBPEF501 Manage Personal and Professional Development
- BSBTWK502 Manage Team Effectiveness
- BSBCMM511 Communicate with Influence

### BSB50120 DIPLOMA OF BUSINESS Specialisation - Business Development

#### Course Description

The course provides students with the skills and knowledge to undertake business development activities for an organisation. Students develop business operation skills across a wide range of business functions. Students also learn the skills to develop business-related documents as well as social media strategies.

#### Course Structure | 12 units

##### Core Units | 5 units

- BSBCRT511 Develop Critical Thinking in Others
- BSBFIN501 Manage Budgets and Financial Plans
- BSBOPS501 Manage Business Resources
- BSBXCM501 Lead Communication in the Workplace
- BSBSUS511 Develop Workplace Policies and Procedures for Sustainability

##### Elective Units | 7 units

- BSBTWK503 Manage Meetings
- BSBPMG430 Undertake Project Work
- BSBOPS404 Implement Customer Service Strategies
- BSBMKG541 Identify and Evaluate Marketing Opportunities
- SIRXMKT006 Develop A Social Media Strategy
- BSBTWK401 Build and Maintain Business Relationships
- BSBCMM511 Communicate with Influence



## BSB40520 CERTIFICATE IV IN LEADERSHIP AND MANAGEMENT



Achieve a nationally accredited qualification while still at secondary school.



Personalised study experience and innovative online learning platform.



Competency-based learning that prepares students for the workplace and further study.

### Overview

The Certificate IV in Leadership and Management provides students with a broad range of practical business skills enabling employment opportunities for managerial positions across the corporate sector and pathways into further study.

### Course Description

Students learn and develop specialised skills to manage and lead a team, coordinate business plans, build and maintain work relationships, implement and monitor work policies and procedures.

### Course Delivery



#### Online Delivery

Weekly online class over six terms. Minimum number of students per intake required.



#### In-school Delivery

Classes are delivered at school alongside self-paced study. Minimum number of students per intake required.

### Course Availability

The course is available to students in Year 10, 11 and 12.

### Entry Requirements

- Satisfactory school curriculum progression and endorsement from the school's designated representative
- Achievement of a satisfactory result in the College's Language, Literacy and Numeracy Admission Test
- An interview to gauge an applicant's aptitude and suitability to the intended course may be required at the College's discretion

### Course Structure | 12 units

#### Core Units | 5 units

- BSBLDR411 Demonstrate Leadership in the Workplace
- BSBLDR413 Lead Effective Workplace Relationships
- BSBOPS402 Coordinate Business Operational Plans
- BSBXCM401 Apply Communication Strategies in the Workplace
- BSBXTW401 Lead and Facilitate a Team

#### Elective Units | 7 units

- BSBCMM412 Lead Difficult Conversations
- BSBCRT411 Apply Critical Thinking to Work Practices
- BSBTWK401 Build and Maintain Business Relationships
- BSBWHS411 Implement and Monitor WHS Policies, Procedures and Programs
- BSBCRT412 Articulate, Present and Debate Ideas
- BSBOPS404 Implement Customer Service Strategies
- BSBPMG430 Undertake Project Work





## BSB40420 CERTIFICATE IV HUMAN RESOURCE MANAGEMENT



Achieve a nationally accredited qualification while still at secondary school.



Personalised study experience and innovative online learning platform.



Competency-based learning that prepares students for the workplace and further study.

### Overview

The Certificate IV in Human Resource Management provides students with employment opportunities such as Human Resources Officer, Human Resources Coordinator, and Payroll Officer. The award may be used as a pathway into the Diploma of Business, or undergraduate business studies.

### Course Description

The course provides the industry knowledge and skills required to pursue a human resources role in the corporate sector. Students develop the skills and knowledge to perform administrative tasks, coordinate recruitment processes, manage team and provide guidance to others in the workplace.

### Course Availability

The course is available to students in Year 10, 11 and 12.

### Entry Requirements

- Satisfactory school curriculum progression and endorsement from the school's designated representative
- Achievement of a satisfactory result in the College's Language, Literacy and Numeracy Admission Test
- An interview to gauge an applicant's aptitude and suitability to the intended course may be required at the College's discretion

### Course Delivery

Online delivery over six terms with weekly online classes and one day each term at our Brisbane campus.

### Course Structure | 12 units

#### Core Units | 6 units

- BSBHRM411 Administer Performance Development Processes
- BSBHRM421 Support Employee and Industrial Relations
- BSBHRM413 Support the Learning and Development of Teams and Individuals
- BSBHRM415 Coordinate Recruitment and Onboarding
- BSBHRM417 Support Human Resource Functions and Processes
- BSBWHS411 Implement and Monitor WHS Policies, Procedures and Programs

#### Elective Units | 6 units

- BSBCMM412 Lead Difficult Conversations
- BSBHRM414 Use Human Resources Information Systems
- BSBCMM411 Make Presentations
- BSBCRT412 Articulate, Present and Debate Ideas
- BSBPMG430 Undertake Project Work
- BSBWRT411 Write Complex Documents





## BSB40820 CERTIFICATE IV IN MARKETING AND COMMUNICATION



Achieve a nationally accredited qualification while still at secondary school.



Personalised study experience and innovative online learning platform.



Competency-based learning that prepares students for the workplace and further study.

### Overview

The Certificate IV in Marketing and Communication provides students with employment opportunities such as Digital Marketing Assistant, Digital Marketing Coordinator and Marketing Officer. The award may be used as a pathway into the Diploma of Business or undergraduate business studies.

### Course Description

The course reflects the role of individuals wanting to gain marketing and communications skills and knowledge. Students develop the skills and knowledge required to conduct market research, analyse customer behaviour, develop and implement marketing strategy and produce marketing-related documents.

### Course Availability

The course is available to students in Year 10, 11 and 12.

### Entry Requirements

- Satisfactory school curriculum progression and endorsement from the school's designated representative
- Achievement of a satisfactory result in the College's Language, Literacy and Numeracy Admission Test
- An interview to gauge an applicant's aptitude and suitability to the intended course may be required at the College's discretion

### Course Delivery

Online delivery over six terms with weekly online classes and one day each term at our Brisbane campus.

### Course Structure | 12 units

#### Core Units | 6 units

- BSBCMM411 Make Presentations
- BSBCRT412 Articulate, Present and Debate Ideas
- BSBMKG433 Undertake Marketing Activities
- BSBMKG435 Analyse Consumer Behaviour
- BSBMKG439 Develop and Apply Knowledge of Communications Industry
- BSBWRT411 Write Complex Documents

#### Elective Units | 6 units

- BSBMKG434 Promote Products and Services
- SIRXMKT006 Develop a Social Media Strategy
- BSBOPS404 Implement Customer Service Strategies
- BSBTEC303 Create Electronic Presentations
- BSBTWK503 Manage Meetings
- BSBTWK401 Build and Maintain Business Relationships





## 10971NAT CERTIFICATE IV IN JUSTICE STUDIES



Achieve a nationally accredited qualification while still at secondary school.



Personalised study experience and innovative online learning platform.



Competency-based learning that prepares students for the workplace and further study.

### Overview

The Certificate IV in Justice Studies provides students with employment pathways across many different fields including community services, legal services, and court operations. The award may be used for possible academic credit towards undergraduate studies.

### Course Description

The course provides students with the specialist skills and knowledge required to perform legal duties including interpreting and applying legislation to provide support and advice on justice-related issues and working effectively in crime and justice sector. Students also learn how to conduct research from primary and secondary sources to complete justice-related tasks.

### Entry Requirements

- Satisfactory school curriculum progression and endorsement from the school's designated representative
- Achievement of a satisfactory result in the College's Language, Literacy and Numeracy Admission Test
- An interview to gauge an applicant's aptitude and suitability to the intended course may be required at the College's discretion

### Course Delivery



#### Online Delivery

Weekly online class over four terms.  
Minimum number of students per intake required.



#### Regional School Delivery

Weekly in-school online delivery with the support of an in-school teacher.

### Course Structure | 10 units

#### Core Units | 6 units

- BSBLEG421 Apply Understanding of the Australian Legal System
- NAT10971001 Provide Information and Referral Advice on Justice Related Issues
- NAT10971002 Prepare Documentation for Court Proceedings
- NAT10971003 Analyse Social Justice Issues
- PSPREG033 Apply Regulatory Powers
- BSBXCM401 Apply Communication Strategies in the Workplace

#### Elective Units | 4 units

- BSBTWK503 Manage Meetings
- BSBPEF402 Develop Personal Work Priorities
- PSPCRT011 Provide Court Support to Indigenous Clients
- PSPCRT017 Provide Support to Self-Represented Litigants

### Course Availability

The course is available to students in Year 10, 11 and 12.





## BSB50820 DIPLOMA OF PROJECT MANAGEMENT



Achieve a nationally accredited qualification while still at secondary school.



Personalised study experience and innovative online learning platform.



Competency-based learning that prepares students for the workplace and further study.

### Overview

The Diploma of Project Management provides students with employment opportunities across many job roles, including Project Scheduler, Project Coordinator, Assistant Project Manager, Project Manager. The award may also provide credit towards undergraduate studies.

### Course Description

The Diploma of Project Management program provides students with well-developed skills and broad knowledge to apply solutions to a defined range of unpredictable problems and analyse information. Students also develop the skills to manage projects, lead and provide guidance to others.

### Entry Requirements

- Satisfactory school curriculum progression and endorsement from the school's designated representative
- Achievement of a satisfactory result in the College's Language, Literacy and Numeracy Admission Test
- An interview to gauge an applicant's aptitude and suitability to the intended course may be required at the College's discretion

### Course Delivery

Online delivery with weekly online classes and 1 day each term at our Brisbane campus over six terms.

### Course Availability

The course is available to students in Year 10, 11 and 12.

### Course Structure | 12 units

#### Core Units | 8 units

- BSBPMG530 Manage Project Scope
- BSBPMG531 Manage Project Time
- BSBPMG532 Manage Project Quality
- BSBPMG533 Manage Project Cost
- BSBPMG534 Manage Project Human Resources
- BSBPMG535 Manage Project Information and Communication
- BSBPMG536 Manage Project Risk
- BSBPMG540 Manage Project Integration

#### Elective Units | 4 units

- BSBCMM511 Communicate with Influence
- BSBCRT511 Develop Critical Thinking in Others
- BSBOPS501 Manage Business Resources
- BSBWHS521 Ensure a Safe Workplace for a Work Area





## SPECIALISED SKILLS-SET BUSINESS PROGRAMS

### Program Overview

Our Skills Set Programs combine four units of study from our BSB30120 Certificate III in Business and are designed to assist students develop skills in their particular areas of interest - customer engagement, technology and workplace practices. The programs may also provide students with up to three QCE points depending on unit selection and may be used for credit towards a BB30120 Certificate III in Business award. Students can elect to study more than one skills-set or complete the entire BSB30120 Certificate III in Business.

### Why study a Skills Set Program?

- A recognised leader in the delivery of In-school vocational programs.
- Skill-sets may provide students with ATAR equivalency and up to three QCE points.
- Potential credit transfer towards a BSB30120 Certificate III in Business.
- Students can choose a skills-set in their individual area of interest.
- Personalised study experience and strong student support.
- Competency-based learning that prepares students for the workplace.

### Entry Requirements

- Satisfactory school curriculum progression and endorsement from the school's designated representative
- Achievement of a satisfactory result in the College's Language, Literacy and Numeracy Admission Test
- An interview to gauge an applicant's aptitude and suitability to the intended course may be required at the College's discretion

### Course Delivery

Self-paced online studies with the trainer's support and direction.

### Course Fees

Tuition fees per skills-set program (four units): \$495.00

### Course Duration

Classes are delivered within 10 weeks.

### Specialised Skill-sets Programs

Students can choose from skill-sets in:

### WORKPLACE PRACTICES

- BSBWHS311 Assist With Maintaining Workplace Safety
- BSBXCM301 Engage in Workplace Communication
- BSBWRT311 Write Simple Documents
- BSBPEF301 Organise Personal Work Priorities

### CUSTOMER ENGAGEMENT

- BSBOPS304 Deliver and Monitor Service to Customers
- BSBOPS305 Process Customer Complaints
- BSBCRT311 Apply Critical Thinking Skills in a Team Environment
- BSBSUS211 Participate in Sustainable Work Practices

### TECHNOLOGY

- BSBTEC301 Design and Produce Business Documents
- BSBTEC302 Design and Produce Spreadsheets
- BSBTEC303 Create Electronic Presentations
- BSBWRT311 Write Simple Documents



# Key Information

Barrington College has RTO and CRICOS registrations enabling the delivery of vocational education and training to domestic and international secondary school students.

Our In-school programs are developed by industry experts and provide a blended mix of theoretical and practical training.

Completing a vocational course through Barrington College may enable students to earn credit towards undergraduate study, provide employment opportunities, and open further study pathways.

## CAMPUS TOUR

Book a personalised campus tour and study consultation with one of our student recruitment representatives to learn how we can help you follow your passion and achieve your career goals in:

Bar and Barista Operations  
Business Management  
Justice Studies  
Human Resource Management  
Kitchen Operations  
Marketing & Communication  
Project Management

## OUR CONTACT DETAILS

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**Gold Coast Campus**  
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Queensland 4215



## ONLINE APPLICATION FORM

The information in this brochure was accurate at the time of printing and is intended to be used as a guide only. Barrington College reserves the right to amend or delete any information contained in this brochure without notice. Students should refer to [barringtoncollege.edu.au](http://barringtoncollege.edu.au) for the most up-to-date information. Terms and conditions apply.  
RTO 45030 CRICOS 03552K

