



Learn Smarter • Learn Better

University Preparation College

Sydney • Australia ACN 116 021 535 RTO 91364 CRICOS 02751M



UPC TERMS SHEET FOR CSE STUDENTS

Special fees

Following special fees are applied:

- UPC offers 25% special discount of tuition fees to CSE students. You will pay only \$1,500 per term for the rest of your course.
- You will pay 50% of the learning materials: \$75 (CHC30113) and \$125 (CHC50113).
- We will waive the application fee of \$300.

Recognition of in-completed works

We understand the your stress and uncertainty regarding to your work you have already done at CSE. We will recognise them as much as possible through three processes:

1. **Normal credit transfer** of any units that you have been competent.
2. **Partial recognition** of either the theoretical or practical component of any unit of competency that you have done. It means that if you have successfully completed (“Satisfactory”) either the theoretical component (Quiz and/or assignment) or practical component (work placement) of a Unit, you will only have to do the other component.
3. **Marking of your quizzes, assignments and work placement logbook** – Our assessor will mark your quizzes, assignments and WP logbooks if your former trainer/assessor has not done so.

How to proceed from here?

While your competent units are displayed in the USI database, other cases (Items 2 and 3) are not.

To proceed with partial recognition,

- you have to collect all the work you have done, of units which are not yet competent, including any quizzes, assignments and work placement logbook records.
- contact us to book a meeting (No obligation and free of charge) with one of our assessors. Remember to complete the Credit Transfer Form and bring all relevant materials to the meeting.
- the assessor will discuss with you about your un-completed units during the meeting and will provide you a report on how to proceed with your credit transfer requirement and the cost of marking your assessment and/or gap training.
- You will make your own decision how to proceed from there.

Please contact us to obtain the Credit Transfer Form and make the appointment.

- Sydney - Ada Liu: Mobile: 0451 480 680 Email: adal@upc.edu.au
- Melbourne – Edith Leung: Mobile: 0490 875 102 Email: yukl@upc.edu.au

UPC Pty Ltd (Trading as University Preparation College): ABN 60 116 021 535 • RTO 91364 • CRICOS 02751M

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Sydney: Grond Floor, 1-5 Randle St, Surry Hills, NSW 2010 • **Melbourne:** Level 1, Suite 110, 1 Queens Rd, Melbourne, VIC 3004

Training program

The College will set up a training program combining online and classroom modes to save your time and to minimise tuition fee.

Timetables

Course	Sydney Campus	Melbourne Campus
CHC30113	First 7 weeks: <ul style="list-style-type: none">➤ Class-room: Mon & Tue➤ Structure self-study: 6 hours Weeks 8 and 9: Work placement	First 7 weeks: <ul style="list-style-type: none">➤ Class-room: Mon & Tue➤ Structured self-study: 6 hours Weeks 8 and 9: Work placement
CHC50113	Day class <ul style="list-style-type: none">➤ Class-room: Wed & Thur➤ Work placement: One day	Day class <ul style="list-style-type: none">➤ Class-room: Wed & Thur➤ Work placement: One day
	Evening/Weekend class <ul style="list-style-type: none">➤ Classroom: Wed & Thur nights and Saturday (Whole day)➤ Work placement: One day	

Note: Timetables at Melbourne Campus are provisional