



CAMBRIDGE
INTERNATIONAL COLLEGE
A U S T R A L I A



2009 Plan for the future

MELBOURNE • ADELAIDE • PERTH

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Mission Statement

“Cambridge International College provides affordable and high quality education in a friendly environment.”

WELCOME

Cambridge International College (CIC) provides students and trainees with a range of English language and vocational education programs designed to expertly prepare you for higher education or employment in Australia and abroad.

Our courses are designed by highly qualified staff with extensive industry and teaching experience to achieve teaching and learning excellence, flexibility and personal satisfaction. The College's links with business and industry ensures that our study programs are appropriate to their needs.

For those who are interested in further education, we have excellent links to universities to help students and trainees who wish to go on to further studies.

In addition to providing excellent educational facilities, we endeavour to enhance their experiences by providing a wide range of social activities to ensure their time at CIC provides an unforgettable life experience.

I hope this guide helps you make the correct choice to ensure your educational goals are satisfied. If you have further questions, please feel free to contact us.



Roger Ferrett
Managing Director



INTRODUCTION

Cambridge International College (CIC) is a multi campus English language and Vocational Education and Training (VET) institute based in Adelaide, Melbourne and Perth. All campuses are conveniently located in the Central Business Districts (CBD) of each city, with the exception of the Hospitality campus in Perth. All campuses have easy access to public transport.

In addition to being conveniently located, campuses are equipped with modern style classrooms, library resources, student recreational areas including kitchen facilities and computer labs with free access to internet and email. CIC regularly organises extra activities outside of class, which give students and trainees the opportunity to discover some of Australia's most beautiful places. All activities are run by CIC staff members who ensure an English speaking environment at all times. Other activities include Conversation Club, Movie Club, Job Club and group sporting activities.

The atmosphere at CIC is very student friendly. CIC teachers and administration staff are always happy to help students and trainees with any problems which they may face and we work to make them feel at home in the CIC family.

CIC is a Registered Training Organisation (RTO) that meets federal and state educational standards. CIC is fully compliant with the Australian Qualification and Training Framework (AQTF) standards that have been put in place by the state government. CIC delivers Nationally Recognised Training package qualifications taught by qualified trainers and teachers to enrolled students and trainees.

In addition, CIC compliance is regularly monitored through external audits by various government departments.

MELBOURNE

Melbourne

Melbourne is the capital of Victoria and is a fantastic study destination. It is a multicultural and cosmopolitan city which maintains a student friendly environment. The city is safe and offers affordable living. In addition, there are many beautiful parks and gardens, which scatter the city and its surrounds while boasting an enormous range of restaurants serving Australian and world cuisine. Melbourne's weather is very temperate, meaning it is never too hot or too cold. The city is also close to many of Australia's beautiful beaches and national parks and offers ready access for scenic trips like that of the Great Ocean Road or Phillip Island.

Please refer to our website www.cambridgecollege.com.au for information on our Melbourne Campus locations, services and facilities.

For more information on Melbourne and Victoria you can visit: www.visitvictoria.com and www.thatsmelbourne.com.au

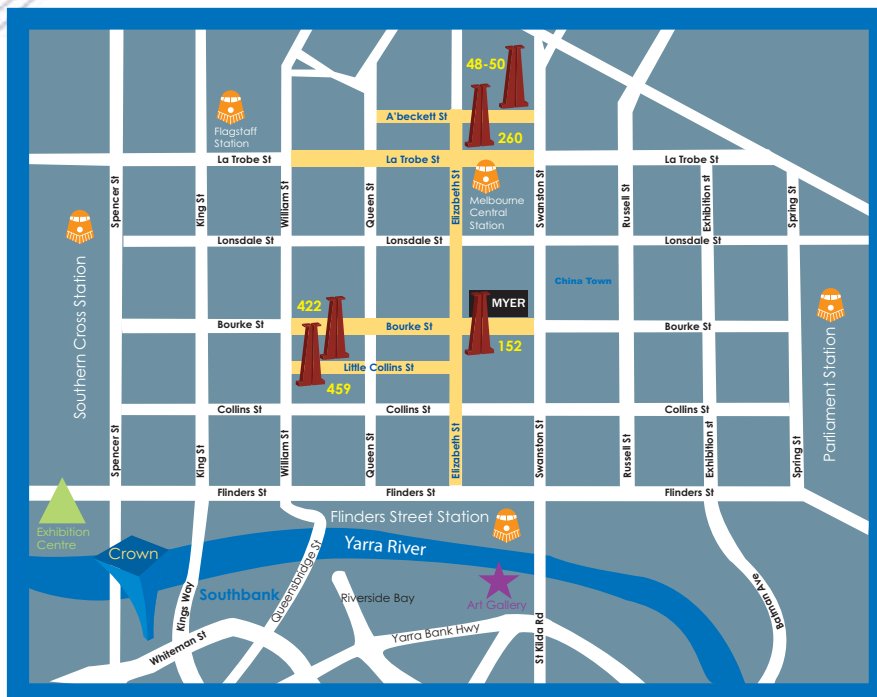


Campuses:

Head Office:
422 Little Collins Street

English Language:
260 La Trobe Street

Other Campuses:
152 Elizabeth Street
48-50 A'Beckett Street
459 Little Collins Street



ADELAIDE



Adelaide

Adelaide is Australia's fifth largest city with a population of one million people. It is the relaxed and friendly atmosphere of the city which makes it attractive to international students. The city boasts easy access to great Australian beaches, parks, state forests and is just a stone's throw away from some of Australia's best wineries. Living in Adelaide is comparably less expensive than other cities, with a lower cost of living than Sydney. However, this does not detract from the city's festive spirit which holds year round events like art, film, music and food festivals celebrating Australian multiculturalism. South Australia enjoys a mild Mediterranean climate with four distinct seasons. These include warm, dry summers with temperatures averaging around 25 degrees Celsius and cool, wet winters with temperatures around 15 degrees Celsius.

Campuses:

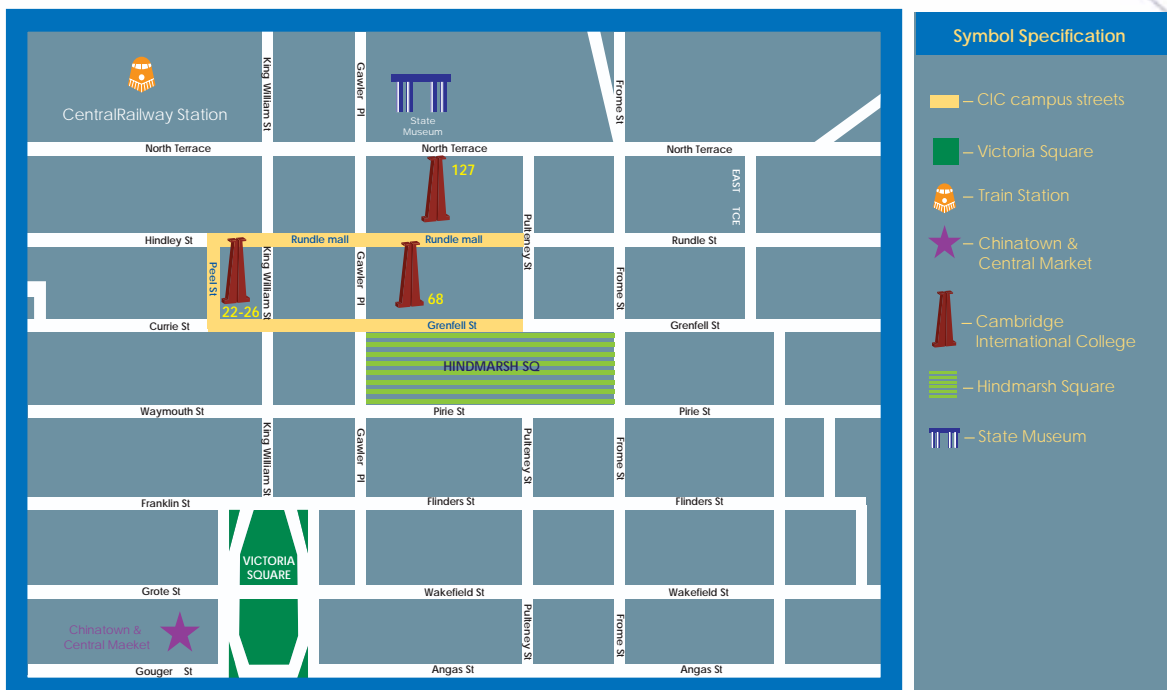
Renaissance Building, 127 Rundle Mall
 Level 10, 68 Grenfell Street
 22-26 Peel Street

Please refer to our website

www.cambridgecollege.com.au for information on our Adelaide Campus locations, services and facilities.

For more information on Adelaide and South Australia you can visit

www.adelaide.southaustralia.com and
www.southaustralia.com



PERTH

Perth

Perth is the capital of Western Australia and is renowned for its beautiful beaches and stunning waterways. With a population of approximately 1.6 million people, it is a fantastic option for students looking to experience the beaches and countryside of Western Australia. It is an extremely popular study destination for students from all over the globe, attracted by the city's average of 300 days of sunshine a year, which, even in its winter months means countless days of blue, sunny skies. The city is famous for its many festivals and concerts, while being within proximity of many natural wonders including World Heritage listed national parks, and other unique Australian attractions.

Please refer to our website www.cambridgecollege.com.au for information on our Perth Campus locations, services and facilities.

For more information on Perth and Western Australia, you can visit:
www.cityofperth.wa.gov.au
www.westernaustralia.com

Campuses:

- 297 Hay Street, East Perth
- 315-317 Albany Highway, Victoria Park*
- 5/8 Zefa Crescent, O'Connor*

* not on map, outside CBD



Symbol Specification	
	— CIC campus streets
	— Royal Perth Hospital
	— Train Station
	— Wellington Square
	— Victoria Square
	— River
	— Cambridge International College

ACTIVITIES



Kumiko Nishiura, Japan

"When I went to Phillip Island with the CIC School Trip, it was my first time I saw kangaroos and the little penguins. The trip was fantastic and impressive and I really enjoyed it."

Activities

Students who come to study at Cambridge International College receive FREE access to innovative and exciting extra-curricular activities and student support services to ensure that the time they spend at CIC is as enjoyable as possible.

Conversation Club

Australian students from Melbourne, Adelaide and Perth universities come to the College twice a week to hold an informal conversation club with our students. This is a great opportunity to meet Australian native speakers and practice English in a fun and relaxed environment.

Movie Club

The Movie Club is a great way for students to get together and practice their listening skills while watching the latest blockbusters. Students watch all the movies with English subtitles enhancing their reading skills.

Sports Club

One afternoon each week, our Student Activities Coordinator takes students to a local park to play Basketball, Tennis and Soccer. This is a fun and relaxing way to spend an afternoon socialising and practicing English with other CIC students and CIC staff.

Excursions

Cambridge International College has a great reputation for organising fun and exciting excursions. We provide the opportunity for all CIC students to see some of Victoria's, South Australia's and Western Australia's best events and scenic sites. We regularly organise trips to go surfing at famous Australian beaches, skiing at winter resorts, sightseeing at the Great Ocean Road, Barossa Valley and Margaret River as well as attending events like the Australian Tennis Open, Formula One Grand Prix and Australian Rules football games and international cricket. Excursions vary according to the time of year and city of study.



The Great Ocean Road

Discover the breathtaking coastline of south-western Victoria. Travel on one of the world's most scenic roads through an extended area that includes the world famous Twelve Apostles, the Otways Rainforest, Bells Beach, the Shipwreck Coast and the Great Ocean Road itself.



ENGLISH



The student must study for a minimum of 10 weeks (Certificate I, II or III) or a minimum of 20 weeks (Certificate IV) and complete all assessment tasks successfully to be awarded the Certificate I, II, III or IV in Spoken and Written English. All students will receive a Cambridge International College certificate which indicates how many weeks have been studied and the level achieved upon completion.

General Purposes English

(91421NSW, 91422NSW, 91423NSW, 91419NSW)

Melbourne

Certificate I CRICOS 063907B

Certificate II CRICOS 063908A

Certificate III CRICOS 063909M

Certificate IV CRICOS 063910G

Adelaide

Certificate I CRICOS 060845B

Certificate II CRICOS 060846A

Certificate III CRICOS 060847M

Certificate IV CRICOS 060848K

Quality Assurance

The Director of Studies is responsible for the quality assurance of delivery, evaluation and course development of all English Language programs at Cambridge International College.

The team of English language instructors who work alongside the Director of Studies are highly qualified and experienced in the Australian education industry and abroad. In addition to being native speakers, they also boast specialist qualifications in teaching English as a second language.

All English language instructors receive regular professional development to ensure that their teaching techniques are consistent with industry standards.

Introduction

Cambridge International College has an excellent reputation for offering high quality English Language courses, with students from over 40 different nationalities.

All of the full time courses include 20 teacher contact hours per week with an optional 4 hours of English language skill training in areas such as Grammar and Pronunciation, which are taught before or after class depending on the student's timetable. Each level is run for 10 weeks and comprises two 5 week study blocks. Classes are held in the morning, afternoon and evening schedules (subject to availability).

At the end of every 5 week study block, the student receives a report from their teacher, which outlines the student's progress during the module. The teachers give each student individual coaching on how to improve upon their weaknesses and build upon their strengths.

*Certificate in Spoken and Written English I,
Certificate in Spoken and Written English II,
Certificate in Spoken and Written English III,
Certificate in Spoken and Written English IV (FS)*

Perth

General English (Beginner-Advanced 4-48 Weeks)

CRICOS 057548D

Our General English courses teach students how to use their English in a wide range of social and personal situations. The course takes a communicative approach to language learning and focuses on a different language skill each day including, speaking, listening, reading and writing. This course is run from Beginner to Advanced levels (subject to availability) and all students are given course materials at the beginning of their course to help guide them through the different levels of study. The skills learned throughout the General English program lay the foundations for further progression of the students' English Language skills.



Lavinia Carrozzi, Italy

"General Purposes English was great fun for me. I enjoyed class conversations, games, excursions, and so many other things. CIC was the right choice for me and I will definitely come back next year!!"



ENGLISH



Cambridge Exam Preparation

(91423NSW, 91419NSW)

Melbourne

Certificate III CRICOS 063909M

Certificate IV CRICOS 063910G

Perth

English for Cambridge Exams (FCE) (10-12 Weeks) CRICOS 028982D

English for Cambridge Exams (CAE Upper Intermediate to Advanced)

CRICOS 057555E

Certificate III – in Spoken and Written English,

Certificate IV – in Spoken and Written English (FS)

Cambridge International College offers intensive preparation for two of the University of Cambridge examinations. The course preparation includes a combination of exam strategies, practice exams and constant development of the student's listening, speaking, reading and writing skills. After the course is complete, the student takes the exam. The Cambridge Exam certificates are recognised by employers in many countries as a precise indication of the student's English Language ability.

First Certificate in English (FCE)

The Cambridge University FCE is regarded as a 'world standard' measurement of English proficiency for work and study. The Cambridge Examination Preparation courses are delivered by specialist and experienced teachers. Students are required to take a CIC English test in order to gain entry into the course.

Certificate in Advanced English (CAE)

The CAE is a Cambridge Exam for students with an advanced level. Students who have passed FCE exam, will still need to take a CAE entry level test. This qualification can be used to enter a number of universities worldwide including some in Australia.

Pathway Programs

Students who complete one 10 week module of the Certificate IV in Spoken and Written English (FS) can move directly into all Certificate and Diploma courses at Cambridge International College. After the completion of the entire Certificate IV in Spoken and Written English (FS), it is also possible for students to gain direct entry into the Certificate and Diploma programs at Holmesglen Institute of TAFE, William Angliss TAFE, Northern Melbourne Institute of TAFE (NMIT), Charles Sturt University, TAFE Tasmania, Australian College of Natural Medicine (ACNM), Australian Federation of Travel Agents (AFTA) and JMC Academy.

English for Academic Purposes

(91419NSW)

Melbourne CRICOS 063910G

Adelaide CRICOS 060848K

Certificate IV in Spoken and Written English (FS)

Cambridge International College specialises in offering English Language tuition for students preparing to enter further studies at a tertiary level. The program helps to develop the student's skills in essay writing, giving oral presentations, reading academic texts and listening to lectures, as well as developing essential life skills such as critical thinking and research procedures which can be transferred to real life scenarios.

Business Purposes English

(91419NSW)

Melbourne CRICOS 063910G

Adelaide CRICOS 060848K

Certificate IV in Spoken and Written English (FS)

This program is designed for students who are preparing for further studies in business and for those who would like to improve their business communication skills for the workplace. During the course students will develop the skills necessary to chair a meeting in English, write business reports, give presentations and develop a sophisticated business vocabulary. The skills acquired on this course are highly regarded in the Australian workplace and can be used to great advantage upon return to the student's home country.



ENGLISH

Study TESOL

(91419NSW)

Melbourne CRICOS 063910G

(Certificate IV in Spoken and Written English - FS)

This program is designed for students who wish to teach English. Students must have an English level of Upper Intermediate or above to enter, and possess strong communication skills to contribute to classes and conduct English Language lessons effectively. Students must also possess a sound knowledge of English language systems (grammar, vocabulary and pronunciation) to teach to a satisfactory standard. Students must plan and execute effective English language lessons during the program. The Cambridge Teacher Knowledge Test (TKT) is taken at the end of the program. Students wishing to enrol in TESOL must undertake an entry level test and a speaking interview.

IELTS Exam Preparation

(Full time) (91419NSW)

Melbourne CRICOS 063910G Adelaide CRICOS 060848K

Certificate IV in Spoken and Written English (FS)

The IELTS Exam Preparation course is aimed at preparing students for both the Academic and General exams. These courses are taught by some of Cambridge International College's most experienced teachers who ensure that by the end of the course all students are thoroughly prepared for the exam. The course consists of practice tests, extensive preparation on the test format and detailed strategies on how to manage each component of the exam. The course is specifically designed to ensure that students achieve the best possible score.

IELTS Exam Preparation

(Part time evening, non-AQF Award course)

The part time IELTS preparation course is run during the evening for 2 hours a day from Monday to Thursday. The course is split into two packages: Speaking and Listening, and Reading and Writing. Students have the option of selecting one or both of these packages depending on which skills they wish to improve.

Academic Exam Preparation

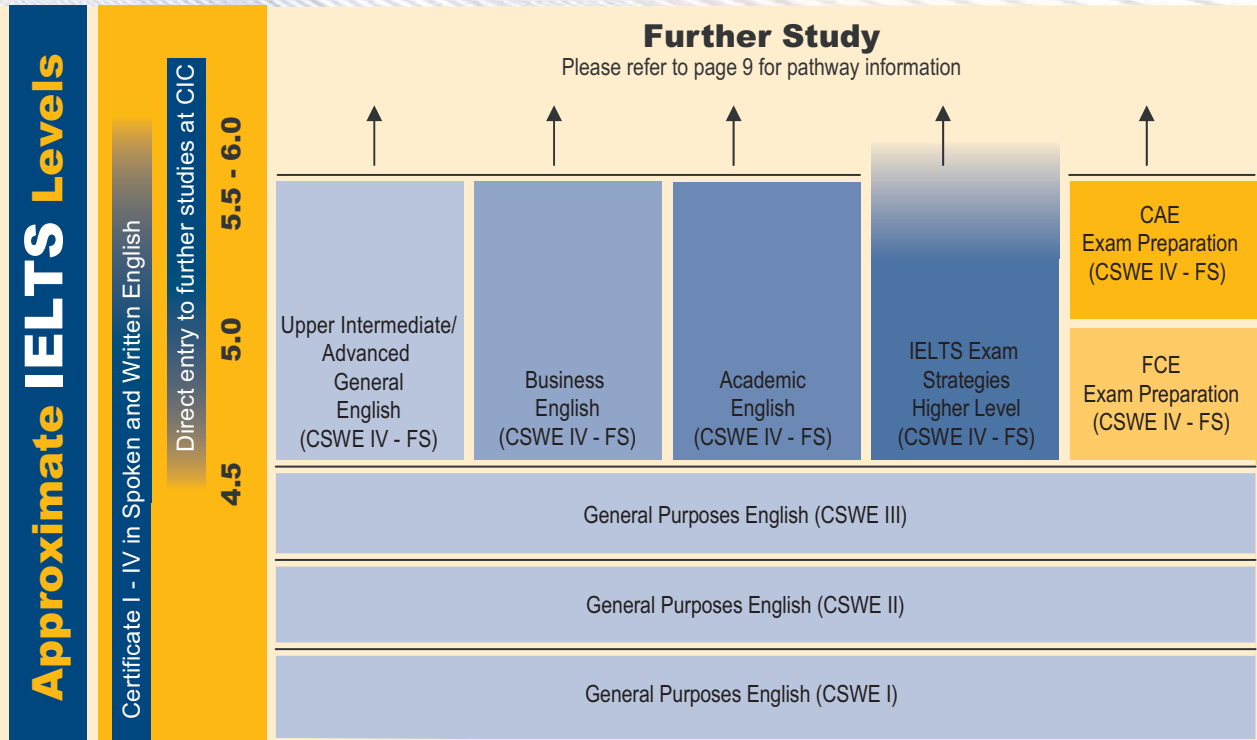
Students who wish to enter further education at one of Australia's universities and TAFEs will most likely need to take the IELTS test. The class is split into two groups: Those who wish to achieve IELTS 5.5 for TAFE purposes and those who wish to score at least IELTS 6.5 for entry into Bachelor or Master Programs at university.

General Exam Preparation

Students who need to attempt the IELTS test for other visa purposes are advised to take the General Exam preparation course. The course is pitched at two different levels: those who wish to score IELTS 6.0 and those who wish to score IELTS 7.0.



ENGLISH



CSWE = Certificate in Spoken and Written English

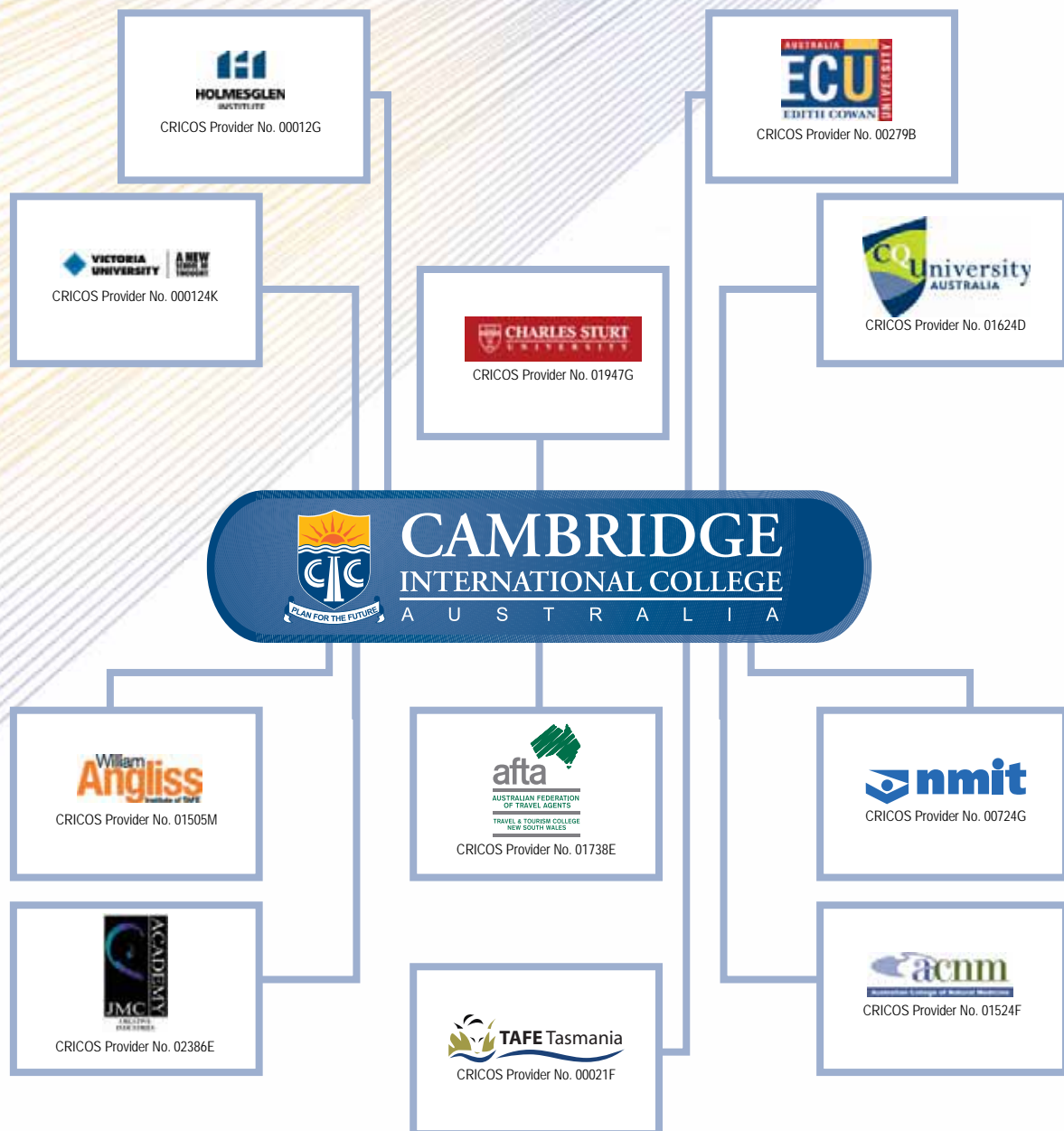
Intermediate Level (IntA)
Certificate III in Spoken and Written English
FREE USE OF INTERNET AND FACILITIES

Sample Timetable

	Monday	Tuesday	Wednesday	Thursday	Friday
9.00am to 10.00am	Continuous Assessment Tasks	Vocabulary and Speaking: Occupations	Video: Listening and discussion	Speaking and Reading	Excursion to Sailing Ship
10.00am to 11.00am	Mini-Test Feedback to students	Grammar: Modals of obligation	Vocabulary: European Settlement in Australia	Analysis of Grammar	Language practice: Giving instructions
11.15am to 12.15pm	Grammar Revision: Structured Speaking	Speaking: Reading Immigration Article from Newspaper	Grammar and Writing: Video response	Vocabulary Revision	Grammar and Vocabulary: Writing a recount
12.15pm to 1.15pm	Vocabulary and Writing: Sentence Structure	Pronunciation Practice	Speaking: Present Perfect	Listening and Speaking: Discussion of newspaper article	Speaking: Excursion discussion
Extras 2.15pm to 3.15pm	<ul style="list-style-type: none"> • Pronunciation • Grammar • Vocabulary • Conversation Club 	<ul style="list-style-type: none"> • Pronunciation • Grammar • Vocabulary 	<ul style="list-style-type: none"> • Pronunciation • Grammar • Vocabulary • Conversation Club • Job Help 	<ul style="list-style-type: none"> • Movie Club • Grammar 	<ul style="list-style-type: none"> • Sports Activities • Independent Learning

OUR PARTNERS

Our established articulation arrangements with reputable Vocational and Higher Education providers offer students valuable pathway options upon completion of their studies with CIC.



NOTE: Please refer to course pages for further information

Certificate III in
Hairdressing
(WRH30106)
Melbourne CRICOS 060008F

HAIRDRESSING

AT MELBOURNE CAMPUS

Certificate IV in Hairdressing (WRH40106)
Melbourne CRICOS 060652M

Diploma of Hairdressing
(Salon Management) (WRH50106)
Melbourne CRICOS 060009E

Description of the Qualifications

Training for the Certificate III in Hairdressing takes place in our modern training salon. Training is delivered by our highly qualified and experienced team who provide trainees with the opportunity to develop the practical skills of cutting, styling and colouring hair. Upon successful completion of the Certificate III in Hairdressing, trainees can progress to the Diploma of Hairdressing (Salon Management) course. This course provides trainees with the essential Business Management knowledge and skills that enables them to establish and manage a successful salon and pursue a prosperous hairdressing career.

In completing both the Certificate III in Hairdressing and the Diploma of Hairdressing (Salon Management), trainees learn and experience all aspects of hairdressing. On completion of the course, trainees can be given assistance with securing employment in a salon. Trainees who wish to enhance the practical skills of cutting, styling and colouring hair have the opportunity to undertake the Certificate IV in Hairdressing.

For further information on the course content please refer to the course syllabus at the back of the brochure.

Work Experience

In addition to the training undertaken in the Certificate III in Hairdressing and Diploma of Hairdressing (Salon Management) courses, trainees are given the opportunity to undertake work experience.

Duration

The Certificate III in Hairdressing is delivered over 45 weeks at 20 hours per week. The Diploma of Hairdressing (Salon Management) is delivered over a further 27 weeks at 20 hours per week. In total, the trainees will complete 72 weeks of study in 2 academic years. Certificate IV is delivered over a further 13 weeks at 35 hours per week. The study mode is full time and consists of 20 hours per week. Trainees have the option to study in a daytime or evening schedule subject to availability. Information on course CRICOS registration can be found at:

<http://cricos.deewr.gov.au>

Career Opportunities

This course opens opportunities to work as a salon operator, a hair stylist or as a sales consultant for hair products.

Entry Requirements

Satisfactory completion of Year 11 is required for entry into the Certificate III in Hairdressing. Satisfactory completion of Certificate III in Hairdressing is required for entry into the



Certificate IV in Hairdressing. Satisfactory completion of Year 12 is required for entry into the Diploma of Hairdressing. Mature age trainees with relevant work experience may be admitted through interview or assessment. Evidence of a minimum English level of IELTS 5.0 or the equivalent is required for entry into Certificate III in Hairdressing. IELTS 5.5 or the equivalent is required for entry into the Certificate IV & Diploma of Hairdressing.

Pathway Programs

Cambridge International College provides pathways for trainees who are interested in pursuing further studies at a university level with a focus on the business side of the industry. Trainees will gain 4 credits advance standing at Holmesglen Institute of TAFE into the Bachelor of Business (Administration) (CRICOS BXAD06).



CRICOS Provider No. 00012G

Refer to www.cambridgecollege.com.au and DIAC www.immi.gov.au for more information.

AUTOMOTIVE MECHANICAL TECHNOLOGY

AT MELBOURNE CAMPUS

Certificate III in
Automotive Mechanical
Technology
(AUR30405)

Melbourne CRICOS 062114K

and Diploma of Business
(Frontline Management)
(BSB51004)

Melbourne CRICOS 056646K

(see details on facing page)

Description of the Qualifications

The Certificate III in Automotive Mechanical Technology is designed to provide trainees with suitable skills in the Automotive trade. The course also provides exposure to workshop practices and procedures, allowing opportunities for trainees to enter the Automotive industry. Trainees will be taught to service, repair and diagnose faults in motor vehicles weighing up to 4.5 tonnes and are also taught how to diagnose, service and repair faults in light vehicle engines, transmission, suspension, steering, brake, electrical systems and components. The structure of the course gives trainees a sound understanding of the vehicles' construction, component identification and operating principles.

The Diploma of Business (Frontline Management) course has been specifically designed to develop the trainee's management skills in the workplace. The course focuses on building communication, leadership and planning skills which are fundamental in all managerial positions. The trainees will be guided through a range of subjects which concentrate on preparing them for a broad range of managerial tasks from managing people to managing budgets and financial plans. Our Business teachers are highly qualified and experienced. This enables them to give the best support and instruction to the trainees. The Diploma qualification is designed to further the trainees' employment opportunities after graduation.

For further information on the course content please refer to the course syllabus at the back of the brochure.

Work Experience

Cambridge International College uses its industry networks to provide the trainee with the opportunity to undertake work experience in the Automotive field (additional fees apply).

Duration

The Certificate III in Automotive Mechanical Technology is delivered over 36 weeks in one academic year and comprises four, 9 week terms per year. The study mode is full time and consists of 20 hours per week. Trainees have the option to study in a daytime or evening schedule subject to availability.

The Diploma of Business (Frontline Management) is delivered over 36 weeks in one academic year and comprises four, 9 week terms per year. Trainees who undertake both the Certificate III in Automotive Mechanical Technology and Diploma of Business (Frontline Management) courses will complete 72 weeks of study in 2 academic years. The study mode is full time and consists of 20 hours per week.



BUSINESS FRONTLINE MANAGEMENT

AT MELBOURNE CAMPUS



Trainees have the option to study in a daytime or evening schedule subject to availability.

Information on course CRICOS registration can be found at: <http://cricos.deewr.gov.au/>

Career Opportunities

The Certificate III in Automotive Mechanical Technology opens opportunities to work as a light vehicle motor mechanic in the Automotive industry.

Completing both the Certificate III in Automotive Mechanical Technology and the Diploma of Business (Frontline Management) opens opportunities to work as a Supervisor or Junior Manager in the Automotive industry.

Entry Requirements

The entry requirements for these courses are the successful completion of Year 11 or the equivalent level of studies in the trainee's home country and minimum English level of IELTS 5.5 or equivalent. A Year 12 pass or its equivalent in science related subjects is desirable.

Pathway Programs

Cambridge International College provides pathways into further education with various universities in Australia. Trainees who complete both the Certificate III in Automotive Mechanical Technology and the Diploma of Business (Frontline Management) will gain entry into Holmesglen Institute of TAFE into the first year of their Bachelor of Business (Administration) (CRICOS BXAD06).



CRICOS Provider No. 00012G



Refer to www.cambridgecollege.com.au and DIAC www.immi.gov.au for more information.

GRAPHIC PRE-PRESS

AT ADELAIDE, MELBOURNE AND PERTH CAMPUSES

Certificate III in Printing and
Graphic Arts (Graphic Pre-Press)
(ICP30205)
Adelaide CRICOS 058733F, Melbourne CRICOS 058298J
Perth CRICOS 063994J

and Diploma of Multimedia
(CUF50701)
Adelaide CRICOS 058734E, Melbourne CRICOS 043985J
Perth CRICOS 063993K

Description of the Qualifications

The Certificate III in Printing and Graphic Arts (Graphic Pre-Press) is suitable for trainees wishing to gain a broad and thorough knowledge of the Printing and Graphic Arts industry. The course provides the opportunity to develop pre-press skills in typography, design and layout, preparation of files for print, scanning images, image outputting, imposition and a range of current industry software applications. The Diploma of Multimedia provides trainees with skills and knowledge to work in many areas of multimedia design and production across the arts, entertainment, e-commerce and media industries. The Diploma course develops Multimedia skills in graphic arts, web page development, 2D and 3D animation, screen design, multimedia authoring, scripting languages and advanced HTML. On completion of both courses trainees should have the skills to perform as a Pre-press tradesperson or work as a member of a Multimedia development team.

For further information on the course content please refer to the course syllabus at the back of the brochure.

Work Experience

Cambridge International College uses its industry networks to provide the trainee with the opportunity to undertake work experience in the Graphic Pre-Press field. (additional fees apply)

Duration

This course is delivered over 2 academic years and comprises four, 9 week terms per year. The Certificate III in Printing and Graphic Arts (Graphic Pre-Press) is delivered over 36 weeks. The Diploma of Multimedia is delivered over 36 weeks. Trainees who undertake both the Certificate III in Printing and Graphic Arts (Graphic Pre-Press) and Diploma of Multimedia courses will complete 72 weeks of study. The study mode is full time, which consists of 20 hours per week. Trainees have the option to study in a daytime or evening schedule subject to availability. Information on course CRICOS registration can be found at:

<http://cricos.deewr.gov.au>

Career Opportunities

This course opens opportunities to work as a member of a Multimedia development team or perform the duties of a Pre-press tradesperson.

Entry Requirements

The entry requirements for these courses are the successful completion of Year 11 or the equivalent level of studies in the trainee's home country and minimum English level of IELTS 5.5 or equivalent.

Pathway Programs

Cambridge International College provides pathways into further education with various universities in Australia. Trainees who successfully complete the Certificate III in Printing and Graphic Arts (Graphic Pre-Press) and Diploma of Multimedia will gain 1 year (8 credits) advanced standing into the Bachelor of Digital Innovation (CRICOS 059401G) at Central Queensland University (Melbourne Campus). Trainees who are interested in furthering their studies with a focus on the business side of the industry may gain advanced standing (4 credits) at Holmesglen Institute of TAFE in their Bachelor of Business (Administration) (CRICOS BXAD06). Trainees who successfully complete the Certificate III in Printing and Graphic Arts (Graphic Pre-Press) and Diploma of Multimedia at our Perth campus will gain up to a maximum of 60 credit points advanced standing into the Bachelor of Science (Digital Media) (CRICOS 045588F) at Edith Cowan University (Perth Campus).



CRICOS Provider No. 01624D



CRICOS Provider No. 00012G



CRICOS Provider No. 00279B

Refer to www.cambridgecollege.com.au and DIAC www.immi.gov.au for more information.



Advanced Diploma of
Multimedia
(CUF60501)
Melbourne CRICOS 043986G

MULTIMEDIA

AT MELBOURNE CAMPUS



Description of the Qualification

For trainees who are interested in pursuing the Diploma of Multimedia qualification at a higher level, Cambridge International College offers the possibility of further study after completion. The Advanced Diploma requires a further 6 months study which is designed to give trainees a more in-depth knowledge of the Multimedia industry, software packages and design techniques. This course provides trainees with a fantastic opportunity to obtain an advanced qualification. This gives trainees an edge for future job opportunities and/or further study at university level.

For further information on the course content please refer to the course syllabus at the back of the brochure.

Duration

The Advanced Diploma of Multimedia is delivered over 18 weeks of study in 6 months, and comprises two, 9 week terms. The study mode is full time, which consists of 20 hours per week. Trainees have the option to study in a daytime or evening schedule subject to availability. Information on course CRICOS registration can be found at: <http://cricos.deewr.gov.au/>

Career Opportunities

On completion of both courses trainees should have the skills to perform as a member of a Multimedia development team.

Entry Requirements

The entry requirements for this course are the successful completion of the Diploma of Multimedia and IELTS 5.5 or equivalent.

Refer to www.cambridgecollege.com.au and DIAC www.immi.gov.au for more information.



COMMUNITY WELFARE WORK

Diploma of
Community Welfare Work
(CHC50702)
Adelaide CRICOS 058735D, Melbourne CRICOS 051091C
Perth CRICOS 063995G

AT ADELAIDE, MELBOURNE AND PERTH CAMPUSES

Description of the Qualification

The Diploma of Community Welfare Work is designed to prepare trainees to work at a professional level in the Human Services industry. During the course trainees will develop various skills to enhance their ability to communicate and aid the sector in which they decide to specialise. Once completed, trainees will be qualified to work in any number of government departments and non governmental organisations (NGOs) which service the community both in Australia and internationally. In addition to providing trainees with the communication skills necessary to be counsellors, the course also incorporates a management component which will prepare trainees for industry specific project management and incorporates targeted managerial skills for working in teams. The course delivered at our Melbourne campus is recognised and accredited by the Australian Institute of Welfare and Community Workers (AIWCW). Cambridge International College is recognised by the industry as a leader in providing this course. Please refer to www.cambridgecollege.com.au for more campus accreditation information.

For further information on the course content please refer to the course syllabus at the back of the brochure.

Work Experience

The course incorporates field placement within the community sector, which makes up an essential part of the course.

Duration

The Diploma of Community Welfare Work is delivered over 72 weeks of study in 2 academic years, and comprises four, 9 week terms per year. The study mode is full time and consists of 20 hours per week. Trainees have the option to study in a daytime or evening schedule subject to availability. Information on course CRICOS registration can be found at: <http://cricos.deewr.gov.au/>

Career Opportunities

On successful completion of this program trainees will be qualified to apply for a position as a case manager, early intervention coordinator, program manager, community worker, youth worker and juvenile justice worker.

Entry Requirements

The entry requirements for this course are the successful completion of Year 12 or the equivalent level of studies in the trainee's home country, minimum English level of IELTS 5.5 or equivalent and minimum age of 21.



Pathway Programs

Cambridge International College provides pathways into further education with various universities in Australia. Trainees who are interested in pursuing the qualification at a university level will gain a minimum 1 year advanced standing in the Bachelor of Social Work (CRICOS 023711A) at Victoria University (VU) if they successfully complete the Diploma of Community Welfare Work. On completion of the Diploma of Community Welfare Work the trainee will be eligible to apply for a second year of advanced standing in the Bachelor of Social Work. Trainees who are interested in furthering their studies with a focus on the business side of the industry may gain advanced standing (4 credits) at Holmesglen Institute of TAFE in their Bachelor of Business (Administration) (CRICOS BXAD06). Trainees who successfully complete the Diploma of Community Welfare Work at our Perth campus will be eligible to apply for up to a maximum of 120 credit points advanced standing into the Bachelor of Social Science (CRICOS 034447K) at Edith Cowan University (Perth Campus).



CRICOS Provider No. 00012G



CRICOS Provider No. 000124K



CRICOS Provider No. 00279B

Refer to www.cambridgecollege.com.au and DIAC www.immi.gov.au for more information.

Diploma of Youth Work
(CHC50502)
Melbourne CRICOS 058299G

YOUTH WORK

AT MELBOURNE CAMPUS

Description of the Qualification

The Diploma of Youth Work is designed to prepare trainees to work at a professional level in the Human Services industry, specifically the Youth Services field. This involves working with teenagers in areas such as community organisations, traditional community church organisations, self-help organisations, local government and statutory services. During the course trainees will be taught to develop an understanding of Indigenous culture and history, ethnic cultures, community cultures and to work with local communities in the provision of specific youth services. The course is offered as an addition to the Diploma of Community Welfare Work with a minimum number of subjects to complete due to credits from the Diploma of Community Welfare Work. On successful completion of this program trainees will be qualified to apply for a position as a case manager, early intervention coordinator, program manager, community worker, youth worker and juvenile justice worker.

For further information on the course content please refer to the course syllabus at the back of the brochure.

Duration

Trainees who wish to complement their Diploma of Community Welfare Work and increase their employment options have the opportunity to undertake the Diploma of Youth Work. The course includes a number of the same curriculum units as studied in the Diploma of Community

Welfare Work; therefore trainees would only have to study for a further 2, nine week terms, (18 weeks total) to complete the Diploma of Youth Work.

The study mode is full time and consists of 20 hours per week. Trainees have the option to study in a daytime or evening schedule subject to availability.

Information on course CRICOS registration can be found at: <http://cricos.deewr.gov.au/>

Career Opportunities

This course opens opportunities to work as a Youth Worker.

Entry Requirements

The entry requirements for this course are successful completion of the Diploma of Community Welfare Work. Please see entry requirements of the Diploma of Community Welfare Work.

Pathway Programs

Cambridge International College provides pathways into further education with various universities in Melbourne. Trainees who are interested in pursuing the qualification at a university level will gain a minimum 1 year advanced standing in the Bachelor of Social Work (CRICOS 023711A) at Victoria University (VU) if they successfully complete the Diploma of Community Welfare Work and the Diploma of Youth Work. On completion of the Diploma of Community Welfare Work and Diploma of Youth Work, the trainee will be eligible to apply for a second year of advanced standing in the Bachelor of Social Work. Trainees who have completed the Diploma of Community Welfare Work and the Diploma of Youth Work and are interested in furthering their studies with a focus on the business side of the industry may gain advanced standing (4 credits) at Holmesglen Institute of TAFE in their Bachelor of Business (Administration) (CRICOS BXAD06).



CRICOS Provider No. 00012G



CRICOS Provider No. 000124K



Refer to www.cambridgecollege.com.au and DIAC www.immi.gov.au for more information.

HOSPITALITY MANAGEMENT

AT PERTH CAMPUS

Certificate III
in Hospitality
(Commercial Cookery)
(THH31502)
Perth CRICOS 060862A

Diploma of Hospitality
Management
(THH51202)
Perth CRICOS 050705G

Description of the Qualification

The Certificate III in Hospitality (Commercial Cookery) is designed to provide trainees with suitable skills to enter the industry. Trainees will learn to work in commercial kitchens, canteens, and in public facilities such as restaurants and cafes. The Diploma of Hospitality Management has been specifically designed to develop the trainees management skills in the workplace. It focuses on building communication, leadership and planning skills which are fundamental in all managerial positions.

For further information on the course content please refer to the course syllabus at the back of the brochure.

Work Experience

In addition to the training undertaken in the Certificate III in Hospitality (Commercial Cookery) and Diploma of Hospitality Management courses, trainees are offered assistance in finding paid work.

Duration

The Certificate III in Hospitality (Commercial Cookery) is delivered over 45 weeks and comprises five, 9 week terms. The Diploma of Hospitality Management is delivered over 27 weeks and comprises three, 9 week terms. Trainees who undertake both courses will complete 72 weeks of study in 2 academic years. The Certificate III in Hospitality (Commercial Cookery) must be completed before the Diploma of Hospitality Management can be awarded. The study mode is full time and consists of 20 hours per week. Trainees have the option to study daytime or evening subject to availability. Information on course CRICOS registration can be found at:

<http://cricos.deewr.gov.au/>

Career Opportunities

The course opens opportunities to gain employment as a cook in commercial kitchens, canteens, and in public facilities such as restaurants and cafes.

Entry Requirements

The entry requirements for the Certificate III in Hospitality (Commercial Cookery) are the successful completion of Year 11 or the equivalent level of studies in the trainees home country and minimum English level of IELTS 5.5 or equivalent. The entry requirements for the Diploma of Hospitality Management is successful completion of the Certificate III in Hospitality (Commercial Cookery).

Refer to www.cambridgecollege.com.au and DIAC www.immi.gov.au for more information.



Certificate IV in Business
(Marketing)
(BSB40701)
Melbourne CRICOS 053267A, Perth CRICOS 028660M

Diploma of Business
(Marketing)
(BSB50701)
Melbourne CRICOS 053268M, Perth CRICOS 028627A

BUSINESS MARKETING

AT MELBOURNE AND PERTH CAMPUSES

Description of the Qualifications

The Certificate IV in Business (Marketing) and the Diploma of Business (Marketing) are designed for trainees who wish to gain skills and knowledge in business marketing. The courses are designed to build trainees' confidence by providing learning through real life exercises and projects. Our Business teachers are highly qualified and experienced, which enables the teachers to give the best possible support and instruction to the trainees. The Diploma qualification is designed to further the trainees' employment opportunities after graduation.

For further information on the course content please refer to the course syllabus at the back of the brochure.

Duration

The Certificate IV in Business (Marketing) is delivered over two, 9 week terms. The Diploma of Business (Marketing) is delivered over a further two, 9 week terms. Trainees who complete the Certificate IV and Diploma of Business (Marketing) will complete 36 weeks of study in 1 academic year. The study mode is full time and consists of 20 hours per week. Trainees have the option to study in a daytime or evening schedule subject to availability.

Information on course CRICOS registration can be found at: <http://cricos.deewr.gov.au/>

Career Opportunities

The course opens opportunities to work as part of a marketing team or in market research.

Entry Requirements

The entry requirements for the Certificate IV in Business (Marketing) is the successful completion of Year 11 or the equivalent level of studies in the trainee's home country and minimum English level of IELTS 5.5 or equivalent. The entry requirements for the Diploma of Business (Marketing) is successful completion of the Certificate IV in Business (Marketing).

Pathway Programs (Melbourne)

Cambridge International College provides pathways into further education with various universities in Australia. Trainees who complete both the Certificate IV and Diploma of Business (Marketing) will gain 1 year (8 credits) advanced standing into the Bachelor of Business (Administration) (CRICOS BXAD06) at Holmesglen Institute of TAFE. Trainees who complete the Certificate IV in Business (Marketing) gain 3 credits advanced standing into the Bachelor of Business (CRICOS 054481J) at Central Queensland University (Melbourne Campus). Trainees who complete both the Certificate IV and Diploma of Business (Marketing) will gain 6 credits advanced standing into the Bachelor of Business (CRICOS 054481J) at Central Queensland University (Melbourne Campus).

Refer to www.cambridgecollege.com.au and DIAC www.immi.gov.au for more information.



CRICOS Provider No. 00012G



CRICOS Provider No. 01624D



NATIONAL RESPONSE TRAINING



BUSINESS FRONTLINE MANAGEMENT

AT MELBOURNE CAMPUS

Certificate III in Business
(Frontline Management)
(BSB30504)
Melbourne CRICOS 056644A

Diploma of Business
(Frontline Management)
(BSB51004)
Melbourne CRICOS 056646K

Description of the Qualifications

The Certificate III in Business (Frontline Management) and the Diploma of Business (Frontline Management) has been specifically designed to develop the trainee's management skills in the workplace. The course focuses on building communication, leadership and planning skills which are fundamental in all managerial positions. The trainees will be guided through a range of subjects which concentrate on preparing them for a broad range of managerial tasks from managing people to managing budgets and financial plans. Our Business teachers are highly qualified and experienced. This enables them to give the best support and instruction to the trainees. The Diploma qualification is designed to further the trainee's employment opportunities after graduation.

For further information on the course content please refer to the course syllabus at the back of the brochure.

Duration

The Certificate III in Business (Frontline Management) is delivered over one, 9 week term. The Diploma of Business (Frontline Management) is delivered over a further three, 9 week terms. Trainees who study both the Certificate III and Diploma will complete 36 weeks of study in 1 academic year. The study mode is full time and consists of 20 hours per week. Trainees have the option to study in a daytime or evening schedule subject to availability. Information on course CRICOS registration can be found at: <http://cricos.deewr.gov.au/>

Career Opportunities

This course opens opportunities to work as a supervisor or junior manager in a variety of industries.

Entry Requirements

The entry requirements for the Certificate III in Business (Frontline Management) is the successful completion of Year 11 or the equivalent level of studies in the trainee's home country for entry into Certificate III in Business (Frontline Management). Trainees must successfully complete Certificate III in Business (Frontline Management) to enter the Diploma in Business (Frontline Management). Trainees must achieve an English level of IELTS 5.5 or equivalent for entry into both courses.

Pathway Programs

Cambridge International College provides pathways into further education with various universities in Australia. On completing the Diploma, trainees who are interested in pursuing the qualification at a university level will gain 1 year

(8 credits) advanced standing into the Bachelor of Business (Administration) (CRICOS BXAD06) at Holmesglen Institute of TAFE. Trainees also gain 4 credits advanced standing into the Bachelor of Business at Central Queensland University (Melbourne Campus) (CRICOS 054481J).



CRICOS Provider No. 00012G



CRICOS Provider No. 01624D



Refer to www.cambridgecollege.com.au and DIAC www.immi.gov.au for more information



ENROLMENT APPLICATION/WRITTEN AGREEMENT

ADELAIDE (CRICOS No 02779K) MELBOURNE (CRICOS No 01718J) PERTH (CRICOS No 01459A)

ENROLMENT DETAILS/PERSONAL DETAILS

Family Name _____ Given Name _____

Date of Birth _____ / _____ / _____ Sex Male Female

Country of Birth _____ Nationality _____

Current Location In Australia Outside Australia Embassy Office _____ Passport No _____

Visa Type Student Working Holiday Tourist Overseas Health Cover (OSHC) Single Family Already Covered

Address (Home Country) _____
 _____ Telephone/Fax _____

Address (Australia) _____

Email _____ Mobile _____

Educational Qualifications Highest Award Achieved _____

English Test IELTS Score _____ Previous Studies in Australia Other _____

Emergency Contact Name _____ Relationship _____
 Telephone _____ Mobile _____

COURSES

English Language Studies (Adelaide, Melbourne & Perth)

- General Purposes English
 Academic English
 Business English

Exam Preparation Classes [] FCE [] CAE [] IELTS [] TESOL
(91421NSW) Certificate I in Spoken & Written English 063907B (VIC) 060845B (SA)
(91422NSW) Certificate II in Spoken & Written English 063908A (VIC) 060846A (SA)
(91423NSW) Certificate III in Spoken & Written English 063909M(VIC) 060847M (SA)
(91419NSW) Certificate IV in Spoken & Written English (FS) 063910G (VIC) 060848K(SA)
General English (Beginner-Advanced 4-48 Weeks) 057548D (WA)

- IELTS Exam Preparation - Part Time Evening

Automotive Mechanical Technology (Melbourne)

- (AUR30405) Certificate III in Automotive
 Mechanical Technology 062114K and
 (BSB51004) Diploma of Business
 (Frontline Management) 056646K

Frontline Management (Melbourne)

- (BSB30504) Certificate III in Business (Frontline Management) 056644A
 (BSB51004) Diploma of Business (Frontline Management) 056646K

Marketing (Melbourne & Perth)

- (BSB40701) Certificate IV in Business (Marketing) 053267A (VIC), 028660M (WA)
 (BSB50701) Diploma of Business (Marketing) 053268M (VIC), 028627A (WA)

Community Welfare Work Studies (Adelaide, Melbourne & Perth)

- (CHC50702) Diploma of Community Welfare Work
 051091C (VIC), 058735D (SA), 063995G (WA)
 (CHC50702) Diploma of Community Welfare Work
 051091C (VIC), 058735D (SA), 063995G (WA)
 (CHC50502) Diploma of Youth Work (2.5 years) 058299G (VIC)

Computer Studies (Adelaide, Melbourne & Perth)

- (ICP30205) Certificate III in Printing & Graphic Arts
 (Graphic Pre-Press) 058298J (VIC) 058733F (SA), 063994J (WA) and
 (CUF50701) Diploma of Multimedia 043985J (VIC) 058734E (SA), 063993K (WA)
 (CUF60501) Advanced Diploma of Multimedia 043986G (VIC)

Hairdressing Studies (Melbourne)

- (WRH30106) Certificate III in Hairdressing 060008F
 (WRH40106) Certificate IV in Hairdressing 060652M
 (WRH50106) Diploma of Hairdressing (Salon Management) 060009E

Hospitality Management (Perth)

- (THH31502) Certificate III in Commercial Cookery 060862A (WA) and
 (THH51202) Diploma of Hospitality (Management) 050705G (WA)

ENGLISH START DATE: _____ / _____ / _____ WEEKS: _____ CERTIFICATE / DIPLOMA START DATE: _____ / _____ / _____

START DATES - 2009 (subject to availability)

English and IELTS Preparation: January 5, February 9, March 16, April 20, May 25, June 29, August 3, September 7, October 12, November 16
FCE and CAE Preparation: January 5, March 23, September 14
Study TESOL: January 5, March 9, May 18, July 27, October 5
Automotive Mechanical Technology: February 2, April 20, July 6, September 21, December 7
Community Welfare Work: February 2, April 20, July 6, September 21 **Youth Work:** August 17
Graphic Pre-Press & Multimedia: February 2, April 20, July 6, September 21, December 7 **Advanced Diploma:** August 17
Frontline Management: April 20, September 21
Marketing: *Melbourne:* February 2, July 6, *Perth:* February 2, April 20, July 6, September 21
Hairdressing: January 5, February 2, March 2, March 30, May 4, June 1, July 6, August 3, August 31, October 5, November 2, November 30
Hospitality: February 2, April 20, July 6, September 21, December 7

SERVICES REQUESTED

- i) Homestay [] Weeks ii) Airport Meeting iii) Accommodation Adelaide

ITEMISED LIST OF FEES

Enrolment Fee: All courses		A\$ 150	
Course Fees:			
English Language courses		A\$ 320	per week
Business English, English Exam Preparation and Study TESOL		A\$ 340	per week
Certificate III in Business (Frontline Management)		A\$ 2000	per course (9 weeks)
Certificate III in Automotive Mechanical Technology		A\$13500	per course (36 weeks)
Diploma of Business (Frontline Management)		A\$ 8000	per course (36 weeks)
Certificate IV in Business (Marketing)		A\$ 4000	per course (18 weeks)
Diploma of Business (Marketing)		A\$ 8000	per course (36 weeks)
Diploma of Community Welfare Work		A\$ 20000	per course (72 weeks)
Diploma of Youth Work		A\$ 4500	per course (18 weeks)
Certificate III in Hospitality (Commercial Cookery)		A\$ 13500	per course (45 weeks)
Diploma of Hospitality Management		A\$ 8000	per course (27 weeks)
Certificate III in Hairdressing		A\$ 12000	per course (45 weeks)
Certificate IV in Hairdressing		A\$ 4000	per course (13 weeks)
Diploma of Hairdressing (Salon Management)		A\$ 12000	per course (27 weeks)
Certificate III in Printing and Graphic Arts (Graphic Pre-Press)		A\$ 10000	per course (36 weeks)
Diploma of Multimedia		A\$ 10000	per course (36 weeks)
Advanced Diploma of Multimedia		A\$ 4500	per course (18 weeks)
Materials fee: Certificate IV/Diploma of Business (Marketing)		A\$ 150	per course
Certificate III/Diploma of Business (Frontline Management)		A\$ 150	per course
Certificate III in Automotive Mechanical Technology		A\$ 350	per course
Certificate III in Hospitality (Commercial Cookery)		A\$ 1000	per course
Certificate III & IV in Hairdressing/Diploma of Hairdressing (Salon Management)		A\$ 800	per course
Non-compulsory fees:			
RPL (Recognition of Prior Learning): All courses	(indicative fee)	A\$ 250	negotiated per application
Re-sit/re-submit fees: All courses		A\$ 50	per unit
Repeat of units:	to be advised at time of application		
Administrative fees – general		A\$ 25	
Change of campus fee		A\$ 500	
Change of course fee		A\$ 250	
Accommodation fees:			
Booking fee		A\$ 180	
Homestay fee (Melbourne)		A\$ 240	per week
Homestay fee (Perth)		A\$ 220	per week
Accommodation fee (Adelaide)		A\$ 125	per week
Airport meeting:			
Arrive/depart 7am – 12am		A\$ 100	one way
Arrive/depart 12am – 7am		A\$ 120	one way
Overseas Student Health Cover (Worldcare)		A\$ 354	per year (single)
		A\$ 708	per year (family)
Late payment fee: All courses		A\$ 50	per week
Bank Transfer Fee: All courses		A\$ 20	

TOTAL FEES A\$.....

Important: The College cannot process your enrolment or accept course fees until it receives your signed acceptance of this enrolment application/written agreement. In addition, please refer to the College's website www.cambridgecollege.com.au & www.immi.gov.au prior to submitting your application for important pre-enrolment, enrolment and course information at Cambridge International College and visa requirements.

PROVIDER DEFAULT

As per the National Code 2007 Standard 3.2 (c) please note the following which explains what will happen if the College is not able to deliver in full a course that you are enrolled in:

In the unlikely event that Cambridge International College is unable to deliver your course in full, you will be offered a refund of all the course money you have paid to date. The refund will be paid to you within 2 weeks of the day on which the course ceased being provided. Alternatively, you may be offered enrolment in an alternative course by Cambridge International College at no extra cost to you. You have the right to choose whether you would prefer a full refund of course fees, or to accept a place in another course. If you choose placement in another course, we will ask you to sign a document to indicate that you accept the placement. If Cambridge International College is unable to provide a refund or place you in an alternative course our Tuition Assurance Scheme (TAS) ACPET will place you in an alternative course at no extra cost to you. Finally, if ACPET can not place you in a suitable alternative course, the ESOS Assurance Fund Manager will attempt to place you in a suitable alternative course or, if this is not possible, you will be eligible for a refund as calculated by the Fund Manager.

WRITTEN AGREEMENT CONDITIONS

The Applicant:

- 1 Confirms that the information provided by the Applicant in this application is complete and correct.
- 2 Agrees to be bound by the College rules and regulations and any amendments made to the rules and regulations.
- 3 Agrees to observe DIAC student visa requirements.
- 4 Agrees to inform CIC if your Australian contact details change at any time during their course, i.e. mailing address and email address, phone and mobile number.
- 5 Agrees to undertake a testing requirement prior to any course entry, if deemed necessary by CIC.
- 6 Understands that CIC reserves the right to accept or reject any application for enrolment at its discretion.
- 7 Understands that CIC may suspend or cancel your enrolment for misbehaviour. Refer to www.cambridgecollege.com.au

WRITTEN AGREEMENT CONDITIONS

- 8 Understands that CIC reserves the right to cancel any course prior to the commencement date of the course should it deem it necessary and in that event, shall refund all payments received from the Applicant.
- 9 Agrees to pay all fees required on or by the due date as notified in writing by CIC or as per the invoice. A penalty of \$50 per week applies for late payment.
- 10 The course fees indicated on the Letter of Offer will not change for the duration of your enrolment in this course (except where you may need to repeat units to successfully complete the course or where you elect to undertake units in addition to the course offered).
- 11 Understands that CIC will access these fees in accordance with the procedures established by the State Government and the Australian Department of Education, Science and Training.
- 12 Understands that changes or variations to this enrolment/agreement attract a fee stated on page 24.
- 13 The College reserves the right to withhold granting the Award attained by the student, if student fees remain outstanding.
- 14 This agreement, and the availability of complaints and appeals processes, does not remove the right of the student to take action under Australia's consumer protection laws.
- 15 The student may apply to transfer course or campus. However, once the commencement date of the student's enrolled course has passed, the student must complete one term's study in that course/at that campus before applying to transfer to another course or changing campus. Fees apply on transfer of course or campus: see the itemised list of fees (does not apply to English courses).

PRIVACY: Information is collected on this form and during your enrolment in order to meet our obligations under the ESOS Act and the National Code 2007: to ensure student compliance with the conditions of their visas and their obligations under Australian immigration laws generally. The authority to collect this information is contained in the Education Services for Overseas Students Act 2000, the Education Services for Overseas Students Regulations 2001 and the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007. Information collected about you on this form and during your enrolment can be provided, in certain circumstances, to the Australian Government and designated authorities, and, if relevant, the Tuition Assurance Scheme and the ESOS Assurance Fund Manager. In other instances information collected on this form or during your enrolment can be disclosed without your consent where authorised or required by law.

REFUND POLICY

Refunds are made in accordance with the policy below: full refunds of amounts owed to the student will be made within 28 days. All applications for refund must be made in writing by way of the Application for Refund form available from the College intranet site. Students who are offshore should contact their agent or the head office in Melbourne. Submit the application to the Administration Department by Registered mail, courier or personal delivery as soon as possible. Non-compulsory fees are not refundable.

- | | | |
|-----|---|---|
| 1 | Enrolment Fee | Non-refundable |
| 1.1 | Accommodation booking fee | Non-refundable |
| 2 | Course Fees: | |
| 2.1 | Visa refused prior to course commencement | Full refund |
| 2.2 | Withdrawal at least 10 weeks prior to agreed start date | Full refund |
| 2.3 | Withdrawal at least 4 weeks prior to agreed start date | 75% refund |
| 2.4 | Withdrawal less than 4 weeks prior to agreed start date | 60% refund |
| 2.5 | Withdrawal after the agreed start date | No refund |
| 2.6 | Visa cancelled due to actions of the student | No refund |
| 2.7 | Visa extension is refused | Return of unused tuition fees |
| 2.8 | Withdrawal from study - current students
(not English Language Studies' students) | Refund of unused tuition fees (of the following semester)
(Withdrawal from Studies form must be received 2 weeks prior to term commencement by Administration) |
| 3 | Compulsory Health Insurance (Student Visas only) | Refer to OSHC provider |
| 4 | Homestay /Accommodation fees | Full refund of unused fees if two weeks notice are given |
| 5 | Airport Pick-up | Full refund if service cancelled prior to flight arrival |
| 6 | The Refund Policy applies equally to all students including students who have Permanent Residency or Australian Citizenship. | |
| 7 | This agreement, and the availability of complaints and appeals processes, does not remove the right of the student to take action under Australia's consumer protection laws. | |
| 8 | Refer to the Complaints & Appeals Procedure on the College website to appeal the Refund Policy. | |
| 9 | The College will refund any monies due to the student, to the student's education agent (where applicable). | |

I understand my rights and responsibilities as a student enrolled at Cambridge International College as outlined in the written agreement between Cambridge International College and myself and the College's Refund Policy as written above.

Where did you hear about Cambridge International College? _____

Signature of prospective student _____ Date ____ / ____ / ____

Representative / Agent Stamp

FOR OFFICE USE ONLY:

Accepted by Cambridge International College (Vic) Pty Ltd Signed _____ Date ____ / ____ / ____

HOMESTAY APPLICATION

MELBOURNE ONLY

HOMESTAY DETAILS

Family Name _____ Given Name _____
Date of Birth ____/____/____ Sex Male Female
Nationality _____

Preferred Accommodation:

Family with children Yes No Does not matter
Do you prefer younger or older children? _____
Homestay that has another student Yes No Does not matter
Student of another Nationality Yes No Does not matter
Are you allergic to any pets? Yes No Does not matter

Please tell us more about yourself:

Smoker Yes No If YES, would you be happy smoking outside? Yes No
Is there any food you cannot eat? _____ Are you vegetarian? Yes No
Do you have any medical conditions? _____ What religion are you? _____
What are your hobbies and interests? _____
Do you have any special requirements? _____

Special Requests

*Please note that the College will try to find a Homestay that matches all of your preferences, though all of your preferences may not all be guaranteed
- please highlight what is most important to you.

ACCOMMODATION PERIOD

I request Homestay accommodation from: ____/____/____ for a period of _____ weeks (minimum 2 weeks)

IMPORTANT

You may extend your Homestay accommodation. To EXTEND, LEAVE or CHANGE your Homestay arrangement please speak to your Host Family. If you want to extend, ask the College or your Host Family for an extension form. If you want to EXTEND, give your Homestay 2 weeks notice. If you want to LEAVE or CHANGE your Homestay, also give 2 weeks notice.

Student Signature _____ Date _____

ARRIVAL INFORMATION

Date of Arrival _____ Time of Arrival _____
Flight No _____ Flight pick-up Yes No
If no, indicate expected time of arrival at homestay _____

DISCLAIMER

I hereby acknowledge that the information in this application is COMPLETE and CORRECT. Any change to this application must be received 72 hours before your scheduled arrival and accommodation period date. Failure to provide the College with complete and correct information or of any change will mean you are responsible for covering all additional costs that are incurred.

Student Signature _____ Date _____

STUDENT SERVICES

Homestay

Homestay is a valuable experience and one of the best ways to practice English while learning about the Australian way of life. We introduce prospective families to our students, through a Host Family Agency.

2009 fees for Melbourne and Perth

Homestay Booking Fee	A\$180
Homestay Fee Melbourne	A\$240 per week
Homestay Fee Perth	A\$220 per week

Our Homestay program in Melbourne and Perth offers students the following:

- A private room which includes a bed, a clothes cupboard, a desk and a study lamp.
- Bed linen and towels.
- Three meals a day, seven days a week.
- Gas and electricity is included and you share living areas with the family.
- If students want to extend, leave or change their Homestay, they should speak to their Host Family first. If a student wants to extend their Homestay, they should give their Host Family 2 weeks notice. If they want to leave or change their Homestay, they must also give 2 weeks notice.
- The first 4 weeks of the Homestay fee is paid in advance to the College. After that, students pay directly to the Host Family.
- It is important that students read the College's Homestay Guidelines. Students will be given a copy of the Homestay Guidelines upon arrival.

2009 fees for Adelaide (Subject to availability)

Accommodation Booking Fee	A\$180
Accommodation Fee (per week)	A\$125

Our accommodation in Adelaide offers students the following:

- It is a student hostel facility living environment
- Single/double room which includes bed, clothes cupboard and a study desk.
- Gas, electricity and other utility bills are included in the rent.
- There is a common kitchen where the students can cook their own food.
- Separate male and female bathroom facilities are available in the hostel.
- The students need to pay a security bond of \$250 directly to the hostel authority which is refundable when the student vacates the facility in line with the terms and conditions of the facility. The students does not have to give any prior notice to leave the facility.
- The above security is separate from the Accommodation Booking Fee of \$180 and the 2 weeks advance

Accommodation Fee of \$125 per week. These fees are paid during the enrolment in CIC.

Airport pick up (Adelaide, Melbourne and Perth)

Airport Meeting (One way)	A\$100 or
If arriving between 00:00 & 07:00	A\$120

Airport Meeting

The College has an Airport Meeting service which can be arranged. Confirmation of the Airport Meeting service including two emergency contact numbers will be sent to the student prior to arrival.

To apply for Homestay/Accommodation

Adelaide

Please go to http://www.cambridgecollege.com.au/documents/Form_AdelaideAccommodation.pdf and fill in the form then submit with your enrolment application.

Melbourne

Please fill in the homestay application form on the page 26 and submit with your enrolment application.

Perth

Please go to the following website <http://www.talkabouttours.com/page/homestays>

Overseas Student Health Cover (compulsory for Student Visa holders)

The College arranges your private health insurance (OSHC) through Worldcare for the duration of your studies at Cambridge International College. During Orientation, your OSHC will be explained to you. Please refer to www.oshcworldcare.com.au for further information.

OSHC 2009 fees:	Single	Family
3 months	A\$ 88.50	A\$ 177.00
4 months	A\$ 118.00	A\$ 236.00
5 months	A\$ 147.50	A\$ 295.00
6 months	A\$ 177.00	A\$ 354.00
7 months	A\$ 206.50	A\$ 413.00
8 months	A\$ 236.00	A\$ 472.00
9 months	A\$ 265.50	A\$ 531.00
10 months	A\$ 295.00	A\$ 590.00
11 months	A\$ 324.50	A\$ 649.00
12 months	A\$ 354.00	A\$ 708.00
18 months	A\$ 531.00	A\$ 1062.00
24 months	A\$ 708.00	A\$ 1416.00

STUDENT SERVICES

Student Welfare Services

We understand that our students sometimes require extra support to help them cope with living and studying in a foreign country. This support is provided by a team of professional and friendly staff who are able to assist students in a broad range of areas, including counseling (and referrals where appropriate). CIC has Student Welfare teams who are available to meet with students individually or in groups. It is a free and confidential service, which can be contacted:

- Adelaide: (08) 8227 0870 or (08) 8212 4990
- Melbourne: counseling@cambridgecollege.com.au or (03) 9663 4933
- Perth: (08) 9221 9990.

Student Advisory Council (SAC)

The Student Advisory Council (SAC) is a committee made up of current CIC students, representing the voice of the CIC student body as a whole. Students wishing to apply for a position on the Council must go through a selection process and will be appointed on merit. The SAC liaises with the College Board of Staff on a variety of issues effecting student welfare. These include the development of social activities as well as other events promoting celebrations of cultural diversity.

Orientation

English Language Orientation

The English Language Orientation is held on the first day of your course. During your Orientation your English Language level will be tested. You will receive information about your timetable, extra classes available and College activities. You also meet staff members who will be able to help you.

Vocational Orientation

During the Orientation you will be introduced to your Head of Studies, provided with your timetable, Student Handbook, and Cambridge College information pack, advised of your study requirements, informed of your obligations as a student visa holder and introduced to various Cambridge International College staff. Students wishing to apply for permission to work will be advised of the process required.

Job Club

The Cambridge International College Job Club is organised by our highly experienced Employment Coordinators. Students are shown how to write their resume in English and are given individual advice on how and where to look for a job during the session. Our Employment Team is also available to give students assistance with finding a job. During Orientation, Job Club information will be explained to you.

HOW TO ENROL

Application Process

You can submit your application either by:

- Email info@cambridgecollege.com.au
- Fax to +61 3 9663 4922
- Post to Level 5, 422 Little Collins Street, Melbourne 3000, Victoria, Australia.

To receive a Letter of Offer you will be required to provide a completed:

- Cambridge International College Enrolment Application/ Written Agreement (see pages 23-25)
- Academic transcripts
- Copy of IELTS certificate (if IELTS exam has been taken) or proof of English (if applying for a Specialist English program or Vocational Course)
- Copy of your passport.

Once Cambridge International College has received the required documentation and the course entry requirements have been met, a Letter of Offer will be issued within 48

hours, offering you a place in the course you have applied for. The Letter of Offer includes the name of the course of study, campus, the course start and end dates, and the course fees.

If you decide to accept the offer, please pay the initial deposit as stated on the Letter of Offer. Cambridge International College will then issue an eCOE (electronic Confirmation of Enrolment) and forward it to you, within 48 hours.

For further information please refer to our website www.cambridgecollege.com.au



FREQUENTLY ASKED QUESTIONS

Can I work in Australia on a student visa?

Yes. Students can work a maximum of 20 hours per week during the term and unlimited hours when their course is not in session (Refer to www.immi.gov.au).

Can I study with CIC if I don't have an IELTS score?

For English Language studies at CIC, you can study without an IELTS score. However, all our Vocational courses have an IELTS entry requirement. You can also come and study English Language with us and then progress onto a Vocational course.

Can I pay my tuition fees in instalments?

CIC offers all their students a number of payment options depending on the course. Please contact the College or your agent for further information.

How much deposit do I need to pay to get a CoE for an application submitted onshore or offshore?

All English Language tuition fees must be paid in full in advance (onshore and offshore). The deposit for studying Vocational courses is one semester's tuition fee for offshore and one term's fee for onshore applications.

What is the refund policy if I choose not to study or my visa application is refused?

Please refer to the refund policy on page 25.

Can I study at CIC if I am under 18?

No, CIC does not accept students under the age of 18.

What is the cost of living in Australia?

Please refer to the location section of our website www.cambridgecollege.com.au for information on living costs in Australia.

If I cannot arrive on the start date what should I do?

You should immediately notify the College and we will make amendments to your enrolment and notify DIAC. If you do not contact us we will assume you are not coming and cancel your CoE. This will lead to your student visa being cancelled.

What support services are available at CIC and when can I use them?

For a full list of student services, please refer to page 27-28 for further details.

What is the course attendance requirement at CIC?

If you are a student visa holder and studying a course at CIC, you must attend a minimum 80% of classes. If your attendance falls below 80%, the College is required by law to report your non-attendance to DIAC. This may result in the cancellation of your student visa.

How can I find out about my timetable?

Your timetable will be given to you at your course Orientation. Please arrive early to secure your preferred study mode.

Do I need Overseas Student Health Cover?

Yes. It is a student visa requirement that you have OSHC for the entire duration of your studies in Australia. To receive your card when you arrive in Australia log onto www.oshcworldcare.com.au for full details and to order your membership card.

Where can I find information about employment during my studies?

Please refer to page 28 for further information about the employment services we offer our students.

What is the average class size?

The average class size varies, according to the course, from 15 to 25 students.

How do I change my course/campus on arrival?

It is essential that you take time to consider that you have chosen the correct course and campus before applying. Students can apply to change after arrival. However, this is subject to availability of places in the course/campus you wish to change to. Additional fees apply. Please refer to page 24. Application forms can be found on the College's intranet.

Can I defer my course?

Yes. You can defer the start date of your course by contacting the Admissions Department or by asking your agent to submit a pre-course commencement deferral form.

Where are your campuses located?

All of our campuses are located in the CBD of the respective cities apart from the Hospitality campuses in Perth. Please refer to the maps on pages 4-6 for further details.

What do I need to bring on my first day?

Please bring along a pen, writing pad, your passport and CoE or proof of enrolment.

How many nationalities study at CIC?

At any one time CIC has students from at least 40 nationalities studying across all campuses, ensuring a multicultural learning experience for all.

Can I start my course early?

No. Unfortunately, it is not possible to start your course early.

For further information relating to any of the above questions, or others you may have, please contact your registered education agent or the College's marketing team via email info@cambridgecollege.com.au

Hairdressing (page 13)

Certificate III in Hairdressing (WRH30106)

- Prepare clients for salon services
- Apply safe working practices
- Communicate in the workplace
- Follow personal health and safety routines at work
- Apply the principles of hairdressing science
- Design and apply short to medium length hair design finishes
- Consult with clients and treat hair and scalp conditions
- Maintain tools and equipment
- Design haircut structures
- Apply one length solid haircut structures
- Apply graduated hair structures
- Perform head, neck and shoulder massage
- Provide service to clients
- Work effectively in a retail environment
- Operate effectively as a hairdresser in a salon work team
- Apply layered haircut structures
- Conduct financial transactions
- Maintain and organise work areas
- Apply over comb techniques
- Colour and lighten hair
- Combine haircut structures on women
- Design and perform full and partial highlighting techniques
- Sell products and services
- Combine haircut structures for traditional and classic designs on men
- Design and maintain beards and moustaches
- Perform on scalp full head and re-touch bleach services
- Perform colour correction
- Design and apply long hair design finishes
- Perform chemical curling and volumising services
- Perform chemical straightening and relaxing services
- Design and perform creative haircuts
- Solve complex colour problems

CRICOS CODE: 060008F (VIC)

Certificate IV in Hairdressing (WRH40106)

- Perform on scalp full head and re-touch bleach services
- Solve complex colour problems
- Design and perform creative haircuts
- Design and apply long hair design finishes
- Work as a session stylist
- Coordinate work teams
- Maintain store safety
- Undertake business planning
- Co-ordinate interaction with customers
- Maintain and order stock
- Lead and manage people

CRICOS CODE: 060652M (VIC)

Diploma of Hairdressing Salon Management (WRH50106)

- Manage hairdressing services and delivery
- Promote a hairdressing business
- Manage finances
- Provide a safe working environment
- Recruit and select personnel
- Lead and manage people
- Undertake business planning

- Manage quality customer services
- Co-ordinate interaction with customers
- Manage merchandise and store presentation

CRICOS CODE: 060009E (VIC)

Automotive Mechanical Technology (page 14-15)

Certificate III in Automotive Mechanical Technology (AUR30405)

- Apply Safe Working Practices
- Communicate effectively in the workplace
- Work effectively with others
- Implement and monitor environmental regulations in the automotive mechanical industry
- Test, service, and charge batteries
- Repair ignition systems
- Carry out repairs to single electrical circuits
- Repair petrol fuel systems
- Inspect and service cooling systems
- Repair cooling systems
- Use and maintain workplace tools and equipment
- Carry out servicing operations
- Inspect and service engines
- Repair engines and associated engine components
- Repair and replace emission control systems
- Inspect and repair engine forced induction systems
- Inspect, service and/or repair clutch assemblies and associated operating system components
- Repair transmissions (manual)
- Repair hydraulic braking systems
- Inspect and service Transmissions (Automatic)
- Inspect and service steering systems
- Repair steering systems
- Inspect and service suspension systems
- Repair suspension systems
- Carry out wheel alignment
- Repair charging systems
- Repair starting systems
- Remove and replace electrical/electronic units/assemblies
- Service and repair electronic spark ignition engine management systems
- Service air conditioning system
- Remove and inspect wheel assemblies
- Balance wheel and tyres
- Repair final drive assemblies
- Repair final drive assemblies (drive line)
- Carry out diagnostic procedures
- Carry out vehicle safety/roadworthy inspection

CRICOS CODE: 062114K (VIC)

Diploma of Business (Frontline Management) (BSB51004)

- Maintain workplace safety
- Organise personal work priorities and development
- Contribute to effective workplace relationships
- Support operational plan
- Support a workplace learning environment
- Identify and apply risk management processes
- Ensure a safe workplace
- Manage quality customer service
- Manage effective workplace relationships
- Manage workplace information systems
- Facilitate continuous improvement

- Facilitate and capitalise on change and innovation
- Manage personal work priorities and professional development
- Ensure team effectiveness
- Manage projects
- Manage people
- Manage budgets and financial plans within a work team

CRICOS CODE: 056646K (VIC)

Printing and Graphic Arts / Multimedia (page 16-17)

Certificate III in Printing and Graphic Arts (Graphic Pre-Press) (ICP30205)

- Follow OH & S practices and identify environmental hazards
- Apply knowledge of the graphic pre-press sector
- Incorporate video into multimedia presentations
- Manipulate and incorporate audio into multimedia
- Capture a digital image
- Edit a digital image
- Create, manipulate and incorporate 2D graphics
- Create 2D digital animation
- Digitise images for reproduction
- Develop a basic design concept
- Select and apply type
- Produce a typographic image
- Output images
- Inspect quality against required standards
- Communicate in the workplace
- Create web pages with multimedia
- Access and use the internet
- Produce pages using a page layout application
- Produce graphics using a graphics application
- Prepare an imposition format for printing processes

CRICOS CODE:

058298J (VIC) 058733F (SA) 063994J (WA)

Diploma of Multimedia (CUF50701)

- Develop and apply industry knowledge
- Write content and/or copy
- Create 3D digital models and images
- Use an authoring tool to create an interactive sequence
- Develop a multimedia script
- Collaborate with colleagues in planning and producing a project
- Author a multimedia product
- Manage multimedia assets
- Apply principles of visual design and communication to the development of a multimedia product
- Produce and manipulate digital images
- Create 3D digital animation
- Design the navigation for a multimedia product
- Design and create a multimedia interface
- Make creative and technical editing decisions (video)
- Incorporate, design and edit digital video
- Conduct a briefing
- Integrate and use a scripting language in authoring multimedia product
- Address copyright requirements
- Manage a project

- Create user and technical documentation
 - Implement workplace health, safety and security procedures
 - Test a multimedia product
 - Prepare multimedia for different platforms
 - Write an interactive sequence for multimedia
- CRICOS CODE:**
043985J (VIC) 058734E (SA) 063993K (WA)

Advanced Diploma of Multimedia (CUF60501)

- Apply instructional design to a multimedia product
 - Design a multimedia product
 - Develop and implement designs
 - Prepare a proposal
 - Manage a major project
 - Originate and develop the concept
 - Develop and manage marketing strategies
 - Promote products and services
- CRICOS CODE:** 043986G (VIC)

Community Welfare Work (page 18-19)

Diploma of Community Welfare Work (CHC50702)

- Manage the organisation's finances, accounts and resources
 - Develop and implement a community development strategy
 - Develop, implement and promote effective communication techniques
 - Develop, facilitate and monitor all aspects of case management
 - Respond holistically to client issues
 - Work with clients intensively
 - Plan and conduct group activities
 - Meet statutory and organisational information requirements
 - Develop new networks
 - Implement and monitor OHS policies and procedures for a workplace
 - Reflect and improve upon professional practice
 - Co-ordinate the work environment
 - Undertake research activities
 - Develop and implement policy
 - Provide advocacy and representation
 - Work within a structured counselling process
 - Reflect and improve upon counselling skills
 - Provide non-clinical services to people with mental health issues
 - Work effectively with culturally diverse clients and co-workers
- CRICOS CODE:**
051091C (VIC) 058735D (SA) 063995G (WA)

Youth Work (page 19)

Diploma of Youth Work (CHC50502)

- Support the interests, rights and needs of clients within duty of care requirements
- Develop and implement a community development strategy
- Identify and respond to children and young people at risk of harm
- Co-ordinate the provision of services and programs
- Develop, implement and promote effective communication techniques
- Respond holistically to client issues
- Provide non-clinical services to people with mental health issues
- Plan and conduct group activities

- Work with other services
 - Implement and monitor OHS policies and procedures for a work place
 - Support youth programs
 - Provide appropriate services for young people
 - Manage service response to young people in crisis
- CRICOS CODE:** 058299G (VIC)

Hospitality Management (page 20)

Certificate III in Hospitality (Commercial Cookery) (THH31502)

- Use basic Asian methods of cookery
 - Prepare rice and noodles for Asian cuisines
 - Prepare food according to dietary and cultural needs
 - Use basic methods of cookery
 - Prepare appetisers and salads
 - Prepare stocks, sauces and soups
 - Prepare vegetables, eggs and farinaceous dishes
 - Prepare and cook poultry and game
 - Prepare and cook seafood
 - Select, prepare and cook meat
 - Prepare hot and cold desserts
 - Prepare pastry, cakes and yeast goods
 - Plan and prepare food for buffets
 - Implement food safety procedures
 - Plan and control menu based catering
 - Develop and update food and beverage knowledge
 - Organise and prepare food
 - Present food
 - Receive and store kitchen supplies
 - Clean and maintain kitchen premises
 - Prepare, cook and serve food (holistic unit)
 - Prepare, cook and serve food for menus (holistic unit)
 - Work with colleagues & customers
 - Work in a socially diverse environment
 - Follow, health, safety and security procedures
 - Promote products and services to customers
 - Deal with conflict situations
 - Communicate on the phone
 - Follow workplace hygiene procedures
 - Coach others in job skills
 - Develop and update hospitality industry knowledge
- CRICOS CODE:** 060862A (WA)

Diploma of Hospitality Management (THH51202)

- Monitor work operations
- Lead and manage people
- Interpret financial information
- Manage finances within a budget
- Establish and conduct business relationships
- Monitor staff performance
- Make presentations
- Develop and implement operational plans
- Roster staff
- Manage quality customer service
- Develop and update legal knowledge requirement for business compliance
- Manage workplace diversity
- Recruit and select staff
- Receive and store stock
- Control and order stock
- Produce simple word processed documents

- Use business technology
 - Manage projects
 - Establish and maintain a safe and secure workplace
 - Implement workplace health, safety and security procedures
 - Prepare and monitor budgets
 - Coordinate the production of brochures and marketing materials
 - Create a promotional display stand
- CRICOS CODE:** 050705G (WA)

Marketing (page 21)

Certificate IV in Business (Marketing) (BSB40701)

- Profile the market
 - Analyse consumer behaviour
 - Research the market
 - Make a presentation
 - Conduct market research
 - Promote team effectiveness
 - Coordinate implementation of customer service strategies
 - Implement and monitor marketing activities
 - Report on financial activity
 - Write complex documents
- CRICOS CODE:** 053267A (VIC), 028660M (WA)

Diploma of Business (Marketing) (BSB50701)

- Evaluate marketing opportunities
 - Establish and adjust the marketing mix
 - Develop a marketing communications plan
 - Review marketing performance
 - Plan market research
 - Evaluate international marketing opportunities
 - Facilitate and capitalise on change and innovation
 - Facilitate continuous improvement
- CRICOS CODE:** 053268M (VIC), 028627A (WA)

Frontline Management (page 22)

Certificate III in Business (Frontline Management) (BSB30504)

- Maintain workplace safety
 - Organise personal work priorities and development
 - Contribute to effective workplace relationships
 - Support operational plan
 - Support a workplace learning environment
 - Identify risk and apply risk management processes
- CRICOS CODE:** 056644A (VIC)

Diploma of Business (Frontline Management) (BSB51004)

- Ensure a safe workplace
 - Manage quality customer service
 - Manage effective workplace relationships
 - Manage workplace information systems
 - Facilitate continuous improvement
 - Facilitate and capitalise on change and innovation
 - Manage personal work priorities and professional development
 - Ensure team effectiveness
 - Manage projects
 - Manage people
 - Manage budgets and financial plans within a work team
- CRICOS CODE:** 056646K (VIC)

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