

# WELCOME

Cambridge International College (CIC) provides students 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 ensure that our study programs are appropriate to the demands of the relevant industries.

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

In addition to providing excellent educational facilities, we endeavour to enhance students' 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  
Principal



## Mission Statement

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

# INTRODUCTION

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

In addition to being conveniently located, all 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 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 with any problems which they may face and work to make the students feel at home in the CIC family.

CIC is a Registered Training Provider (RTO) that meets federal, state and territory 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. In addition CIC compliance is regularly monitored through external audits by various government departments.



# ADELAIDE MELBOURNE



Melbourne

## Melbourne

Melbourne is the capital of Victoria, Australia and is a fantastic study destination. It is a multicultural and cosmopolitan city which maintains a very student friendly environment, much like Boston in the United States and Cambridge in the United Kingdom. The city is very 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 weather is very temperate meaning it is never too hot or too cold. The city is also close to many of Australia's beaches and national parks and offers ready access for scenic trips like that of the Great Ocean Road or Phillip Island.

For more information on Melbourne and Victoria you can visit [www.visitvictoria.com](http://www.visitvictoria.com) and [www.thatsmelbourne.com.au](http://www.thatsmelbourne.com.au)

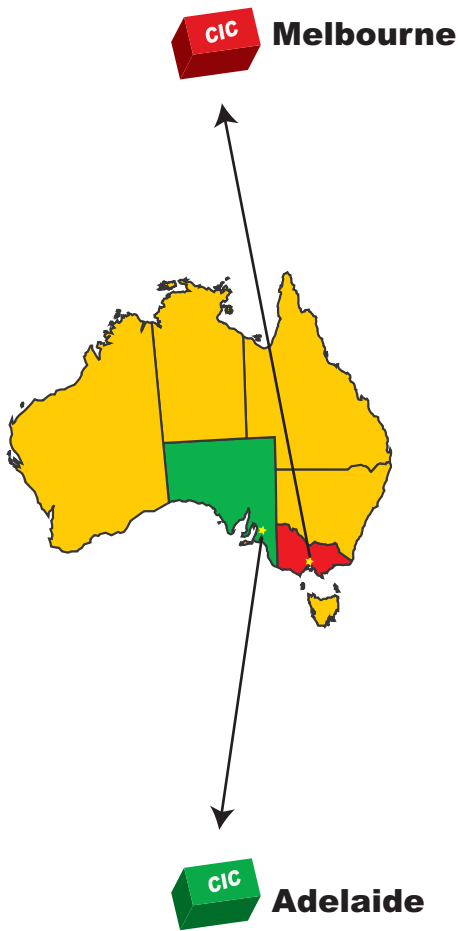
## Adelaide

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 stones throw away from some of Australia's best wineries. Living in Adelaide is comparably less than other cities with approximately 12% 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 around 25 degrees celsius and cool, wet winters with temperatures around 15 degrees celsius.

For more information on Adelaide and South Australia you can visit [www.adelaide.southaustralia.com](http://www.adelaide.southaustralia.com) and [www.southaustralia.com](http://www.southaustralia.com)



Adelaide





### 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 which 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.



*Lavinia Carrozzini, 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!!"

### Introduction

Cambridge International College has an excellent reputation for offering superior English language courses.

All of the full time courses include 20 teacher contact hours per week with an additional 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 both morning and afternoon schedules.

At the end of every 5 week study block, students receive 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.

Students must study for a minimum of 10 weeks and complete all assessment tasks successfully to be awarded the Certificate I, II, III or IV in Spoken and Written English. However all students will receive a Cambridge International College certificate which indicates how many weeks they studied and at what level upon completion of their studies.

### General Purposes English

*(Certificate in Spoken and Written English I – IV - FE)*

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 and all students are given course material 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 students' English language skills.

# ENGLISH

## English for Academic Purposes

### *(Certificate IV in Spoken and Written English – FE)*

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

### *(Certificate IV in Spoken and Written English – FE)*

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 learned 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.

## Cambridge Exam Preparation

### *(Certificate III – IV – FE in Spoken and Written English)*

Cambridge International College offers intensive preparation for the three 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. Once the course is complete the student has the opportunity to take the exam at Cambridge International College. The Cambridge Exam certificates are recognized by employers in many countries as a precise indication of students English language ability.

### *Preliminary English Test (PET)*

This is the initial Cambridge Exam which requires a high intermediate level for direct entry (approx IELTS 4.0)

### *First Certificate in English (FCE)*

This is the follow up to the PET and requires an upper intermediate level for direct entry (approx IELTS 4.5). Students who have passed the PET may also gain direct entry.

### *Certificate in Advanced English (CAE)*

The CAE is an advanced Cambridge Exam and requires an advanced level for direct entry (approx IELTS 5.5). Students who have passed FCE may also gain direct entry. This qualification can be used to enter a number of universities worldwide including some in Australia.



# ENGLISH

## IELTS Exam Preparation (Full time)

The IELTS Exam Preparation course is aimed at preparing students for both the Academic and General exam. 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)

The IELTS preparation part time course is run during the evening for 2 hours a day from Monday to Thursday. The course is split into two packages including Speaking and Listening and Reading and Writing. Students have the option of selecting 1 or both of these packages depending on which skills they wish to focus on.

## Academic Exam Preparation

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

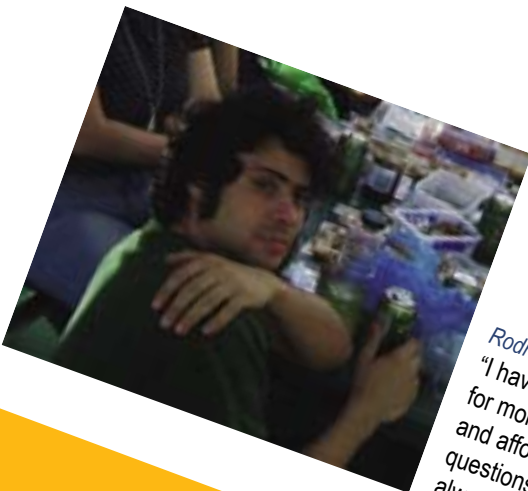
## General Exam Preparation

Students who need to present the IELTS test for migration 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.

## Pathway Programs

Students who complete 1 five week module of the Certificate IV in Spoken and Written English – FE can move directly into the Certificate and Diploma course at Cambridge International College.

After the completion of the entire Certificate IV in Spoken and Written English – FE it is also possible for students to gain direct entry into the Certificate and Diploma programs at William Angliss TAFE and the Australian College of Natural Medicine (ACNM)



*Rodrigo Eduardo Fuentes, Chile*  
"I have been studying English at CIC for more than 1 year. This is a good and affordable institute, if you have any questions about anything, the staff are always there to help you"

**William Angliss**  
TAFE

CRICOS Provider No. 01505M

**acnm**  
Australian College of Natural Medicine

CRICOS Provider No. 01524F

# ENGLISH

## Approximate IELTS Levels

Certificate I - IV in Spoken and Written English

Direct entry to further studies at CIC

7.0  
6.5  
6.0  
5.5  
5.0  
4.5  
4.0  
3.5  
3  
2  
1

Further Study William Angliss Institute of TAFE and Australian College of Natural Medicine (ACNM)				
Advanced General English (CSWE IV - FE)	Business English (CSWE IV - FE)	Academic English (CSWE IV - FE)	IELTS Exam Strategies Higher Level (CSWE IV - FE)	CAE Exam Preparation (CSWE IV - FE)
General Purposes English (CSWE III - Part 2)	Introduction to Business English (CSWE III - Part 2)	Introduction to Academic English (CSWE III - Part 2)	Introduction to IELTS (CSWE III - Part 2)	FCE Exam Preparation (CSWE IV - FE)
General Purposes English (CSWE III - Part 1)				
General Purposes English (CSWE II)				
General Purposes English (CSWEI* )				

\* Certificate in Spoken and Written English



# ENGLISH

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

## Sample Timetable

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

# ACTIVITIES & EXTRAS

## Activities and Extras!

Students who come to study at Cambridge International College receive more than just a full time course. They receive FREE access to innovative and exciting extra activities to ensure that the time they spend at CIC is as enjoyable as possible. Some of these activities include:

### Conversation Club

Australian students from Melbourne 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. The Conversation Club leaders also organise extra activities for CIC students on weekends.

### Job Club

The Cambridge International College Job Club is run by our very experienced Employment Coordinator. Students are shown how to write their resume in English and are given advice on how to look for a job during the twice weekly sessions. Our Employment Coordinator is also available 5 days per week to give students assistance with finding a job.

### 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 subtitles, which also enhances the students' reading skills.

### Tennis and Soccer Club

On Friday afternoon each week our Activities Coordinator takes students to a local park to play Tennis and Soccer. This is a fun and relaxing way to spend an afternoon socializing 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 best events and scenic sites. We regularly organize trips to go surfing at famous Australian beaches, skiing at winter resorts, sightseeing at the Great Ocean Road as well as attending events like the Australian Tennis Open, Formula One Grand Prix and Australian Rules football games.



**The Great Ocean Road**  
Discover the breath-taking 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.

# MARKETING

## **Diploma of Business (Marketing) (BSB50701)**

## **Certificate IV in Business (Marketing) (BSB40701)**

### *Description of Qualification*

Both the Diploma and Certificate in Business (Marketing) are perfect for students that already have a business background and for those that are just beginning in further education. The material covered throughout the course is designed to build the students confidence in the field by giving them real life exercises and projects to work on in a controlled learning environment. Our Business teachers are highly qualified and experienced in the field, which enables them to give the best possible support and instruction to the students.

The diploma qualification is recognized at a national and international level and is guaranteed to further the student'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 Diploma of Business (Marketing) is delivered over one academic year and comprises four, 9 week terms. Students opting for a shorter study period may complete the Certificate IV in Business (Marketing) after two, 9 week terms. The study mode is full time and consists of 20 teacher contact hours per week.

### *Entry Requirements*

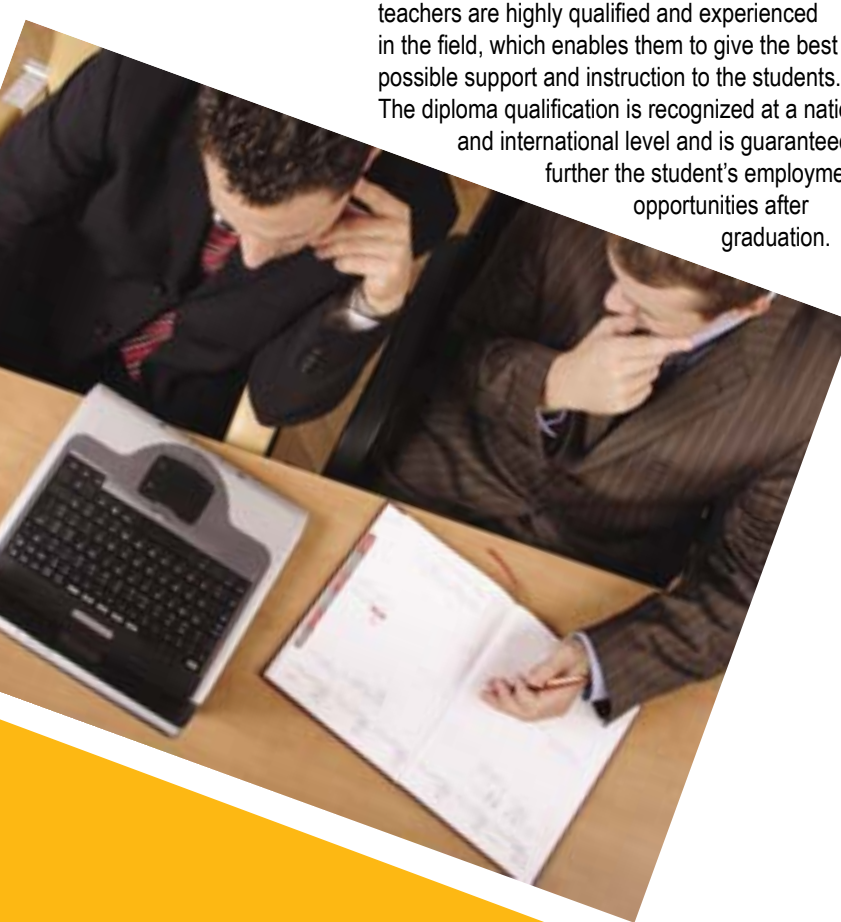
The entry requirements for these courses are the successful completion of year 11 or the equivalent level of studies in the student's home country and minimum English level of IELTS 5.5.

Please note that the Certificate IV in Spoken and Written English at Cambridge International College has a direct pathway into all certificate and diploma courses.

### *Pathway Programs*

Cambridge International College provides pathways into further education with various universities in Melbourne. Students who are interested in pursuing the qualification at a university level will gain 1 year automatic recognition in the Bachelor of Business (Administration) (CRICOS BXAD06) at Holmesglen Institute of TAFE. This enables the student to complete his/her Bachelor degree in the same standard 3 year period.

Please refer to our webpage [www.cambridgecollege.com.au](http://www.cambridgecollege.com.au) for information on how to apply for a package offer from Cambridge International College and one of our partners.



# MANAGEMENT

## **Diploma of Business Frontline Management (BSB51004)**

## **Certificate III in Business Frontline Management (BSB30504)**

### *Description of the Qualification*

This course has been specifically designed to develop the student's management skills in the workplace. The course focuses on building communication, leadership and planning skills which are fundamental in all managerial positions. The students will be guided through a range of subjects which concentrate on preparing the student for a broad range of managerial tasks from managing people to managing budgets and financial plans. Our Business teachers are highly qualified and experienced in the field, which enables them to give the best support and instruction to the students. The diploma qualification is recognized at a national and international level and is guaranteed to further the student'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 Diploma of Business (Front Line Management) is delivered over one academic year and comprises four, 9 week terms. Students opting for a shorter study period may complete the Certificate III in Business (Front Line Management) after one, 9 week term. The study mode is full time and consists of 20 contact hours per week..

### *Entry Requirements*

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

Please note that the Certificate IV in Spoken and Written English at Cambridge International College

has a direct pathway into all certificate and diploma courses.

### *Pathway Programs*

Cambridge International College provides pathways into further education with various universities in Melbourne. Students who are interested in pursuing the qualification at a university level will gain 1 year automatic recognition in the Bachelor of Business (Administration) (CRICOS BXAD06) at Holmesglen Institute of TAFE. This enables the student to complete his/her Bachelor degree in the same standard 3 year period.

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CRICOS Provider No. 00012G



# GRAPHIC PRE-PRESS

## Double Award

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

#### Packaged with:

### Diploma of Multimedia (CUF50701)

#### *Description of the Qualification*

This course is ideal for students wishing to begin a career in the Printing and Graphic Arts industry. The Graphic Arts and Multimedia courses are designed to give the trainee a broad understanding of areas such as printing and graphic design, multimedia design, e-commerce and media industries. In addition all trainees have the opportunity to develop sophisticated multimedia skills in digital graphics, video editing, web page development, 2D

and 3D animation and much more. On successful completion of the course a trainee will have developed the skills necessary to work as a member of a multimedia development and design team or as a pre-press tradesperson.

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

#### *Work Experience*

Cambridge International College guarantees the trainee a total of 900 hours work experience in the Graphic Pre-Press field. The work experience is broken into two modules, which include 380 hours of unpaid work experience and 520 hours of paid work experience. The work experience is optional and can be elected by the trainee upon course commencement.

Students who do not wish to do the paid work experience may select a 20 week, part time Advanced IELTS preparation course. This course is designed for students who wish to achieve IELTS 6.0 or 7.0.

#### *Duration*

The double award is delivered over two academic years and comprises five, 9 week terms per year. The study mode is full time, which consists of 20 teacher contact hours per week.

Students have the option to study in a daytime or evening schedule.

#### *Entry Requirements*

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



# MULTIMEDIA

Please note that the Certificate IV in Spoken and Written English at Cambridge International College has a direct pathway into all certificate and diploma courses.

## **Advanced Diploma of Multimedia (CUF60501)**

### *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 the trainee a more in depth knowledge of the multimedia industry, software packages and design techniques. This course provides the trainee with a fantastic opportunity to obtain an advanced qualification which will give the trainee an edge for future job opportunities and/or further study at a university level.

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

### *Pathway Programs*

Cambridge International College provides pathways into further education with various universities in Melbourne. Students who apply for the double award Certificate III in Graphic Arts (Graphic Pre-Press) and Diploma of Multimedia may gain entry into Bachelor of Digital Innovation (CRICOS 059401G) at Central Queensland University, Melbourne campus. Students who are interested in furthering their studies with a focus on the business side of the industry may gain advanced standing at Holmesglen Institute of TAFE in their

Bachelor of Business (Administration) (CRICOS BXAD06).

Please refer to our webpage [www.cambridgecollege.com.au](http://www.cambridgecollege.com.au) for information on how to apply for a package offer from Cambridge International College and one of our partners.



CRICOS Provider No. 01624D



CRICOS Provider No. 00012G



# HAIRDRESSING

## **Diploma of Hairdressing (Salon Management) (WRH50106)**

### **Incorporating**

## **Certificate III in Hairdressing (WRH30106)**

### *Description of the Qualification*

Training for the Certificate III in Hairdressing takes place in our modern training salon by our highly qualified and experienced instructors. During the course the students will learn all of the practical skills and knowledge of cutting, styling and colouring hair to be able to pursue a career in the industry.

The Diploma of Hairdressing (Salon Management)

is the business component of the course, which is run concurrently with the

Certificate III. The expertise gained throughout the course will give the student both the skills required to work as a qualified hairdresser in the industry and those to manage a successful hairdressing salon.

### *Work Experience*

All trainees are guaranteed 936 hours of work experience in a hairdressing salon. During and on completion of the course, students are given assistance in securing paid employment as a hairdresser in Australia.

### *Duration*

In order to complete the Diploma of Hairdressing (Salon Management) incorporating the Certificate III in Hairdressing the student will need to complete 2 academic years of study. This includes 72 weeks of tuition at 33 hours per week. Once completed the students will have undertaken 1440 hours of classroom delivery and assessment in addition to the 936 hours of work experience.

### *Entry Requirements*

The entry requirements for these courses are the successful completion of year 11 or the equivalent level of studies in the student's home country and minimum English level of IELTS 5.0

Please note that the Certificate IV in Spoken and Written English at Cambridge International College has a direct pathway into all certificate and diploma courses.

### *Pathway Programs*

Cambridge International College provides pathways into further education with various universities in Melbourne. Students who are interested in pursuing the qualification at a university level may articulate into a Bachelor of Business (Administration) (CRICOS BXAD06) at Holmesglen Institute of TAFE.

Please refer to our webpage [www.cambridgecollege.com.au](http://www.cambridgecollege.com.au) for information on how to apply for a package offer from Cambridge International College and one of our partners.



CRICOS Provider No. 00012G

# COMMUNITY WELFARE

## Diploma of Community Welfare (CHC50702)

### Description of Qualification

The Diploma of Community Welfare is designed to prepare students to work at a professional level in the human services industry. During the course students will be trained in various skills which will enhance their ability to communicate and aid the sector in which they decide to specialize. Once completed students will be qualified to work in any number of non governmental organisations (NGOs) which service the community both in Australian and internationally. In addition to providing students with the communication skills necessary to be counselors, the course also incorporates a management component which will prepare the student for industry specific project management and incorporates targeted managerial skills for working in teams. The course is recognized and accredited by the Australian Institute of Welfare and Community Workers (AIWCW), which lists Cambridge International College as an industry leader in providing this course.

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

### Work Experience

The course incorporates 440 hours of guaranteed work placement within the community sector, which makes up an essential part of the course. Cambridge International College also guarantees the option of paid work experience in the human services industry once the student has completed the course.

Students who do not wish to do post qualification work experience may select a 20 week, part time Advanced IELTS preparation course. This course is designed for students who wish to achieve IELTS 6.0 or 7.0.

### Duration

The Diploma of Community Welfare is delivered over two academic years and comprises of four, 9 week terms per year. The study mode is full time, which consists of 20 teacher contact hours per week.

Students have the option to study in a daytime or evening schedule.

### Entry Requirements

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

Please note that the Certificate IV in Spoken and Written English at Cambridge International College has a direct pathway into all Certificate and Diploma courses.

### Pathway Programs

Cambridge International College provides pathways into further education with various universities in Melbourne. Students who are interested in pursuing the qualification at a university level will gain 1 year automatic recognition in the Bachelor of Social Work (CRICOS 023711A) at Victoria University (VU) when they apply for a package offer from Cambridge International College and VU. On completion of the Diploma of Community Welfare the student will be eligible to apply for a second year of advanced standing in the Bachelor of Social Work. Students who are interested in furthering their studies with a focus on the business side of the industry may gain advanced standing at Holmesglen Institute of TAFE in their Bachelor of Business (Administration) (CRICOS BXAD06).

Please refer to our webpage [www.cambridgecollege.com.au](http://www.cambridgecollege.com.au) for information on how to apply for a package offer from Cambridge International College and one of our partners.



CRICOS Provider No. 00012G



CRICOS Provider No. 00124K



## Marketing

### *Certificate IV in Business (Marketing) (BSB40701)*

- Profile the Market
- Analyse Consumer Behaviour
- Analyse Market Data
- Make a Presentation
- Conduct Market Research
- Promote Team Effectiveness
- Maintain Business Technology
- Coordinate Business Resources
- Report on Financial Activity
- Write Complex Documents

CRICOS CODE: 053267A

### *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
- Develop a Creative Concept
- Write Persuasive Copy
- Create Advertisements

CRICOS CODE: 053268M

## Front Line Management

### *Certificate III in Business (Front-Line Management) (BSB30504)*

- Maintain workplace safety
- Organise personal work priorities and development
- Contribute to effective workplace relationships
- Support operational plan
- Provide workplace information and resourcing plans
- Identify risk and apply risk management processes (PR)

CRICOS CODE: 056644A

### *Diploma of Business (Front-Line Management) (BSB51004)*

- Ensure a safe workplace
- Manage quality customer service
- Manage effective workplace relationships
- Manage operational plan
- Facilitate continuous improvement
- Facilitate and capitalize on change and innovation
- Develop a workplace learning environment
- Ensure team effectiveness
- Manage Projects
- Manage budgets and financial plans within a work team

CRICOS CODE: 056646K

## Printing and Graphic Arts / Multimedia (Double Award Program)

### *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 standards
- Communicate in the workplace
- Create web pages for 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 process

CRICOS CODE: 058298J (Melbourne) 058733F (Adelaide)

### *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 (Melbourne) 058734E (Adelaide)

### *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

## Hairdressing

### *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

### *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
- Maintain and order stock
- Co-ordinate interaction with customers

CRICOS CODE: 060009E

## Community Welfare Work

### *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 on counselling skills
- Orientation to mental health work
- Work effectively with culturally diverse clients and co-workers

CRICOS CODE: 051091C (Melbourne) 058735D (Adelaide)

**Homestay, OSHC, and Airport Pickup Information**

*Homestay & Airport Meeting  
Overseas Student Health Cover*

**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 Homestay Agency.

The 2007 fees for Homestay and airport meeting are:

Homestay Booking Fee	A\$160
Homestay Fee	A\$220 per week
Homestay Fee - Under-18 students	A\$230 per week
Airport Meeting (One way) if arriving between 00:00 & 07:00	A\$100 or A\$120

Our Homestay program 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 Homestay first. If a student wants to extend their Homestay, they should give their Homestay 2 weeks notice. If they want to leave or change their Homestay, they must also give 2 weeks notice.
- The first four 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.

**Airport Meeting**

The College has an airport meeting service which can be arranged when students request Homestay. Confirmation of the airport meeting service including two emergency contact numbers and the name of the meeting person will be sent to the student approximately two weeks prior to arrival.

**Overseas Student Health Cover (compulsory for Student Visa holders)**

The College arranges your private health insurance (OSHC) through Medibank Private or an alternative private health insurance. The Medibank Private Overseas Student Health Cover web address is [www.medibank.com.au](http://www.medibank.com.au) During orientation, your OSHC will be explained to you.

OSHC 2007 fees:

3 months	A\$ 85.50
4 months	A\$ 114
5 months	A\$ 142.50
6 months	A\$ 171
7 months	A\$ 199.50
8 months	A\$ 228
9 months	A\$ 256.50
10 months	A\$ 285
11 months	A\$ 313.50
12 months	A\$ 342

# HOMESTAY

## HOMESTAY DETAILS

Family Name \_\_\_\_\_ Given Name \_\_\_\_\_

Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_ Gender  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? \_\_\_\_\_

### Special Requests

\*Please note that the College will try to find a Homestay that matches all of your preferences but cannot guarantee this - please highlight what is most important to you.

## ACCOMODATION PERIOD

I request Homestay accomodation from: \_\_\_\_/\_\_\_\_/\_\_\_\_ for period of \_\_\_\_\_ weeks

### IMPORTANT

You may extend your Homestay accomodation. To EXTEND, LEAVE or CHANGE your Homestay speak to your Homestay first.

If you want to extend, ask the College or your Homestay 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



- Melbourne**  
 **Adelaide**

## PERSONAL DETAILS

Please print name as it appears in your passport

Family Name \_\_\_\_\_

Given Name \_\_\_\_\_

Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_ Gender  Male  Female

Country of Birth \_\_\_\_\_ Nationality \_\_\_\_\_

Visa Type: \_\_\_\_\_ Passport Number \_\_\_\_\_

Student Visa Onshore  Student Visa Offshore  Working Holiday Visa  Tourist Visa  Others

Embassy (for Offshore Student Visa Only) \_\_\_\_\_

Address (Home Country) \_\_\_\_\_ How did you hear about CIC? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Telephone/Fax \_\_\_\_\_ Email \_\_\_\_\_

Address (Australia) \_\_\_\_\_

\_\_\_\_\_

Telephone \_\_\_\_\_ Mobile Phone \_\_\_\_\_

Emergency Contact: \_\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Telephone \_\_\_\_\_ Mobile Phone \_\_\_\_\_

Academic Qualifications: \_\_\_\_\_

*Please attach relevant documents or certificates*

Highest Award Achieved \_\_\_\_\_ English Exam Score \_\_\_\_\_

\_\_\_\_\_  IELTS  TOEFL  Others \_\_\_\_\_

Own Assessment of English \_\_\_\_\_

Level:  Elementary  Intermediate  Advanced

## ENGLISH LANGUAGE STUDIES

Application For: \_\_\_\_\_

General Purposes English  Academic English

Advanced General English  Business English

Start Dates 2007: January 2nd, February 5th, March 13th, April 16th,

May 21st, June 25th, July 30th, September 3rd, October 8th, November 12th

Exam Preparation Classes: \_\_\_\_\_

IELTS Cambridge Exam: PET / FCE / CAE

Course Start Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Course Length: \_\_\_\_\_

Start Dates: 2007: PET/FCE/CAE-January 2nd, March 19th, September 17th,

2007: IELTS – January 2nd then every 5 weeks

*Any applicants who have previously undertaken any English courses from other Australian institutions, please attach your certificate and / or statement of result.*

Representative / Agent Stamp

## FURTHER STUDIES

### Business Studies

- Certificate IV in Business (Marketing)
- Diploma of Business (Marketing)
- Certificate III in Business (Front-Line Management)
- Diploma of Business (Front-Line Management)

### Community Welfare Studies

- Diploma of Community Welfare Work
- Diploma of Community Welfare & Diploma of Youth Work (2.5 years)

### Hairdressing Studies

- Diploma of Hairdressing Salon Management (Incorporating Certificate III in Hairdressing)

### Printing and Graphic Arts/Multimedia

- Certificate III in Printing and Graphic Arts (Graphic Pre-Press)
- Certificate III in Graphic Pre-Press AND Diploma of Multimedia
- Certificate III in Graphic Pre-Press AND Advanced Diploma of Multimedia

### Start Dates:

2007: Feb. 5, April 23, July 9, Sept. 24 Nov. 26\*  
2008: Feb. 4, April 21, July 7, Sept. 22, Nov. 24\*

\* *Graphic Pre-Press, Multimedia (Double Award) only*

Hairdressing: The first Monday of each month.

Course Start Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

## PAYMENT DETAILS

### Credit Card Payment:

Card Type  Visa  Master Card

Card Number \_\_\_\_ / \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Card

Card Name \_\_\_\_\_

Expiry Date \_\_\_\_ / \_\_\_\_ Signature \_\_\_\_\_

*Note that credit card payments will incur a 2% charge*

Cambridge International College operates an account, which meet the requirements of both the State and Federal Government in Australia. An accountant audits this account.

### Bank Transfer:

Account Name: Cambridge International College (Vic) P/L  
Bank: Commonwealth Bank of Australia  
Branch: Latrobe Street Melbourne Central  
Address: Shop GD066, La Trobe Street, Melbourne, Victoria, Australia, 3000  
Account details: BSB No. 063 014, Account No. 1005 3809

## CHECKLIST

### Have you attached:

- Passport copy?
- Documentary evidence of English proficiency?
- Certified copies of academic records plus English translation, if applicable?
- Completed ALL sections of this application?

## DECLARATION & AGREEMENT

Please refer to the College's Enrolment and Refund Agreement on the following page.

I confirm that I have read and understand and will abide by the terms of Cambridge International College Enrolment and Refund Agreement

I also confirm that either

OR

- 1) This Enrolment Contract has been explained in my own Language
- 2) I understand English

Signature of Applicant: \_\_\_\_\_ Date \_\_\_\_\_

OR parent / guardian, if under 18 : \_\_\_\_\_ Date \_\_\_\_\_

Accepted by Cambridge International College. Signed: \_\_\_\_\_ Date \_\_\_\_\_

Postal Address: Cambridge International College (Vic) P/L  
260 La Trobe Street  
Melbourne  
Victoria 3000  
Australia

## Send all applications to:

Email: [info@cambridgecollege.com.au](mailto:info@cambridgecollege.com.au)  
[www.cambridgecollege.com.au](http://www.cambridgecollege.com.au)  
Tel. +61 3 9663 4933  
Fax +61 3 9663 4922

## Application Admission Acceptance

### For Pre-Enrolment & Application Form

Please see our website [www.cambridgecollege.com.au](http://www.cambridgecollege.com.au), or email us [info@cambridgecollege.com.au](mailto:info@cambridgecollege.com.au) or phone us on +61 3 9663 4933 or fax us on +61 3 9663 4922

### Acceptance

Applying for your course is easy. Complete an application form, attach supporting documents and forward it with your registration fee to our address. We will confirm your intention to enrol within 24 hours.

## VET Course Entry Requirements

Diploma and Advanced Diploma: satisfactory completion of Year 12 or its equivalent; Certificate III or IV: Year 11. Mature age students with relevant work experience may be admitted through interview or assessment. Evidence of a minimum English level of IELTS 5.5 or its equivalent is required.

Refer to [www.cambridgecollege.com.au](http://www.cambridgecollege.com.au) and DIAC [www.immi.gov.au](http://www.immi.gov.au) for more information.

## CAMBRIDGE INTERNATIONAL COLLEGE ENROLMENT & REFUND AGREEMENT

### The Applicant agrees to the following:

1. 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 undertake a testing requirement prior to any course entry, if deemed necessary by CIC.
4. Agrees to observe DIAC student visa requirements.
5. 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.
6. CIC will access these fees in accordance with the procedures established by the State Government and the Australian Department of Education, Science and Training.
7. Changes or variations to this contract attract a \$25 administrative fee.
8. CIC reserves the right to accept or reject any application for enrolment at its discretion.
9. 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
10. Refunds are made in accordance with the policy below and Full refunds of amounts owed to the student will be made within 14 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 Student Administration. Submit the application to the Student Administration Manager by Registered mail, courier or personal delivery as soon as practicable.

- |        |   |       |                |
|--------|---|-------|----------------|
| 10.1   | Enrolment Fee   | ..... | Non-refundable |
| 10.2   | Tuition Fee:  |       |                |
| 10.2.1 | Visa refused prior to course commencement               |       | Full refund    |
| 10.2.2 | Withdrawal at least 10 weeks prior to agreed start date |       | Full refund*   |
| 10.2.3 | Withdrawal at least 4 weeks prior to agreed start date  |       | 75% refund*    |
| 10.2.4 | Withdrawal less than 4 weeks prior to agreed start date |       | 60% refund*    |

- |        |   |  |   |
|--------|---|--|---|
| 10.2.5 | Withdrawal after the agreed start date  |  | No refund   |
| 10.2.6 | Visa cancelled due to actions of the student  |  | No refund   |
| 10.2.7 | Visa extension is refused   |  | Return of unused tuition fees*  |
| 10.2.8 | Withdrawal from study – current students (not English Language Studies' students Melbourne) |  | Refund of unused tuition fees of the following term* (Notification of Withdrawal from Studies form must be received 2 weeks prior to term commencement by Student Administration) |
| 10.3.  | Compulsory Health Insurance (Student Visa Only)   |  | Refer to Medibank   |
| 10.4.  | Homestay Fees and accommodation booking fee   |  | Full refund of unused fees if two weeks notice are given (Melbourne)  |
| 10.5.  | Under – 18 fees(Melbourne)  |  | Full refund of unused fees if two weeks notice are given  |
| 10.6.  | Airport Pick-up (Melbourne)   |  | Full refund if service cancelled prior to flight arrival  |

\*Refunds granted may incur an education agent's fee  
\*\* Except 10.2.1

11. The College reserves the right to withhold granting the Award attained by the student, if student fees remain outstanding
12. The refund policy applies equally to all students including students who have Permanent Residency or Australian Citizenship\*\*
13. This agreement does not remove a student's right to take further action under Australia's consumer protection laws.
14. The registered provider's dispute resolution processes do not circumscribe the student's right to pursue other legal remedies.
15. Refer to the Complaints & Appeals Procedure on the College website to appeal the Refund Policy.
16. The College will refund any monies due to the student, to the student's education agent (where applicable).
17. Any information that a student provides to CIC or that the College collects about a student can be given to authorised State and Commonwealth Agencies and the ESOS Assurance Fund Manager

### Please note that Government Legislation requires tuition fees and application fees to be refunded in full if:

- the course does not start of the agreed starting date which is notified in the Offer Letter
- the course stops being provided after it starts and before it is completed
- the course is not provided fully to the student because the College has a sanction imposed by a government regulator
- if the College defaults, refunds will be granted in accordance with the provisions of the ESOS Act 2000 and the ESOS Regulations 2001 Refunds under the above conditions will be paid in full to the student within 14 days

Cambridge International College may arrange for another course, or part of a course, to be provided to students at no (extra) cost to the student as an alternative to refunding course money. Where the student agrees to this arrangement, Cambridge International College will not be liable to refund the money owed for the original enrolment.



# Cambridge International College

## MELBOURNE:

260 La Trobe Street  
Melbourne, Victoria  
Australia 3000

Tel.: +613 9663 4933  
Fax: +613 9663 4922

info@cambridgecollege.com.au  
www.cambridgecollege.com.au  
CRICOS No 01718J

## ADELAIDE:

Level 10, 68 Grenfell Street  
Adelaide, South Australia  
Australia 5000

Tel.: +618 8227 0870  
Fax: +618 8227 2256

info@cambridgecollege.com.au  
www.cambridgecollege.com.au  
CRICOS No 02779K



Cambridge International College is the trading name of Cambridge International College Vic (P/L) ABN: 29076527529





# CAMBRIDGE INTERNATIONAL COLLEGE

MELBOURNE, ADELAIDE, AUSTRALIA

CRICOS No. 01718J Melbourne CRICOS No. 02779K Adelaide



*... Plan for the Future!*