



Cambridge College International

CRICOS Provider Number: 00159K; 00033B

Address: Level 7, 110 Bathurst Street, Sydney NSW 2000 Australia

Tel: +61 2 8263 1200 Fax: +61 2 8263 1238

info@cambridgecollegeinternational.com.au

www.cambridgecollegeinternational.com.au

ESTABLISHED IN 1934

GENERAL ENGLISH

Course Aim: Each course aims to improve overseas' students' general English level, once the course has finished, students should be ready to enter the next class. The general English classes also form a basis for students to move on to more specialised areas such as IELTS Test Preparation.

Testing: On entry into the college the student will take a placement test, which determines their English Level and the class to which they are best suited. Students will be given progress tests to help them evaluate their performance. Classroom performance is also monitored and further recommendations are made on areas requiring attention and ways further progress could be made. Throughout a month, students are tested on Speaking, Listening, Reading and Writing.

Levels: Elementary English
Pre-Intermediate English
Intermediate English
Upper Intermediate English
Advanced English

Further study: Students who complete our general English courses at an intermediate level will be able to undertake educational or vocational courses. Students wishing to take IELTS preparation should have finished an upper intermediate level course.

For more information contact **Cambridge**

College International today on **+61 2 8263 1200**

IELTS PREPARATION

Course Aim: The IELTS preparation course aims to:

- familiarise students with all elements of the IELTS test.
- provide test taking strategies to maximize student band scores.
- assist students to achieve the band score they need.

Testing: On entering the college the student will be given a placement test to determine whether he/she is ready to join an IELTS class and in which areas of the test he/she needs to pay particular attention. Throughout the course students' progress will be monitored with materials similar to those used in the real test.

Modules: IELTS Preparation - General Module

IELTS Preparation – Academic Module

Completion: On completion of their IELTS preparation course our students are awarded a certificate, which grades their language level in the four key language skills as well as their classroom performance. The grades relate to detailed descriptors explaining the student's capabilities and learning needs

TIMETABLE

Morning Classes (Monday –Thursday):

8.45am - 10.45am	Lesson 1
11.00am – 1.00pm	Lesson 2
1.00 pm - 1.30pm	Lunch Break
1.30 pm – 2.30 pm	Lesson 3

Evening Classes (Monday – Friday):

4.00pm – 5.30pm	Lesson 1
5.30pm – 5.45pm	Break
5.45pm – 7.15pm	Lesson 2
7.15pm – 7.30pm	Break
7.30pm – 8.30pm	Lesson 3

ORIENTATION & PLACEMENT TEST

Please note that orientation and a placement test for all students at Cambridge College International for English courses are held on Mondays (except public holidays)

ENGLISH FOR ACADEMIC PURPOSES

Course Aim: Program designed to improve English language skills and academic study techniques of students. The language and skills will help students to achieve goals to enter university, TAFE or other colleges in future.

Course Outline: EAP course designed to focus on preparation students for study in an English-speaking country, including: listening and note taking; seminar presentation and discussion skills; speed reading; academic writing; library and internet use; university level vocabulary; preparation for English proficiency examination; academic culture of Australian universities; research techniques; critical thinking; essay writing.

Completion: On completion of their EAP course our students are awarded a certificate, which grades their language level in the four key language skills as well as their classroom performance. The grades relate to detailed descriptors explaining the student's capabilities and learning needs



Cambridge College International

CRICOS Provider Number: 00159K; 00033B

Address: Level 7, 110 Bathurst Street, Sydney NSW 2000 Australia

Tel: +61 2 8263 1200 Fax: +61 2 8263 1238

info@cambridgecollegeinternational.com.au

www.cambridgecollegeinternational.com.au

ESTABLISHED IN 1934

CAMBRIDGE COLLEGE INTERNATIONAL PRICELIST 2008 – ENGLISH PROGRAMS PROGRAM DETAILS AND SCHEDULE OF FEES (ALL PRICES IN AUSTRALIAN DOLLARS):

CRICOS CODE	Course Details	Duration	Enrolment Fee	Tuition Fee**
English Programs				
007347E	Cambridge English Language Course	4-48 weeks	\$150	\$290/week
001375E	IELTS Preparation Course	12-24 weeks	\$150	\$290/week
001383E	English for Academic Purposes	24-40 weeks	\$150	\$320/week
001276G	English for High School Preparation Program	20-48 weeks	\$150	\$380/week
001352A	PET Preparation Course	12-24 weeks	\$150	\$380/week
007338F	TOEFL Preparation Course	4-24 weeks	\$150	\$380/week
007348D	Cambridge First Certificate Exam Preparation	4-24 weeks	\$150	\$380/week
026923J	Cambridge Proficiency English Preparation Course	15 weeks	\$150	\$380/week

Accommodation Fees			
Accommodation Type	Room Type	Price per week	Placement Fee
Homestay	Single	\$240/week	\$187
Student House	Twin Share	\$180/week	\$187
Student House	Triple Share	\$160/week	\$187

Other Services /Fees		
Service Provided	Duration	Price
Enrolment Fee	n/a	\$150
Airport Transfer	n/a	\$120
Job Search	n/a	\$250
OSHC – single	3 months	\$78.78
OSHC – single	6 months	\$157.50
OSHC – single	9 months	\$236.25
OSHC – single	12 months	\$315.00
OSHC – family	3 months	\$157.50
OSHC – family	6 months	\$315.00
OSHC – family	9 months	\$472.50
OSHC – family	12 months	\$630.00

INTAKE DATES English Programs - 2008	
English Programs (General English; IELTS Preparation; EAP)	Every Monday, except Public Holidays
Other English Courses	Contact Admission Centre for the next intake

Timetable – English programs - 2008			
Morning Timetable (Monday – Thursday):		Evening Timetable (Monday – Friday):	
8.45 am – 10.45 am	Lesson 1	4.00 pm – 5.30 pm	Lesson 1
11.00 am – 1.00 pm	Lesson 2	5.45 pm – 7.15 pm	Lesson 2
1.30 pm – 2.30 pm	Lesson 3	7.30 pm – 8.30 pm	Lesson 3

** NOTE: EXTRA FEES APPLY FOR STUDENTS' MANUALS

Note: The prices are subject to change without prior notice. To obtain the most up to date information on the courses available and associated costs please call the college or your Cambridge College International representative.

Waterfall Investments Pty Ltd t/a Cambridge College International (ABN: 49 001 124 152)



Cambridge College International

CRICOS Provider Number: 00159K; 00033B

National Provider: 90069

Address: Level 7, 110 Bathurst Street, Sydney NSW 2000 Australia

Tel: +61 2 8263 1200 Fax: +61 2 8263 1238

info@cambridgecollegeinternational.com.au

www.cambridgecollegeinternational.com.au

ESTABLISHED IN 1934

CAMBRIDGE COLLEGE INTERNATIONAL PRICELIST 2008 – VOCATIONAL PROGRAMS PROGRAM DETAILS AND SCHEDULE OF FEES (ALL PRICES IN AUSTRALIAN DOLLARS):

CRICOS CODE	Course Details	Duration *	Enrolment Fee	Number of Instalments	Tuition Fee**
Vocational Programs					
055373E	Certificate III in Aged Care Work CHC30102	6 months	\$150	1	\$4,000.00
052101J	Diploma of Business Management BSB50401	1 year	\$150	2	\$10,000.00
055374D	Diploma of Community Services Management CHC51602	2 years	\$150	4	\$10,000.00
042435C	Advanced Diploma of Business Management BSB60201	2 years	\$150	4	\$12,200.00
052094C	Advanced Diploma of Business Marketing BSB60601	2 years	\$150	4	\$12,200.00
052239B	Certificate III in Financial Services FNS30104	6 months	\$150	1	\$4,000.00
042616J	Certificate IV in Financial Services FNS40104	1 year	\$150	2	\$8,250.00
Accommodation Fees					
Accommodation Type		Room Type	Price per week	Placement Fee	
Homestay		Single	\$240/week	\$187	
Student House		Twin Share	\$180/week	\$187	
Student House		Triple Share	\$160/week	\$187	
Other Services /Fees					
Service Provided		Duration	Price		
Enrolment Fee		n/a	\$150		
Airport Transfer		n/a	\$120		
Job Search		n/a	\$250		
OSHC – single		3 months	\$78.78		
OSHC – single		6 months	\$157.50		
OSHC – single		9 months	\$236.25		
OSHC – single		12 months	\$315.00		
OSHC – family		3 months	\$157.50		
OSHC – family		6 months	\$315.00		
OSHC – family		9 months	\$472.50		
OSHC – family		12 months	\$630.00		
INTAKE DATES Vocational Programs - 2008					
VOCATIONAL Program 2008		11 Jan, 1 Feb, 22 Feb, 14 March, 18 Apr, 9 May, 30 May, 20 June, 25 July, 15 August, 5 September, 26 September, 31 October, 21 November			
Timetable – Vocational programs - 2008					
Morning Classes(Monday – Thursday): 9am – 2 pm			Evening Timetable(Monday – Thursday): 10pm		5pm –

* DURATION INCLUDES TERM BREAKS

** NOTE: EXTRA FEES APPLY FOR STUDENTS' MANUALS

Note: The prices are subject to change without prior notice. To obtain the most up to date information on the courses available and associated costs please call the college or your Cambridge College International representative.



Cambridge College International

CRICOS Provider Number: 00159K; 00033B

National Provider: 90069

Address: Level 7, 110 Bathurst Street, Sydney NSW 2000 Australia

Tel: +61 2 8263 1200 Fax: +61 2 8263 1238

info@cambridgecollegeinternational.com.au

www.cambridgecollegeinternational.com.au

ESTABLISHED IN 1934

DIPLOMA OF BUSINESS MANAGEMENT BSB50401

CRICOS Course Code: 052101J

Duration: 1 year full time

Description: This course provides skills and knowledge required to perform effectively as a team leader or supervisor managing a workplace, and to manage strategic and operational areas of an organisation. It is for people who are aspiring to be managers in medium and large organisations across all industry sectors. It is also for practicing managers who want to formalise their skills.

Career Opportunities: Team leader, supervisor or middle manager managing a workplace

Articulation: When you finish this course you can apply to do the Advanced Diploma of Business (Management).

Entry Requirements:

- a) Qualify for mature-age entry (over 20 years old at the time of enrolment); AND

International students: IELTS 5.5 or equivalent

Entry Requirements for the course will depend on the Australian Department of Immigration and Citizenship (DIAC) assessment level for the country. At present, countries are classified from Level 1 through to Level 4. See DIAC website: www.immi.gov.au for more details on Assessment level requirements for your country.

Completion: Upon successful completion of this course you will receive a nationally recognised Diploma of Business Management (BSB50401). Students who do not complete all units may be eligible for a Statement of Attainment in partial completion of a Diploma of Business Management (BSB50401)

Units: To gain Diploma of Business Management (BSB50401) you must successfully complete all the following:

BSBMGT505A	Ensure a Safe Workplace
BSBMGT501A	Market Services and Concepts to Internal Customers
BSBMGT506A	Recruit, select and induct staff
BSBHR506A	Manage Recruitment, Selection and Induction Processes
BSBFLM512A	Ensure Team Effectiveness
BSBMGT502A	Manage People Performance
BSBHR503A	Manage Performance Management Systems
BSBMGT503A	Prepare Budgets and Financial Plans



Teaching Methods: Face to Face Delivery, supervised study in a realistic work based scenario, research, assignments

Assessments Methods: Includes role-play, portfolio of evidence, research assignments, observation and other appropriate assessment methods depending on the study unit.

Tuition Fee per course: Please refer to current Price List.

Course Delivery Location: 110 Bathurst St, Sydney, NSW 2000 Australia

Recognition of Prior Learning (RPL): Cambridge College International offers limited RPL or credit transfers for equivalent units and qualifications gained in Australia.



Cambridge College International

CRICOS Provider Number: 00159K; 00033B

National Provider: 90069

Address: Level 7, 110 Bathurst Street, Sydney NSW 2000 Australia

Tel: +61 2 8263 1200 Fax: +61 2 8263 1238

info@cambridgecollegeinternational.com.au

www.cambridgecollegeinternational.com.au

ESTABLISHED IN 1934

ADVANCED DIPLOMA OF BUSINESS MANAGEMENT BSB60201

CRICOS Course Code: 042435C

Duration: 2 years full time

Description: In this course you will learn how to manage and lead the planning, operations and continuous improvement of organisations across all industry sectors.

It is for people aspiring to middle-level management positions in all organisations, as well as practising managers who want to formalise their skills.

Career Opportunities: Team leader, supervisor, middle manager or senior manager managing a workplace

Articulation: Graduates will gain credit towards a Bachelor of Commerce or Business at many universities.

Entry Requirements:

a) Qualify for mature-age entry (over 20 years old at the time of enrolment); AND

International students: IELTS 5.5 or equivalent

Entry Requirements for the course will depend on the Australian Department of Immigration and Citizenship (DIAC) assessment level for the country. At present, countries are classified from Level 1 through to Level 4. See DIAC website: www.immi.gov.au for more details on Assessment level requirements for your country.

Completion: Upon successful completion of this course you will receive a nationally recognised Advanced Diploma of Business Management (BSB60201). Students who do not complete all units may be eligible for a Statement of Attainment in partial completion of a Advanced Diploma of Business Management (BSB60201)

Units: To gain Advanced Diploma of Business Management (BSB60201) you must successfully complete all the following:

BSBMGT601A	Contribute to strategic direction
BSBMGT602A	Contribute to the development and implementation of strategic plans
BSBMGT603A	Review and develop business plans
BSBMGT606A	Manage customer focus
BSBMGT607A	Manage knowledge and information
BSBMGT608A	Manage innovation and continuous improvement
BSBMGT609A	Manage risk
BSBHR604A	Manage employee relations



NSW Vocational
Education & Training
Accreditation Board



NATIONALLY RECOGNISED
TRAINING

Teaching Methods: Face to Face Delivery, supervised study in a realistic work based scenario, research, assignments

Assessments Methods: Includes role-play, portfolio of evidence, research assignments, observation and other appropriate assessment methods depending on the study unit.

Tuition Fee per course: Please refer to current Price List.

Course Delivery Location: 110 Bathurst St, Sydney, NSW 2000 Australia

Recognition of Prior Learning (RPL): Cambridge College International offers limited RPL or credit transfers for equivalent units and qualifications gained in Australia.



Cambridge College International

CRICOS Provider Number: 00159K; 00033B

National Provider: 90069

Address: Level 7, 110 Bathurst Street, Sydney NSW 2000 Australia

Tel: +61 2 8263 1200 Fax: +61 2 8263 1238

info@cambridgecollegeinternational.com.au

www.cambridgecollegeinternational.com.au

ESTABLISHED IN 1934

ADVANCED DIPLOMA OF BUSINESS (MARKETING) BSB60601

CRICOS Course Code: 042435C

Duration: 2 years full time

Description: This course is for people who work or want to work in marketing in a large organisation. You will learn to develop marketing strategies, develop a marketing plan, manage the marketing process, develop and manage direct marketing campaigns, manage marketing research, evaluate international marketing opportunities and manage international marketing programs.

You will learn through practical industry case studies, project-based learning, operating both individually and in teams.

Career Opportunities: With appropriate work experience, sales representative, sales manager, product manager, marketing manager or international marketing manager.

Articulation: When you finish this course you may be eligible to do a variety of Advanced Diploma of Business courses. Some universities will grant credits towards a degree.

Entry Requirements:

- a) Qualify for mature-age entry (over 20 years old at the time of enrolment); AND

International students: IELTS 5.5 or equivalent

Entry Requirements for the course will depend on the Australian Department of Immigration and Citizenship (DIAC) assessment level for the country. At present, countries are classified from Level 1 through to Level 4. See DIAC website: www.immi.gov.au for more details on Assessment level requirements for your country.

Completion: Upon successful completion of this course you will receive a nationally recognised Advanced Diploma of Business (Marketing) BSB560601. Students who do not complete all units may be eligible for a Statement of Attainment in partial completion of a Advanced Diploma of Business (Marketing) BSB560601.

Units: To gain Advanced Diploma of Business (Marketing) BSB560601 you must successfully complete all the following:

BSBMKG601A	Develop marketing strategies
BSBMKG602A	Develop a marketing plan
BSBMKG603A	Manage the marketing process
BSBMKG604A	Develop and manage direct marketing campaigns
BSBMKG605A	Evaluate international marketing opportunities
BSBMKG606A	Manage international marketing programs
BSBMKG607A	Manage market research
BSBMGT606A	Manage customer focus



NSW Vocational
Education & Training
Accreditation Board



NATIONALLY RECOGNISED
TRAINING

Teaching Methods: Face to Face Delivery, supervised study in a realistic work based scenario, research, assignments

Assessments Methods: Includes role-play, portfolio of evidence, research assignments, observation and other appropriate assessment methods depending on the study unit.

Tuition Fee per course: Please refer to current Price List.

Course Delivery Location: 110 Bathurst St, Sydney, NSW 2000 Australia

Recognition of Prior Learning (RPL): Cambridge College International offers limited RPL or credit transfers for equivalent units and qualifications gained in Australia.



Cambridge College International

CRICOS Provider Number: 00159K; 00033B

National Provider: 90069

Address: Level 7, 110 Bathurst Street, Sydney NSW 2000 Australia

Tel: +61 2 8263 1200 Fax: +61 2 8263 1238

info@cambridgecollegeinternational.com.au

www.cambridgecollegeinternational.com.au

ESTABLISHED IN 1934

CERTIFICATE III IN FINANCIAL SERVICES FNS30104

CRICOS Course Code: 052239B

Duration: 6 months full time

Description: This course is for people/trainees to introduce the various roles of entry level employees working across key areas of the financial services spectrum. You will learn about responding to client needs, maintaining financial records, processing superannuation records and performing clerical duties. This course will assist you to gain skills, at entry level for a wide variety of positions in the financial services industry.

Career Opportunities: Accounts/payroll and superannuation records clerk.

NOTE: Training Package under review (structure may change)

Entry Requirements:

a) Qualify for mature-age entry (over 20 years old at the time of enrolment); AND

International students: IELTS 5.5 or equivalent

Entry Requirements for the course will depend on the Australian Department of Immigration and Citizenship (DIAC) assessment level for the country. At present, countries are classified from Level 1 through to Level 4. See DIAC website: www.immi.gov.au for more details on Assessment level requirements for your country.

Completion: Upon successful completion of this course you will receive a nationally recognised Certificate III in Financial Services FNS30104. Students who do not complete all units may be eligible for a Statement of Attainment in partial completion of Certificate III in Financial Services FNS30104.

Units: To gain Certificate III in Financial Services FNS30104 you must successfully complete all the following:

FNSICIND301A	Work in the financial services industry
FNSICGEN301A	Communicate in the workplace
FNSICGEN302A	Use technology in the workplace
FNSICGEN304A	Apply health and safety practices in the workplace
FNSICGEN303A	Work with others
FNSICGEN305A	Maintain daily financial/business records
FNSICACC301A	Administer accounts payable
FNSICACC302A	Administer financial accounts
FNSICACC303A	Prepare, match and process receipts
FNSICACC304A	Prepare and bank receipts
FNSICACC305A	Process payment documentation
FNSICACC306A	Process journal entries
FNSICACC307A	Reconcile and monitor accounts receivable



Teaching Methods: Face to Face Delivery, supervised study in a realistic work based scenario, research, assignments

Assessments Methods: Includes role-play, portfolio of evidence, research assignments, observation and other appropriate assessment methods depending on the study unit.

Tuition Fee per course: Please refer to current Price List.

Course Delivery Location: 110 Bathurst St, Sydney, NSW 2000 Australia

Recognition of Prior Learning (RPL): Cambridge College International offers limited RPL or credit transfers for equivalent units and qualifications gained in Australia.

Waterfall Investments Pty Ltd t/a Cambridge College International (ABN: 49 001 124 152)



Cambridge College International

CRICOS Provider Number: 00159K; 00033B

National Provider: 90069

Address: Level 7, 110 Bathurst Street, Sydney NSW 2000 Australia

Tel: +61 2 8263 1200 Fax: +61 2 8263 1238

info@cambridgecollegeinternational.com.au

www.cambridgecollegeinternational.com.au

ESTABLISHED IN 1934

CERTIFICATE IV IN FINANCIAL SERVICES FNS40104

CRICOS Course Code: 042616J

Duration: 1 year full time

Description: Provides students with the knowledge and skills to work in banking or retail financial services environment promoting customer/client service, administering financial applications and monitoring compliance, leading a team, performing the duties of a first line supervisor and performing the duties of a senior or technical officer.

Career Opportunities: When you graduate, you will be qualified to work as Branch Manager within Credit Unions, Building Societies and Mortgage Organisations, Team Leader in the Retail Financial Services sector.

NOTE: Training Package under review (structure may change)

Entry Requirements:

- a) Qualify for mature-age entry (over 20 years old at the time of enrolment); AND

International students: IELTS 5.5 or equivalent

Entry Requirements for the course will depend on the Australian Department of Immigration and Citizenship (DIAC) assessment level for the country. At present, countries are classified from Level 1 through to Level 4. See DIAC website: www.immi.gov.au for more details on Assessment level requirements for your country.

Completion: Upon successful completion of this course you will receive a nationally recognised Certificate IV in Financial Services FNS40104. Students who do not complete all units may be eligible for a Statement of Attainment in partial completion of Certificate IV in Financial Services FNS40104.

Units: To gain Certificate IV in Financial Services FNS40104 you must successfully complete all the following:

FNSICIND401A	Apply principles of professional practice to work in the financial services industry
FNSICGEN301A	Communicate in the workplace
FNSICGEN302A	Use technology in the workplace
FNSICGEN304A	Apply health and safety practices in the workplace
FNSICGEN403A	Collect, assess and use information
FNSICGEN404A	Resolve disputes
FNSACCT401A	Process business tax requirements
FNSACCT402A	Produce job costing information
FNSACCT403A	Prepare operational budgets
FNSACCT404A	Make decisions within a legal context
FNSACCT405A	Prepare financial statements
FNSACCT406A	Maintain asset and inventory records
FNSACCT407A	Set up and operate a computerised accounting system



Teaching Methods: Face to Face Delivery, supervised study in a realistic work based scenario, research, assignments

Assessments Methods: Includes role-play, portfolio of evidence, research assignments, observation and other appropriate assessment methods depending on the study unit.

Tuition Fee per course: Please refer to current Price List.

Course Delivery Location: 110 Bathurst St, Sydney, NSW 2000 Australia

Recognition of Prior Learning (RPL): Cambridge College International offers limited RPL or credit transfers for equivalent units and qualifications gained in Australia.



Cambridge College International

CRICOS Provider Number: 00159K; 00033B

National Provider: 90069

Address: Level 7, 110 Bathurst Street, Sydney NSW 2000 Australia

Tel: +61 2 8263 1200 Fax: +61 2 8263 1238

info@cambridgecollegeinternational.com.au

www.cambridgecollegeinternational.com.au

ESTABLISHED IN 1934

CERTIFICATE III IN AGED CARE WORK CHC30102

CRICOS Course Code: 055373E

Duration: 6 months full time

Description: This course is for people who work or want to work in the aged care sector in a range of residential aged care facilities in the community services and health industry. You will learn about the aged care sector, interviewing and communicating with older people, and providing care and support to older people within the residential facilities. You should be aware that as clinical placement in a public or private hospital or medical facility is part of this course, you may need to undergo occupational screening and be vaccinated against infectious diseases. Your trainers will give you further advice.

Career Opportunities: Assistant in nursing, support worker, carer, personal care assistant.

Articulation: When you finish this course you can apply for advanced standing in Certificate III, Certificate IV and Diploma courses in community services, community welfare work, youth work, mental health, disabilities and alcohol and other drug work. You may also be eligible for more advanced study in other colleges or universities.

Entry Requirements:

- a) Qualify for mature-age entry (over 20 years old at the time of enrolment); AND

International students: IELTS 5.5 or equivalent

Entry Requirements for the course will depend on the Australian Department of Immigration and Citizenship (DIAC) assessment level for the country. At present, countries are classified from Level 1 through to Level 4. See DIAC website: www.immi.gov.au for more details on Assessment level requirements for your country.

Completion: Upon successful completion of this course you will receive a nationally recognised Certificate III in Aged Care Work CHC30102. Students who do not complete all units may be eligible for a Statement of Attainment in partial completion of Certificate III in Aged Care Work CHC30102.

Units: To gain Certificate III in Aged Care Work CHC30102 you must successfully complete all the following:

CHCAC1C	Provide support to an older person
CHCAC2C	Provide personal care
CHCAC3C	Orientation to aged care work
CHCAC6C	Support the older person to meet their emotional and psychosocial needs
CHCAC15A	Provide care support which is responsive to the specific nature of dementia
CHCCOM2B	Communicate appropriately with clients and colleagues
CHCINF8B	Comply with information requirements of the aged care and community care sectors
CHCOHS302A	Participate in safety procedures for direct care work
CHCORG3B	Participate in the work environment
HLTCS6A	Respond effectively to difficult or challenging behaviour
CHCAC17A	Support the older person to maintain their independence
CHCCS304A	Assist with self medication
CHCCS405A	Work effectively with culturally diverse clients and co-workers



Teaching Methods: Face to Face Delivery, supervised study in a realistic work based scenario, research, assignments

Assessments Methods: Includes role-play, portfolio of evidence, research assignments, observation and other appropriate assessment methods depending on the study unit.

Tuition Fee per course: Please refer to current Price List.

Course Delivery Location: 110 Bathurst St, Sydney, NSW 2000 Australia

Recognition of Prior Learning (RPL): Cambridge College International offers limited RPL or credit transfers for equivalent units and qualifications gained in Australia.



Cambridge College International

CRICOS Provider Number: 00159K; 00033B

National Provider: 90069

Address: Level 7, 110 Bathurst Street, Sydney NSW 2000 Australia

Tel: +61 2 8263 1200 Fax: +61 2 8263 1238

info@cambridgecollegeinternational.com.au

www.cambridgecollegeinternational.com.au

ESTABLISHED IN 1934

DIPLOMA OF COMMUNITY SERVICES MANAGEMENT CHC51602

CRICOS Course Code: 055373E

Duration: 6 months full time

Description: This course is for people who work or want to work in residential facilities, community or government agencies as a counsellor, support worker, youth worker, business manager, employment services manager or program manager. You will develop the skills and knowledge to undertake a range of functions to achieve results in line with organisational goals and strategic directions. These skills include specialist communication skills, coordination, leadership, mentoring and coaching skills as well as knowledge of statutory information requirements, occupational health and safety management systems and risk management.

Career Opportunities: Counselling, Coordination and Management positions in community services work.

Articulation: When you finish this course you can apply for advanced standing in a number of Community Services Work and Social Sciences degrees and postgraduate courses.

Entry Requirements:

- a) Qualify for mature-age entry (over 20 years old at the time of enrolment); AND

International students: IELTS 5.5 or equivalent

Entry Requirements for the course will depend on the Australian Department of Immigration and Citizenship (DIAC) assessment level for the country. At present, countries are classified from Level 1 through to Level 4. See DIAC website: www.immi.gov.au for more details on Assessment level requirements for your country.

Completion: Upon successful completion of this course you will receive a nationally recognised Diploma of Community Services Management CHC51602. Students who do not complete all units may be eligible for a Statement of Attainment in partial completion of Diploma of Community Services Management CHC51602.

Units: To gain Diploma of Community Services Management CHC51602 you must successfully complete all the following:

CHCCOM3C	Utilise specialist communication skills to build strong relationships
CHCOHS501A	Manage workplace OHS management system
CHCORG6B	Co-ordinate the work environment
CHCORG7B	Manage workplace issues
CHCORG23B	Co-ordinate work
CHCORG28A	Reflect and improve upon professional practice
PSPMNGT605A	Manage diversity
CHCADMIN4B	Manage the organisation's finances, accounts and resources
BSBMGT609A	Manage risk
SRXTEM003A	Work autonomously
CHCORG27A	Provide mentoring support to colleagues
CHCORG29A	Provide coaching and motivation
CHCAOD10A	Work with clients who have alcohol and/or other drugs issues
CHCCHILD1C	Identify and respond to children and young people at risk of harm
CHCYTH5C	Support youth programs



Teaching Methods: Face to Face Delivery, supervised study in a realistic work based scenario, research, assignments

Assessments Methods: Includes role-play, portfolio of evidence, research assignments, observation and other appropriate assessment methods depending on the study unit.

Tuition Fee per course: Please refer to current Price List.

Course Delivery Location: 110 Bathurst St, Sydney, NSW 2000 Australia

Recognition of Prior Learning (RPL): Cambridge College International offers limited RPL or credit transfers for equivalent units and qualifications gained in Australia.



Cambridge College International

CRICOS Provider Number: 00159K; 00033B

National Provider: 90069

Address: Level 7, 110 Bathurst Street, Sydney NSW 2000 Australia

Tel: +61 2 8263 1200 Fax: +61 2 8263 1238

info@cambridgecollegeinternational.com.au

www.cambridgecollegeinternational.com.au

ESTABLISHED IN 1934

PRE-ENROLMENT INFORMATION FOR STUDENTS

Selection, Enrolment & Orientation

Selection and enrolment at Cambridge College International is carried out in an ethical and responsible manner and we encourage people to apply for enrolment without discrimination through a variety of means. Individual interviews are conducted to ensure applicants meet the entry requirements, are well informed and provide us with the opportunity to identify any special requirements the applicant may have. All successful applicants complete an orientation program the first day of the course to familiarise them with the College's services, facilities and procedures. And will be provided with the copy of the Orientation Guide.

Student Visa Requirements

All students should be aware of the following student visa requirements:

- Students must study a full-time course which is a minimum of 20 contact hours per week
- Student must attend a minimum of 80% of all scheduled classes (English Programs ONLY)
- Student must follow Course Progress Policy (Vocation Programs ONLY)
- Student must provide current and accurate contact details to the education provider. If contact details change, students are required to give a change of details form to the college.
- Student who obtain work rights on their visa are able to work up to 20 hours per week while the course is in session
- School-aged dependents accompanying you to Australia are required to pay full fees if they are enrolled in either a government or non-government school (for fees for dependants of overseas students seeking enrolment in NSW government schools please see www.det.nsw.edu.au)

For more information about visa conditions visit www.immi.gov.au

Overseas Student Health Cover

All international visitors to Australia under a Student Visa are required by law to have Overseas Student Health Cover (OSHC). Students are required to pay for this cover prior to arriving in Australia. Students are covered by the OSHC from the day they arrive in Australia, until the end date of their visa.

- On enrolment all international students must pay a fee for health insurance in accordance with the length of their course.
- Cambridge College International forwards payment and application on behalf of new students to Australian Health Management (for policy information please see <http://www.ahm.com.au/7323/OSHC>)
- AHM can take up to 4 weeks to process applications and send student AHM Cards back to Cambridge College International.
- If you have any health problems before receiving your card you are still covered. When you go to the doctor and pay for your consultation, you must ask for a receipt. AHM will reimburse your money provided you produce the receipt.

Remember you are covered from the day you arrive Australia (even though you may not have your card).

Accommodation and leaving expenses

Estimated living expenses for an international student are approximately A\$12,000 to A\$20,000 a year. This covers food, accommodation, travel, entertainment and clothing

Suggested weekly budget (Remember figures are in Australia dollars and accurate in July 2007):

- Accommodation \$100 to \$150 (for a room in a shared house or apartment)
- Food A\$50 to A\$90
- Public transport A\$30 to A\$50

Accommodation options for students:

1. Homestay – Our Homestay services provide an opportunity to stay with an Australian family and experience the Australian culture and lifestyle. If you need a homestay, we ask our students to fill out accommodation form. We need at least 4 weeks before the arrival date to arrange it. Minimum Stay – 4 weeks; for homestay fees please refer to our pricelist, fees includes meals, laundry, your own room and student desk are provided.
2. Student House – Located only 10 minutes away from college. Facilities include free Foxtel, BBQ, DVD player, garden, tennis. To book student house we ask our students to fill out accommodation form at least 2 weeks before arrival date. Minimum Stay – 2 weeks; for fees please refer to our pricelist.
3. Hostel accommodation is a popular option for international students, especially in the first months of their arrival. A small, furnished room is provided with access to a shared bathroom, laundry, lounge and recreational activities. Some hostels also provide computer access. It is recommended that students considering Hostel accommodation options look at two or three properties prior to making a decision. Many hostels are privately run and as such come under the Rooming House Act. Please note, if the student signs a lease, they are covered by the Residential Tenancies Act.
4. Apartment/flat rental varies greatly in cost and conditions. For long term arrangements, it is strongly advised that the student is familiar with the suburb or area. For purposes of bond payment and moving arrangements the student must be available to sign agreements. For this reason international students are advised to secure short term accommodation upon arrival so that flat and apartment hunting may be started after they have settled in and begun to seek out areas they would like to live in.



Cambridge College International

CRICOS Provider Number: 00159K; 00033B

National Provider: 90069

Address: Level 7, 110 Bathurst Street, Sydney NSW 2000 Australia

Tel: +61 2 8263 1200 Fax: +61 2 8263 1238

info@cambridgecollegeinternational.com.au

www.cambridgecollegeinternational.com.au

ESTABLISHED IN 1934

ESOS Framework

Cambridge College International is a Registered Training Organisation, registered by the Vocational Education & Training Advisory Board (VETAB) under the Australian Quality Training Framework (AQTF). Cambridge College International is also registered on CRICOS (Commonwealth Register of Institutes and Courses for Overseas Students). Training Organisation who appear on the CRICOS Register are governed by the ESOS (Education Services for Overseas students) Framework which consists of a number of pieces of legislation including the ESOS Act 2000 and the National Code of Practice 2007 for Registration Authorities and Providers of Education and Training to Overseas Students. These laws are in place to protect overseas student and to uphold high quality standards of education within Australian Education Institutes. For further information please refer to www.dest.gov.au

Provider Default

If Cambridge College International does not offer a course on the advertised start date, terminates a course after the course start date or before the course completion or does not provide a course as advertised due to sanctions by any authority Cambridge College International will pay a full refund to the student within 2 weeks after the default date. Please refer to our full Cancellation and Refund Policy.

Student Complaints & Appeals Procedure

Cambridge College International is committed to create a positive learning environment and provide student support services which are free of coercion, unfair treatment or harassment of students. Students are encouraged to achieve their personal best through the provision of valid learning and assessment tools and strategies that are most suited to the students' diverse needs. Cambridge College International has a fair and open Complaints Policy to address any student complaints or appeals and provides that outcomes are recorded in writing. For more information please refer to Student Appeals and Grievance Procedure.

Student Deferral, Suspension & Cancellation of Enrolment

Student enrolment can be deferred, suspended or cancelled in limited circumstances by Cambridge College International or by the student. When deferral, suspension or cancellation of enrolment is initiated by Cambridge College International students have the right to appeal the decision. For further information refer to Student Deferral, Suspension & Cancellation Policy.

Disciplinary Procedures

All students enrolled in and participating in programs or using the services of Cambridge College International are expected to maintain appropriate standards of conduct at all times. Where behaviour is deemed to be improper or inappropriate, Cambridge College International will take appropriate action as outlined in the Student Deferral, Suspension & Cancellation Policy.

Provision for Language, Literacy and Numeracy Support

Language, literacy and numeracy needs of all individuals are important and to support students in this area Cambridge College International provides a range of English Language courses. When necessary and appropriate, adjustments are made to methods of delivery and assessment, to suit the needs of individuals so that they will have a reasonable chance of success in their course.

Recognition of Prior Learning (RPL)

As part of the enrolment process Cambridge College International encourages students to apply for Recognition of Prior Learning. Applicants are required to complete a RPL Request Form and will be assisted by an admissions staff member to ensure guidance is provided on the type and amount of evidence to be gathered to support the request. Requests are assessed by appropriately qualified staff within 7 days and written notification on the outcome is provided to the applicant. Cambridge College International follows a policy of mutual recognition and accepts the academic qualifications of other Australian Institutions and overseas institutions based on consultation with NOOSR. RPL is available on the basis of previous academic qualifications or work/life experience. For further information please contact our admissions staff.

Personal Information and Privacy

Personal information provide by any student may be made available to Commonwealth and State agencies, in accordance with legislative requirements. In addition the college is required to provide information about the attendance, academic performance and address of students, and any breaches of student visa conditions.

Access and Equity

Cambridge College International follows Access and Equity principles in all student and staff selection, registration (employment) and induction

Protection of Student Fees

Cambridge College International protects student's fees through the ESOS Assurance Fund.

Refunds

In line with AQTF2007 and ESOS regulations Cambridge College International will issue refunds as per condition outline in Cancellation and Refund Policy.



Cambridge College International

CRICOS Provider Number: 00159K; 00033B

National Provider: 90069

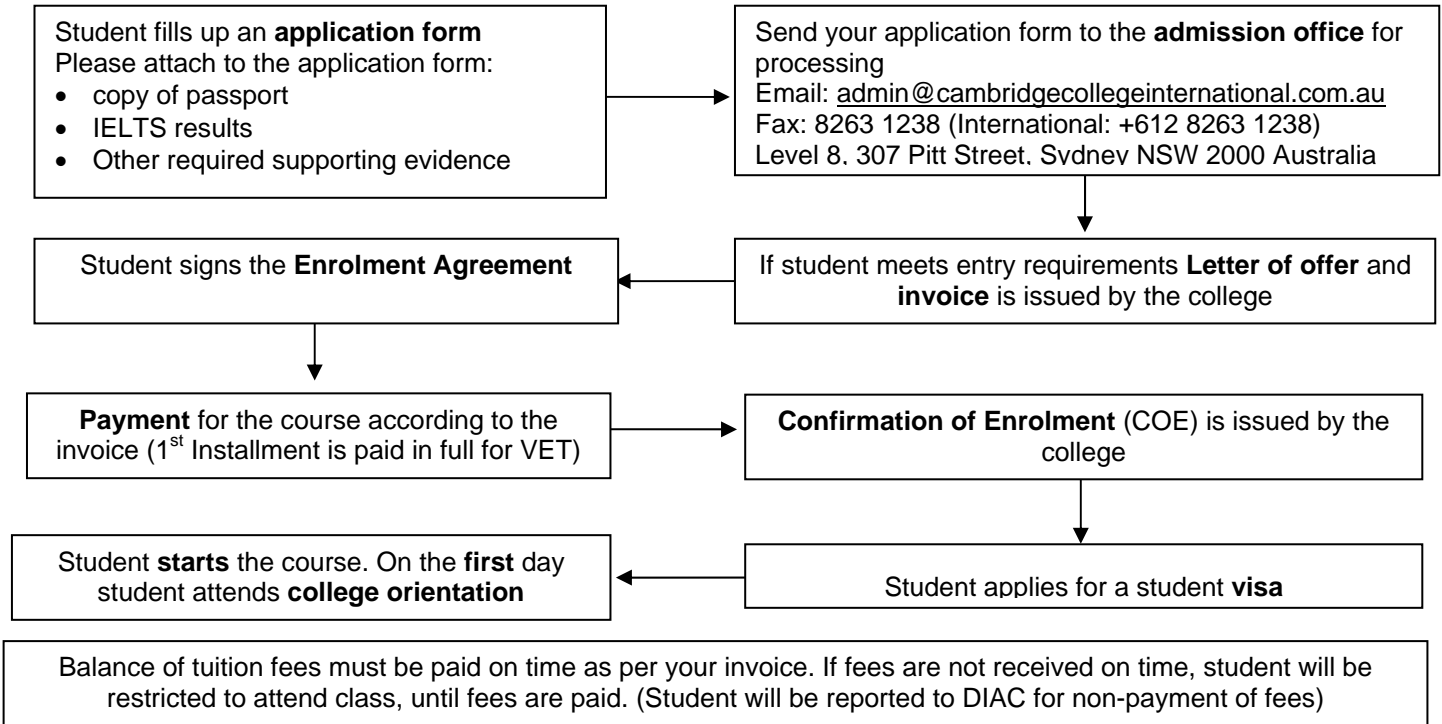
Address: Level 7, 110 Bathurst Street, Sydney NSW 2000 Australia

Tel: +61 2 8263 1200 Fax: +61 2 8263 1238

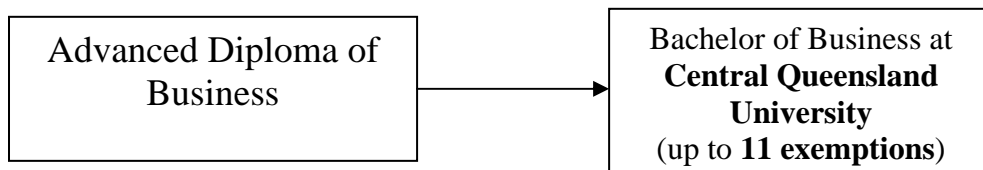
info@cambridgecollegeinternational.com.au

www.cambridgecollegeinternational.com.au

ESTABLISHED IN 1934 ENROLMENT PROCESS



UNIVERSITY ARTICULATIONS





Cambridge College International

CRICOS Provider Number: 00159K; 00033B

National Provider: 90069

Address: Level 7, 110 Bathurst Street, Sydney NSW 2000 Australia

Tel: +61 2 8263 1200 Fax: +61 2 8263 1238

info@cambridgecollegeinternational.com.au

www.cambridgecollegeinternational.com.au

ESTABLISHED IN 1934 SERVICES FOR STUDENTS

On the first day at Cambridge College International, you will attend an orientation session and be issued with an Orientation Guide. The Guide contains detailed information covering all aspects of your course and living in Sydney. Remember that at Cambridge College International, we have a Student Services officer to help you with any part of your stay to ensure that you are completely satisfied and happy studying with us.

We provide following help for students:

- Orientation Sessions (for English Courses every Monday at 9am and 2 pm; for VET courses every Intake Date at 10 am and 4pm)
- Work Permission (once you have work permission you are allowed to work maximum of 20 hours per week)
- Any documents and correspondence needed i.e. Confirmation of Enrolment Letters, Attendance letters, Certificates, Student tuition fees invoices, etc
- Student ID cards
- AHM(Australian Health Management) information
- Assist students to apply for Tax File Number
- Help with accommodation and general enquiries
- Coordinate Group Study Tours
- Students event program

Counselling

Counseling provided by our qualified student counselor is available to those studying at Cambridge College International, on matters ranging from private concerns to living and academic issues.

COLLEGE FACILITIES

At Cambridge College International courses are designed to provide intensive training for career success in a professional learning environment that is both challenging and motivating with the goal of employment and/or further study. The Diploma course provides an alternative pathway to university entrance. The course is available to Australian students full time and to international students full time on a student visa aged 18 years and older.

Cambridge College International is a Registered Training Organisation (RTO). It is accredited through the NSW Government Vocational Education and Training Accreditation Board (VETAB) to issue qualifications. The qualifications are recognised nationally in post-compulsory education and training within Australia under the Australian Government's Australian Qualifications Training Framework (AQTF).

Facilities

Our classrooms are modern, well lit and insulated against outside noise or interference from other classes, air-conditioned and have windows. They meet the classroom area requirements set out by VETAB. They are fitted with sufficient power points, teacher and student furniture. General facilities for students include:

- Language Assistance
- Computer Labs
- Care and Counselling
- Social Programs
- Accommodation Options
- Free Internet
- Student Lounge and Lunch Area (microwaves ovens, fridges, vending machines provided for students)

Equipment

Classrooms have computers, TV, video, cassette recorder, audio-visual teaching aids and whiteboards as needed. Overhead projectors are also available as a teaching aid.

Waterfall Investments Pty Ltd t/a Cambridge College International (ABN: 49 001 124 152)



Cambridge College International

CRICOS Provider Number: 00159K; 00033B

National Provider: 90069

Address: Level 7, 110 Bathurst Street, Sydney NSW 2000 Australia

Tel: +61 2 8263 1200 Fax: +61 2 8263 1238

info@cambridgecollegeinternational.com.au

www.cambridgecollegeinternational.com.au

ESTABLISHED IN 1934

CANCELLATION AND REFUND POLICY

- The Enrolment processing Fee, Accommodation Placement Fees and Airport Pick-Up Fees are non-refundable whether you complete your course or not.
- An administrative charge of \$100 is made to vary an application e.g. Change of Start Date, Change of Course
- Tuition Fees and OSHC are refunded in full where The Australian Embassy/High Commission rejects the Student's Visa Application in writing and a copy of the rejection letter is sent to Cambridge College International.
- Notices of Cancellation are not effective until Cambridge College International receives written notification of your cancellation.
- Tuition fees will be refunded in part where a student wishes to cancel a course, with a letter signed by the student.
 - More than 28 days before course commencement, less 10% for administrative expenses
 - Where a cancellation occurs less than 28 days prior to the starting date of the course, 30% of tuition fees will be deducted from the full fee applicable for the semester/course.
- No refunds will be made after the commencement date of the course. Where 2 or more courses are packaged, the conditions apply to all elements. If Enrolment fee is waived due to special conditions/offers, all refunds will attract an administration charge of \$150.00. Note that for packaged courses the course start date is taken to be the start date of the first course
- Visa rejection refunds will require a copy of the visa rejection notification from the Australian Embassy / High Commission/ DIAC and your Official Cambridge College International receipt.
- Course and other Fees are not transferable to another student or institution but may be transferred to another course within Cambridge College International at the discretion of the College.
- All refunds due to student default are in Australian Dollars and processing time is four weeks.
- Any approved refunds are made payable to and sent to the student or his/her agent, in the country of origin as applicable in Australian dollars.
- Bank charges are deducted for refunds made by bank draft or electronic transfer.
- Personal insurance and student expenses are not included in the fees quoted and are the responsibility of the student.
- Cambridge College International will pay a full refund to the student within 2 weeks after the default date when Cambridge College International:
 - Does not offer a course on the advertised start date:
 - Terminates a course after the course start date and before the course completion date
 - Does not provide a course as advertised due to sanctions by any authorities
 This refund is equal to the daily course rate (total tuition fees divided by the total course days) x the number of course days for which the student has not received service.
- All refund considerations will be strictly limited to the monies which Cambridge College International has received from the student as tuition fees only i.e. exclusive of all no-refundable fees and agents' commission (whether this commission was deducted before or after student payment to Cambridge College International).
- Personal insurance and student expenses are not included in the fees quoted and are the responsibility of the student. This policy does not remove the right to take further action under Australia's Consumer Protection Laws

http://www.australia.gov.au/Consumer_Protection

METHOD OF PAYMENT				
Cheque Bank: ANZ BANK Account Name: Waterfall Overseas Student Trust Account Name on Card:	Cash	Credit Card Branch: 6 Cross Street, Hurstville NSW 2220 Type of Card:	Bank Deposit BSB - 012 402 Card Number:	International Money Order SWIFT Code: ANZBAU3M Account Number - 2707 187 17 Expiry:
TOTAL DUE		DECLARATION		
Please include total for <u>all</u> services that you have requested up this point. Fee Calculation (see pricelist for fees) In <u>Australian Dollars</u> Enrolment.....\$ Tuition\$ Accommodation Placement Fee\$ Homestay Accommodation-weeks\$ Airport Transfers\$ OSHC\$ TOTAL \$.....		I have fully read and understood CCI's terms and conditions including the refund and cancellation policy and I agree to abide by them. Signature of Student _____ Date: / / If fees are being paid by another person(s) or company: I _____ (Name of person(s) / company paying fees – please print) declare that I have the financial capacity to meet Course fees and agree to pay these fees as they become due and I have read, fully understood and accept CCI's terms and conditions and I have signed and attached the compulsory checklist to this enrolment form.		