

2013 International Student Prospectus MELBOURNE • ADELAIDE • PERTH





Welcome to Cambridge International College

We are proud to be one of Australia's leading independent institutions and part of EduCo International Group, a global network of quality education providers. With campuses across Melbourne, Adelaide and Perth, we offer a wide range of courses in the English, Vocational and Higher Education sectors.

At Cambridge International College (CIC), we are continuously developing our quality academic curriculum, teaching methods and student services in order to support students to achieve their best and enhance their study and life experience in Australia.

Part of these recent developments include guest lectures by industry professionals, visits to local companies and industry based learning in our Higher Education programs.

In 2013, we are also excited about the launch of our new Career Assistance Service, to further support CIC students' career development. This new provision will greatly benefit students preparing for and seeking post-graduate employment.

Together with our dedicated and enthusiastic staff, we look forward to welcoming and supporting students to achieve their goals and enrich their study experience.

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Why Study at Cambridge International College



Academic Staff

We understand that great teachers equal a great education. This is why CIC seeks to employ committed, caring, qualified and experienced lecturers, instructors and teachers.

Small class sizes

CIC focuses on restricting the students to a teacher ratio. This focus supports individual student learning needs by ensuring that students receive the time and attention they need to develop knowledge, skills and confidence in their abilities.

Options for further study

Internal and external pathways for our English, Vocational and Higher Education programs provide our students with reliable and valid means of transitioning from one level or field of study to the next.

Study Support

CIC offers Study Skill Sessions for its students which include academic and report writing, computer literacy and time management skills. The aim of the Study Skills Sessions is to support students to achieve successful course outcomes as well as preparing students for further study.



Student Welfare Team

The Student Welfare Team comprises of professional and friendly staff qualified to assist students in a broad range of areas, including counselling. The service is free and confidential.

Student Council

The Student Council is a committee of CIC students whose role is to represent and be the voice of the CIC student body. The Student Council seeks to engage all CIC students by planning and organising social activities and student events focussing on celebrations of cultural diversity.



Patricia Dalet Vargas Romero

Mexico - Diploma of Marketin

I have really enjoyed my time studying Marketing in CIC, where I have met amazing people from different countries. The lecturers are very dynamic and encouraging, and while discussing the topics with my group I got to learn about my classmates' cultures and how things work in other countries. Attending CIC is a great opportunity for International Students to meet new people. The staff are very helpful with resumes and job-searching advice, and even organizing off-campus activities and trips to show you around the city and Victoria. Definitely a great choice for studying in Australia.

Choice of Campus Locations



Melbourne

Melbourne is a world class city with a diverse and vibrant culture and an appreciation of the value of education. There is always something interesting on offer in Melbourne. Enjoy the superb entertainment, sporting events, shopping, international cuisine, cultural events and festivals held throughout the year.

With many small intriguing laneways to explore, beautiful parks and beaches to relax by and friendly atmosphere, Melbourne attracts students from all over the world. Offering safe and affordable living, it is no wonder that Melbourne is constantly voted one of the world's most liveable cities.

Adelaide

Adelaide boasts easy access to great beaches, parks and state forests. The famous Barossa, McLaren Vale, Coonawarra and Clare Valley winery regions are nearby. The regions include some of Australia's best wineries.

For over 170 years, Adelaide has earned a reputation as Australia's Learning City for students from all over the world, producing over 100 Rhodes Scholars and three Nobel Laureates.

The city's festive spirit offers a diverse range of events throughout the year including world class music festivals, art, film and food festivals, all celebrating Australian multiculturalism. Enjoy the festival spirit whilst living in a city comparably less expensive than other Australian cities.





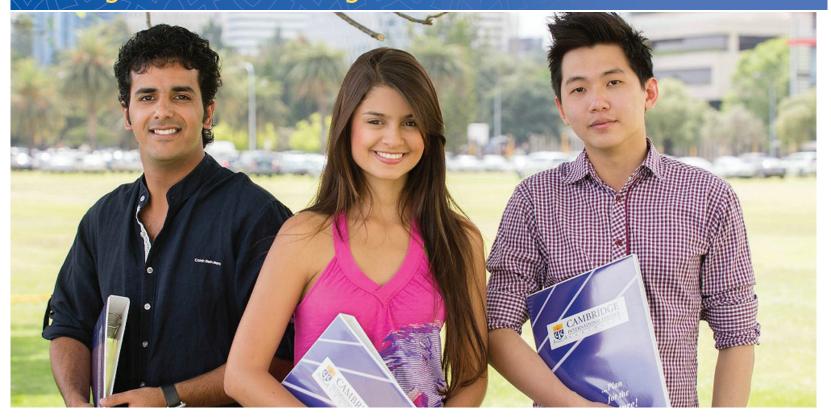
Perth

Whether it is the relaxed easy going lifestyle, or the exciting adventures that Australia is renowned for, Perth has it all! With its beautiful beaches and stunning waterways, Perth is a great option for international students. The world famous Kings Park and Botanic Garden is visited by over 6 million people each year.

The city boasts a great outdoor lifestyle, convenient free public transport within the city and accessible cafes, restaurants and clubs. Due to its fantastic weather, with an average of 300 days of sunshine a year, Perth is a popular study destination for students from all over the world. When choosing Perth as a study destination, students can achieve the perfect balance of achieving their education goals and experiencing a great lifestyle.



Higher Education Programs



CIC's Higher Education programs aim to:

- Provide a critically reflective theoretical and experiential learning context
- Integrate theory and practice in a dynamic learning environment
- Provide support to cultivate personal and professional development

As well as providing students with targeted learning opportunities, encouragement and quality teaching, CIC Higher Education programs are supported by a range of academic and personal support services.

Diploma of Business (Higher Education)

The higher education accredited Diploma of Business prepares students for employment or further study. The diploma includes 8 business units introducing essential business knowledge areas of management, accounting, economics, commercial law, marketing, business information technology, communications and statistics. Increasing the employability prospects of graduates is the inclusion of a careers preparedness unit.

Career Opportunities

Completion of this qualification will prepare students to enter a range of positions within the private and public sectors where solid business knowledge is highly valued. Types of positions include; administrative and marketing officers, accounts or bookkeeping officers.

Semester

DBAC101 Accounting Fundamentals
DBAC102 Information Technology
DBMM101 Management Fundamentals
DBMM102 Business Communications

Semester '

DBAC201 Quantitative Methods
DBAL201 Commercial Law
DBAC202 Fundamentals of Economics
DBMK201 Marketing Fundamentals
DBMM201 Careers Skills & Preparedness

Course Delivery

Duration: 1 year (2 X 12 week semesters) Study Mode: Full Time (16 contact hours per week)

Entry Requirements

Academic - completion of year 12 or equivalent English - IELTS 6.0 or equivalent



Thanh Trung Tran

Vietnam - Bachelor of Business (Accounting

Cambridge International College is the institution I have chosen for my study pathway in Australia. What a great campus Melbourne is, where I am doing a Bachelor of Business (Accounting). CIC's lecturers deliver great lessons using diverse teaching methods and the College provides strong Student Services support. CIC also offers interesting CPA seminars for accounting students to gain knowledge and develop our professional accreditation and assist us in opening career opportunities for our future. All staff are very friendly, enthusiastic and willing to help students with any questions or difficulties we may have.

Higher Education Programs

Bachelor of Business (Accounting)

The Bachelor of Business (Accounting) aims to produce graduates who will communicate effectively and perceptively within a business environment, produce innovative solutions to problems, and apply investigative skills to a range of complex challenges faced in a business context. Furthermore, graduates will develop a thorough understanding of the core principles of business and accounting, giving them the skills required to perform in a variety of accounting based roles in the corporate sector.

The program has CPA and IPA membership and incorporates the Core Body of Knowledge in Business that is recommended by Certified Practicing Accountants (CPA), Institute of Chartered Accountants in Australia (ICAA), Institute of Public Accountants (IPA), Australian Institute of Management (AIM), Australian Marketing Institute (AMI) and the Australian Market and Social Research Society (AMSRS).

Career Opportunities

Graduates will be well placed to begin a career in a variety of accounting based roles. Because of the strong Management Accountant units in this degree, future corporate senior management positions may be possible.

Semester 1	Semester 2	Semester 3
BBAC101 Accounting Principles	BBAC201 Business Statistics	BBMM301 Management and Organisational Behaviour
BBAC102 Business Technology and Knowledge Management	BBAL201 Business Law	BBMK301 The Marketing Mix
BBMM101 Introduction to Management	BBAC202 Economic Principles	BBAC301 Financial Accounting Practice (E)
BBMM102 Professional Communications	BBMK201 Market Principles	BBAC302 Information Technology for Accountants
Semester 4	Semester 5	Semester 6
Semester 4 BBMM401 Interpersonal Communications and Conflict Negotiations	Semester 5 BBMM501 Business, Society and Ethics	Semester 6 BBMM601 Business Improvement Strategies
BBMM401 Interpersonal Communications and Conflict Negotiations	BBMM501 Business, Society and Ethics	BBMM601 Business Improvement Strategies

Bachelor of Business (Management)

The Bachelor of Business (Management) equips graduates with the skills and knowledge to work in middle management roles in a variety of public and private industries. This program will develop business and leadership skills and give students the ability to manage people successfully. The course also ensures that students have the opportunity to build essential knowledge including finance and marketing principles, business law and sound management skills.

Career Opportunities

Upon successful completion of the Bachelor of Business (Management) students will have gained the skills and knowledge to work in a middle management role.

Semester 1	Semester 2	Semester 3
BBAC 101 Accounting Principles BBAC 102 Business Technology and Knowledge Management BBMM101 Introduction to Management	BBAC201 Business Statistics BBAL201 Business Law BBAC202 Economic Principles	BBMM301 Management and Organisational Behaviour BBMK301 The Marketing Mix BBMM302 Introduction to HRM principles
BBMM102 Professional Communications Semester 4	BBMK201 Market Principles Semester 5	BBMM303 Organisational Structure & Design Semester 6
BBMM401 Interpersonal Communications and Conflict Negotiations BBMK401 Integrated Marketing Communication BBMM402 HR Development	BBMM501 Business, Society and Ethics BBAC501 Project Management Accounting BBMM503 Leadership Development	BBMM601 Business Improvement Strategies BBMM602 Corporate Sustainability Management BBMM603 Organisational Change and Development

Course Delivery

Duration: 3 years (6 X 12 week semesters) Study Mode: Full time (16 contact hours per week)

Entry Requirements

Academic - completion of year 12 or equivalent English - IELTS 6.0 or equivalent





Higher Education Programs

Bachelor of Business (Marketing)

The Bachelor of Business (Marketing) aims to produce graduates who have a thorough knowledge of business and marketing principles and practices. Students will gain the skills and knowledge to identify marketing opportunities, generate new ideas, undertake market research and analysis, and confidently apply their knowledge and skills in marketing positions within domestic Australian or Internationally focused organisations.

Career Opportunities

Upon successful completion of the Bachelor of Business (Marketing) students will have gained the skills and knowledge to work in a marketing and/or business orientated role within internationally or domestically focused organisations.

Semester 1	Semester 2	Semester 3
BBAC101 Accounting Principles BBAC102 Business Technology and Knowledge Management	BBAC201 Business Statistics BBAL201 Business Law	BBMM301 Management and Organisational Behaviour BBMK301 The Marketing Mix
BBMM101 Introduction to Management BBMM102 Professional Communications	BBAC202 Economic Principles BBMK201 Market Principles	BBMM302 Introduction to HRM principles BBMK302 Market Research
Semester 4	Semester 5	Semester 6
BBMM401 Interpersonal Communications and Conflict Negotiations	BBMM501 Business, Society and Ethics	

Course Delivery

Duration: 3 years (6 X 12 week semesters) Study Mode: Full time (16 contact hours per week)

Entry Requirements

Academic - completion of year 12 or equivalent English - IELTS 6.0 or equivalent



Why Higher Education at Cambridge International College

Enhance your learning experience and employment opportunities through CIC's Industry Based Learning and Career Assistance Service - All incorporated in CIC's Higher Education programs.

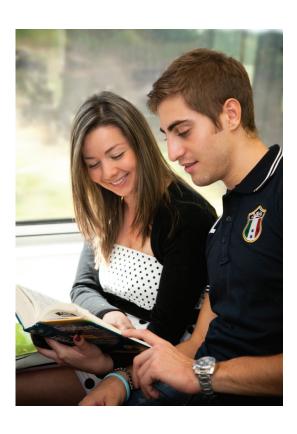
CIC Career Assistance Service

Come study Higher Education at CIC and receive the best in-class Career Assistance Service that CIC offers to its Higher Education students. In addition to the academic curriculum which is industry relevant, the CIC Career Assistance Service aims to equip students with important practical skills and knowledge to gain employment.

The service includes assistance with:

- Resume preparation
- Interview preparation and practice
- Career counselling
- Internship placements
- Advertising networking and job opportunities on the CIC Job Board to further stay in Australia after their studies.





Academic Delivery

CIC teachers deliver industry-based learning and ensure that what you learn in the classroom is also applied to real life settings. To facilitate this learning, CIC organises regular visits to local companies, guest lectures by respected industry professionals and corporate case studies reflecting real life business situations.

Other benefits of our Higher Education Programs include:

- CPA and IPA Accreditation including the CPA Tuition Program
- Highly qualified and experienced teachers
- Small classes
- Multiple intake dates (5 intakes per year)
- Access to a comprehensive research information database



Jelena Bockarjova

Hungary - Diploma of Business (Higher Education)

The course has provided me with a really good base of Business knowledge. The teachers are helpful and motivating, and have always demonstrated a personal approach to students, in understanding their issues. The classes have been extremely interesting, comprising dynamic discussions of various case studies based on real life settings, which have assisted in developing my social and problem solving skills. I believe this course will successfully prepare me for future employment by improving my competitiveness in the modern global job market.

Vocational Programs - Marketing

BSB41307 Certificate IV in Marketing

The Certificate IV in Marketing will provide students with marketing skills and knowledge and develop their ability to apply these skills and their knowledge across a variety of marketing contexts. Students will develop their ability to analyse and evaluate information, undertake market and product research, foster client relationships and professional networks and prepare professional marketing documents, plans and presentations.

BSB51207 Diploma of Marketing

The Diploma of Marketing will show students how to interpret market trends, manage marketing budgets, plan market research and identify and evaluate marketing opportunities. In addition to enhancing their marketing knowledge base, students will be provided with the tools to develop and apply managerial skills.

Career Opportunities

Completion of the Certificate IV will prepare students to undertake job roles such as marketing officer, marketing research officer or public relations officer. Completion of the Diploma will provide students with the skills and knowledge to undertake job roles such as marketing team leader or marketing manager, product or public relations manager.

BSB41307 Certificate IV in Marketing

BSBMKG401B	Profile the Market
BSBMKG402B	Analyse Consumer Behaviour for Specific Markets
BSBMKG408B	Conduct Market Research
BSBCMN401A	Make a Presentation
BSBMKG413A	Promote Products and Services
BSBMKG 414A	Undertake Marketing Activities
BSBREL402A	Build Client Relationships and Business Networks
BSBRES401A	Analyse and Present Research Information
BSBMKG416A	Market Goods and Services Internationally
BSBWRT401A	Write Complex Documents

BSB51207 Diploma of Marketing

BSBMKG501B	Identify and evaluate Marketing Opportunities
BSBMKG502B	Establish and Adjust the marketing Mix
BSBMKG507B	Interpret Market Trends and Developments
BSBMKG514A	Implement and Monitor Marketing Activities
BSBMKG515A	Conduct a Marketing Audit
BSBMKG506B	Plan Market Research
BSBFLM501A	Manage Budgets and Financial Plans
BSBADV511A	Evaluate and Recommend Advertising Media Options

Course Delivery

Duration: 2 terms (10 weeks each) Study Mode: Full time (20 hours per week)

Entry Requirements

Academic - completion of year 11 or equivalent English - IELTS 5.5 or equivalent



Katja Leber Vracko Slovenia Diploma of Management

After finishing law school in my home country, my goal has been to open a fine dining restaurant with boutique accommodation on my family farm, so I decided to enroll in the Diploma of Management and Diploma of Business courses at CIC.

I have gained a lot of knowledge already, and believe it is helping to improve my management skills and knowledge about the business environment. The trainers are very diligent in delivering informative lessons to students and assigning more practical work, which is very helpful for business driven students.



Vocational Programs - Management

BSB40807 Certificate IV in Frontline Management

The Certificate IV in Frontline Management (provides students with the opportunity to develop skills and knowledge to enable them to take on frontline management responsibilities; to provide leadership and support to teams and support management customer services priorities across a range of business contexts

BSB51107 Diploma of Management

The Diploma of Management focuses on building communication, leadership and planning skills which are fundamental in all managerial positions. Trainees will develop a broad range of skills such as managing set tasks, people, budgets and financial plans.

Career Opportunities

Upon completion of the Certificate IV in Frontline Management and the Diploma of Management, students will obtain managerial skills to work at a more senior level in customer service roles in a variety of industries.

BSB40807 Cert	ificate IV in Frontline Management
BSBMGT401A	Show leadership in the workplace
BSBADM405B	Organise meetings
BSBOHS407A	Monitor a safe workplace
BSBWOR402A	Promote team effectiveness
BSBCMM401A	Make a presentation
BSBMGT402A	Implement operational plan
BSBINM301A	Organise workplace information
BSBCUS401A	Coordinate implementation of customer service strategies
BSBWOR404B	Develop work priorities
BSBRSK401A	Identify risk and apply risk management processes

BSB51107 Dip	oloma of Management
BSBOHS509A	Ensure a safe workplace
BSBFLM514A	Manage an information or knowledge management system
BSBMGT515A	Manage operational plan
BSBCUS501A	Manage Quality Customer Service
BSBMGT516A	Facilitate continuous improvement
BSBWOR502A	Ensure team effectiveness
BSBPMG510A	Manage projects
BSBFIM501A	Manage Budgets

Course Delivery

Duration: 2 terms (10 weeks each) Study Mode: Full time (20 hours per week)

Entry Requirements

Academic - completion of year 11 or equivalent English - IELTS 5.5 or equivalent



Vocational Programs - Hospitality

SIT30807 Certificate III in Hospitality (Commercial Cookery)

The duration of the course is over a four term period and is designed to prepare students for employment in establishments where food is prepared and served. Cambridge International College works closely with each student to develop a strong theoretical knowledge base, as well as providing a five star practical experience program at Pan Pacific Hotel Perth.

Career Opportunities

Graduates are employed as cooks by businesses which include restaurants, hotels, clubs, pubs, cafes, cafeterias and coffee shops. The huge employment demand in this sector across Australia see most students employed within the industry well before graduation.

Course Delivery

Duration: 4 terms (10 weeks each) Study mode: Full time (20 hours per week)

SIT40407 Certificate IV in Hospitality (Commercial Cookery)

This course is delivered over two terms in duration and has a prerequisite of completion of Certificate III in Commercial Cookery prior to enrolment.

Career Opportunities

The course provides training for a cook to become a Chef or Chef de Partie by preparing students with the skills to confidently accept a managerial or supervisory role within the food industry business.

Course Delivery

Duration: 2 terms (9 week terms) Study mode: Full time (20 hours per week)

SIT50307 Diploma of Hospitality

The Diploma of Hospitality can be entered as an extension to Certificate III and Certificate IV in Hospitality (Commercial Cookery) with a duration of two terms. Alternatively the Diploma of Hospitality allows direct entry and is delivered over the course of six terms however the direct entry pathway does not include lower level qualifications (Certificate III and IV in Hospitality).

Career Opportunities

Students wishing to undertake the Diploma of Hospitality will be motivated towards career roles in the food industry and prepared for roles in hotel management.

Course Delivery

Duration: 2 terms (9 week terms)
Study mode: Full time (20 hours per week)
Direct Entry duration: 6 terms (9 week terms)

SIT60307 Advanced Diploma of Hospitality

This course requires a further two terms of study upon completion of the Diploma of Hospitality (total duration of 10 terms). The course prepares graduates for a higher level of managerial skills where analyses, design and judgement are called for.

Career Opportunities

The course prepares graduates for career paths and professional job outcomes with roles such as executive chef, operations manager or hospitality business owner.

Course Delivery

Duration: 2 terms (9 week terms) - For students who have already completed Certificate III and IV in Hospitality Direct Entry Duration: 10 terms (9 week terms) - CIII, CIV, Diploma, as prior study pathway Study mode: Full time (20 hours per week)

Entry Requirements:

Academic – completion of year 11 or equivalent English – IELTS 5.5 or equivalent



Syed Furgan

Pakistan - Certificate IV Commercial Cookery, Diploma of Hospitality and Advanced Diploma of Hospitality

Experience in our industry is very important. CIC has given me an excellent opportunity to gain experience and knowledge that will be valuable for my entire career. As part of our course, all our practicals have been conducted at 5 Star Hotel, Pan Pacific. I feel lucky to have gained such great knowledge with priceless experience from studying Hospitality at CIC. I feel proud to be hired as a Chef at Pan Pacific Hotel and would like to thank CIC for such a challenging and valuable education conducted in a friendly and professional environment.

Vocational Programs - Hospitality Course Structure

SITHIND001A Develop and update Hospitality Industry Knowledge SITXCOM001A SITXCOM002A Work with Colleagues and Customers
Work in a socially diverse Environment
Deal with Conflict Situations SITXCOM002A SITXHRM001A Coach others in Job Skills SITXOHS001A Follow Health, Safety & Security Procedures Follow Mealth, Salety & Security Proced Follow Workplace Hygiene Procedures Provide quality customer service Organise and Prepare Food Present Food SITXOHS002A SITXCCS002A SITHCCC001A SITHCCC002A Receive & Store Kitchen Supplies Clean & Maintain Kitchen Premises SITHCCC003A SITHCCC004A SITHCCC004A SITHCCC027A SITHCCC028A SITXFSA001A Use Basic Methods of Cookery Prepare, Cook and Serve Food for Food Service Prepare, Cook and Serve Food from Menus Implement Food Safety Procedures Prepare Appetisers and Salad SITHCCC006A SITHCCC008A SITHCCC009A SITHCCC010A SITHCCC011A Prepare Appenses and Salad Prepare Stock, Sauces and Soups Prepare Vegetables, Fruit, Eggs and Farinaceous Dishes Select, Prepare and Cook Poultry Select, Prepare and Cook Seafood SITHCCC012A SITHCCC013A Select, Prepare and Cook Meat Prepare Hot and Cold Desserts SITHCCC013A SITHCCC007A Prepare Pastries, Cakes and Yeast Goods Prepare sandwiches HLTFA301B Apply First Aid Develop Cost Effective Menus Plan and prepare food for buffets SITHCC016A SITHCC015A

Prepare Foods According to Dietary and Cultural Needs

Monitor Catering Revenue and Costs

SITXCCS002A Provide quality customer service	SITXFIN003A SITXMGT001A SITXMGT001A SITXENV001A SITXENV001A SITXINV001A SITXINV001A SITXINV001A SITXINV002A SITXOHS004A SITXFSA002A SITHCCC026A HLTFA301B SITHCCC001B SITHCCC001B SITHCCC001B SITHCCC003B SITHCCC003B SITHCCC003B SITHCCC003B SITHCCC001A SITHCCC01C01A SITHCCC01A SITHCC01A	Interpret Financial Information Monitor Work Operations Participage in environmentally sustainable work practices Lead and Manage People Receive and store Stock Control and order Stock Implement & Monitor Workplace Health, Safety and Security Practic Develop and Implement a Food Safety Program Establish and Maintain Quality Control of Food Apply First Aid Organise and Prepare Food Present Food Receive & Store Kitchen Supplies Clean & Maintain Kitchen Premises Use Basic Methods of Cookery Prepare Appetisers and Salad Prepare Stock, Sauces and Soups Prepare Vegetables, Fruit, Eggs and Farinaceous Dishes Select, Prepare and Cook Poultry Select, Prepare and Cook Poultry Select, Prepare and Cook Meat Prepare Hot and Cold Desserts Prepare Pastries, Cakes and Yeast Goods Plan and Prepare Food for Buffets Develop Cost Effective Menus Prepare, Cook and Serve Food for Food Service Prepare, Cook and Serve Food from Menus Prepare Foods According to Dietary and Cultural Needs Work with Colleagues and Customers Work in a socially diverse Environment Deal with Conflict Situations Implement Food Safety Procedures Coach others in Job Skills Follow Workplace Hygiene Procedures Develop and update Hospitality Industry Knowledge
	SITHCCC007A	Prepare sandwiches

SIT50307 Diploma Of Hospitality Management

SITHCCC029A

Manage Finances within a Budget Recruit, Select and Induct Staff SITXFIN004A SITXHRM002A Prepare and monitor Budgets Manage Workplace Diversity SITXFIN005A SITXHRM007A SITXMGT002A SITXGLC001A Develop and implement Operational Plans Develop and maintain legal Knowledge requ. For Bus. Compl SITXCCS003A Roster Staff Manage quality customer Service SITXMGT006A SITXOHS005A Establish and conduct Business Relationships Establish and Maintain an OHS System SITHCCC025A Monitor Catering Revenue and Costs SITXFIN003A Interpret Financial Information SITXMGT001A Monitor Work Operations Participage in environmentally sustainable work practices Lead and Manage People SITXFNV001A SITXHRM005A Receive and store Stock Control and order Stock SITXINV001A SITXINV002A SITXOHS004A SITXFSA002A Implement & Monitor Workplace Health, Safety and Security Practices
Develop and Implement a Food Safety Program SITHCCC026A SITHCCC001B Establish and Maintain Quality Control of Food Organise and Prepare Food SITHCCC002A Present Food Receive & Store Kitchen Supplies SITHCCC003B SITHCCC003B SITHCCC015A SITHCCC016A SITHCCC027A Plan and Prepare Food for Buffets Develop Cost Effective Menus Prepare, Cook and Serve Food for Food Service Prepare, Cook and Serve Food for Food Service
Prepare, Cook and Serve Food from Menus
Prepare Foods According to Dietary and Cultural Needs
Work with Colleagues and Customers
Work in a socially diverse Environment
Deal with Conflict Situations
Implement Food Safety Procedures
Coach others in Job Skills SITHCCC028A SITHCCC029A SITXCOM001A SITXCOM002A SITXCOM003A SITXFSA001A SITXHRM001A Follow Health, Safety & Security Procedures
Follow Workplace Hygiene Procedures
Develop and update Hospitality Industry Knowledge
Provide quality customer service SITXOHS001B SITXOHS002A SITHIND001A SITXCCS002A SITHCCC003B SITHCCC004B Receive & Store Kitchen Supplies Clean & Maintain Kitchen Premises

SIT60307 Advanced Diploma

SITXFIN007A	Manage Physical Assets
SITXFIN008A	Manage Financial Operations
SITXADM004A	Plan and manage meetings
SITXHRM006A	Monitor Staff Performance
SITXENV002A	Implement and monitor environmentally sustainable work practices
SITXMGT004A	Develop and Implement a Business Plan
SITXHRM008A	Manage Worplace Relations
SITXMPR005A	Develop and Manage Marketing Strategies
SITXFIN004A	
SITXHRM002A	Manage Finances within a Budget
SITXFIN005A	Recruit, Select and Induct Staff
SITXHRM007A	Prepare and monitor Budgets
	Manage Workplace Diversity
SITXMGT002A	Develop and implement Operational Plans
SITXGLC001A	Develop and maintain legal Knowledge requ. For Bus. Compl
SITXHRM003A	Roster Staff
SITXCCS003A	Manage quality customer Service
SITXMGT006A	Establish and conduct Business Relationships
SITXOHS005A	Establish and Maintain an OHS System
SITHCCC025A	Monitor Catering Revenue and Costs
SITXFIN003A	Interpret Financial Information
SITXMGT001A	Monitor Work Operations
SITXENV001A	Participage in environmentally sustainable work practices
SITXHRM005A	Lead and Manage People
SITXINV001A	Receive and store Stock
SITXINV002A	Control and order Stock
SITXOHS004A	Implement & Monitor Workplace Health, Safety and Security Practices
SITXFSA002A	Develop and Implement a Food Safety Program
SITHCCC026A	Establish and Maintain Quality Control of Food
SITHCCC001B	Organise and Prepare Food
SITHCCC002A	Present Food
SITHCCC003B	Receive & Store Kitchen Supplies
SITHCCC015A	Plan and Prepare Food for Buffets
SITHCCC016A	Develop Cost Effective Menus
SITHCCC027A	Prepare, Cook and Serve Food for Food Service
SITHCCC028A	Prepare, Cook and Serve Food from Menus
SITHCCC029A	Prepare Foods According to Dietary and Cultural Needs
SITXCOM001A	Work with Colleagues and Customers
SITXCOM002A	Work in a socially diverse Environment
SITXCOM003A	Deal with Conflict Situations
SITXFSA001A	Implement Food Safety Procedures
SITXHRM001A	Coach others in Job Skills
SITXOHS001B	Follow Health, Safety & Security Procedures
SITXOHS002A	Follow Workplace Hygiene Procedures
SITHIND001B	Develop and update Hospitality Industry Knowledge
SITXCCS002A	
	Provide quality customer service
ZITHUUUUSK	Provide quality customer service
SITHCCC003B SITHCCC004B	Provide quality customer service Receive & Store Kitchen Supplies Clean & Maintain Kitchen Premises

Vocational Programs - Aged Care

CHC30208 Certificate III in Aged Care

Undertaking this qualification will provide students with the skills and knowledge to provide personal care services to people living in an aged care setting.

CHC40108 Certificate IV in Aged Care

In undertaking this qualification, students will be encouraged to further develop their ability to provide services to older people including assisting with activities designed to encourage independence and community participation.

Career Opportunities

Completion of the qualifications will prepare students to undertake a variety of support roles including accommodation support officer, personal care assistant or community support worker. Completion of the Certificate IV will also prepare students to undertake co-ordination or supervisory duties.

CHC30208 Certificate III in Aged Care

CITCS0200 CCI	ancace in in rigea care
CHCAC317A	Support older people to maintain their independence
CHCAC 318A	Work effectively with older people
CHCAC 319A	Provide support to people living with dementia
CHCCS411A	Work effectively in the community sector
CHCICS301A	Provide support to meet personal care needs
CHCICS302A	Participate in the implementation if individualised plans
CHCICS303A	Support individual health and emotional wellbeing
CHCOHS312B	Follow safety procedures for direct care work
HLTAP301B	Deliver care services using a palliative approach
HLTAP301B	Recognise healthy body systems in a health care context
HLTHIR403C	Work effectively with culturally diverse clients and co-workers
HLTFA301C	Apply first aid
HLTIN301C	Comply with infection control policies and procedures in health work
CHCCS305B	Assist clients with medication

CHC40108 Certificate IV in Aged Care

CHCAD401D	Advocate for clients
CHCORG406A	Supervise work
CHCINF403D	Coordinate information systems
CHCCS400B	Work within a relevant legal and ethical framework
CHCAC412A	Provide services to older people with complex needs
CHCAC417A	Implement interventions with older people at risk of falls
CHCICS401A	Facilitate support for personal care needs
CHCAC416A	Facilitate support responsive to the specific nature of dementia
CHCICS402A	Facilitate individualised plans
CHCNET404A	Facilitate links with other services
CHCCOM403A	Use targeted communication skills to build relationships
CHCOHC402A	Support clients and groups to learn practical aspect of oral health care
CHCICS403A	Conduct individual assessment
HLTOHS300A	Contribute to OHS processes
CHCDIS301C	Work effectively with people with disability

Course Delivery

Duration: Certificate III - 2 terms (10 weeks each) with a an additional 4 week work placement Certificate IV - 3 terms (10 weeks each) with an additional 2 week work placement Study Mode: Full time (20 hours per week)

Entry Requirements

Academic - Certificate III - completion of year 11 or equivalent Certificate IV - completion of Certificate III in Aged Care English - IELTS 5.5 or equivalent



Luena May Floresca Philippines Certificate III and Certificate IV in Aged Care

Cambridge International College invests a lot of time in students and caters to our needs. After completing my Certificate III in Aged Care, because I enjoyed the experience so much, I am now enrolled in a Certificate IV in Aged Care.

I particularly enjoy the practical approach of the courses because it has taken my learning beyond the theory. We get to have placements in Aged Care facilities, which are challenging experiences and new to me, thus I feel better prepared to join the workforce in this industry.

I also love the campus environment; the college is centrally located within the CBD, there are lots of shops and nice places. At CIC you will experience studying with people from many different nationalities and you will make lifelong friends, as I have.

Coming to CIC was the best decision I have made so far.

English Programs







CIC has an excellent reputation for offering an extensive range of high quality English language courses to students from over 40 different countries.

Academic English

The Academic English course is designed for those students preparing to enter further studies at the Vocational or Higher Education levels. Students focus on academic skills such as essay writing, delivering oral presentations, reading and note-taking from academic texts, listening and note-taking from lectures, developing critical thinking and research skills, and group work.

General English

With its communicative approach, the General English program teaches students to use English in a wide range of social situations and day to day contexts. Covering all levels from Elementary through to Advanced, the course focuses on the core language skills of speaking, listening, reading, writing, grammar, vocabulary and pronunciation.

Business English

Ideal for students wishing to gain knowledge, vocabulary and skills specific to a business environment. The Business English program is a great course for students wishing to further develop their English language skills more specifically in the business area. Students who undertake this program can expect to develop their skills in important business functions including conducting meetings, writing formal reports, and delivering presentations.

English for Tourism and Hospitality

This 5 week short-course is for students who would like to work in the tourism and hospitality industry. Students will develop the skills and knowledge required to manage real work situations, such as welcoming clients, providing travel advice and describing tourist attractions. Students will also participate in 4 short courses including RSA (Responsible Service of Alcohol), Food Safety Handler, Barista Course and Waiter Training Course) with recommended local hospitality schools to enhance their qualifications.

IELTS Preparation

The IELTS test is globally recognised, and is often the key to gaining entry to tertiary institutions. Specifically designed to optimise a candidate's IELTS exam results, the IELTS preparation course is offered at Upper Intermediate and Advanced level. The course targets specific skill development across all of the required areas and focuses strongly on test practice. Students are challenged to develop their skills to the highest possible levels.

Cambridge Exam Preparation

CIC offers intensive classes to prepare students for the University of Cambridge ESOL Examinations including the First Certificate in English (FCE) & Certificate in Advanced English (CAE) awards at Upper Intermediate and Advanced levels respectively, under the Common European Framework of Reference. The 10 to 12 week courses focus on preparing students in the key areas of the exams: Listening, Speaking, Reading, Writing and use of English skills. Classes are small, and practice exam papers form a key part of these programs.

Certificate IV in TESOL

Successful completion of this program leads to a nationally recognised qualification in Teaching English as a Second Language. Suitable for anyone wishing to teach ESL to adults in Australia, the program focuses on the latest communicative teaching methods and planning and delivery of effective lessons. The program includes theory, practical teaching experience and TKT (Teaching Knowledge Test) preparation.

Entry Level Guide

Entry Level Guide					
Elementary	Pre-Intermediate	Intermediate	Upper-Ir	ntermediate	Advanced
	Ger	neral English			
		Eng	lish for To	urism and Ho	spitality
				IEL	TS
				Busi	ness
				Acad	emic
				FCE	CAE
					TESOL & TKT

English Programs

FREE English EXTRAS

In order to help students improve their English quickly and effectively, CIC offers FREE English Extras! These small workshops focus on different areas of the English language, such as Pronunciation, Grammar, Vocabulary and Listening. We are now also happy to announce the NEW Aussie English workshop which will assist students in understanding the everyday Australian English accent and slang!

Real Life Settings - Excursions

Every 5 weeks students enjoy excursions to interesting city destinations and attractions. Teachers prepare out-of-class learning activities so that students develop a greater level of confidence through practising their English skills in real life settings.

Teaching Staff

Fully qualified, experienced, enthusiastic and dedicated, CIC's teachers deliver well prepared and stimulating lessons at all levels. All teachers have a Bachelor level qualification and a recognised TESOL qualification.

Progress Testing

At the end of each 5-week study block students are progress tested and are required to attend an interview with their teacher to discuss how to further develop their strengths and improve any weaker areas.

Course Delivery

All courses are offered on a full-time basis of 20 hours per week. In addition, students have an option to attend up to 5 hours of scheduled FREE English Extra classes

Entry Requirements

All specialised English programs (ie. Business English, Academic English etc.) require evidence of a sufficient level of English proficiency for entry.

General English students are tested for proficiency in the broad skill areas of Speaking, Listening, Reading, Writing and Grammar during Orientation and are placed in the appropriate level.

CIC English Sample Timetable - Intermediate: Week 3

Class Times	Monday	Tuesday	Wednesday	Thursday	Friday
Morning 9:00am - 11:00am Afternoon 1:30pm - 3:30pm Evening 6:00pm - 8:00pm	Review/Test from Week 2 Speaking activity/topic intro What do you know about famous people from history?	Warmer and homework review Pronunciation /u/ and /u:/ Listening and grammar practice What did you do last night?	Warmer and homework review Listening and dictation A newspaper story	Warmer and homework review Phrasal verbs from a song Somebody that I used to know - Gotye	Warmer and homework review Everyday English Giving opinions Making opinions stronger Using sentence stress and question tags
		В	reak		
Morning 11:15am - 1:15pm Afternoon 3:45pm - 5:45pm Evening 8:10pm - 10:10pm	Warmer Grammar Past tenses and used to Reading and listening Australian Football Pronunciation practice - weak forms/contractions and past tense endings	Warmer Listening and speaking The first time I fell in love Idioms to show feelings e.g. head over heels	Warmer Reading a photo story Fairytales Writing a narrative	Warmer Writing and Speaking Group project - Making a class comic book	Warmer Role play Romantic comedy Speaking and note-taking Being theatre/cinema critics
Optional EXTRAS	Vocabulary	Grammar -ed/-ing adjectives	Conversation Club Music and movies	Pronunciation Aussie English	CV Writing

Morning class - Melbourne, Adelaide, Perth campuses • Afternoon class - Melbourne campus • Evening class - Perth campus



Seckin Canoglu

Turkey - English for Tourism and Hospitality

This course was very useful and well-organised. Day by day I learnt a lot about the Tourism and Hospitality Industries. The course not only presented new vocabulary and English structures, but also taught me a lot about the business of Tourism. I also took short courses with Hospitality Training Australia, and particularly enjoyed the Barista Coffee Course. I will now continue my English studies, and hope to continue to an Upper-Intermediate level.

Activities

At CIC, we want to make your stay in Australia a memorable one!

Our fun activities program offers students an opportunity to make friends from all around the world whilst discovering more about Australian culture and life.

Conversation Club

Practise English in an informal and fun atmosphere with Australians and other students from around the world.

Movie Club

A great way to get together with your class mates and improve your listening and reading skills whilst watching the latest blockbusters.

Play cricket, basketball, soccer and other outdoor sports, as well as pool and table tennis in CIC's student lounge.

The Great Ocean Road

Travel along one of the world's most scenic roads and discover the breathtaking coastline of Victoria. See the famous Twelve Apostles, the Otways Rainforest and learn how to surf at Bells Beach.

Phillip Island and Penguin Parade

See the world famous little penguins and hand feed a kangaroo at this popular destination in Victoria. Take a walk by the beach or explore the beautiful seaside town Cowes.

Swan River Cruise

Students see all the sights from Perth to Fremantle during a relaxing afternoon on the river including millionaire mansions, lots of yachts, and sometimes even dolphins!

Caversham Wildlife Park

Excursions to Caversham Wildlife Park allow students to get up close and learn more about Australian animals. Come touch a koala, hold a wombat and feed the kangaroos at this popular zoo in Perth.





See more photos of CIC's activities at: facebook.com/CambridgeCollegeAUS



Pathways

At CIC, students are offered a wide range of options for further study. On completion of CIC's vocational courses, students are eligible to build upon their qualification by entering into CIC's Bachelor courses.

Students also have the option to continue their studies in other leading universities, such as CQUniversity Australia (CQUni), Edith Cowan University (ECU) and Flinders University. Enhance your study experience with the flexibility and choice of CIC's pathway programs.

Cambridge International College Pathways

Cambridge International College Course	Cambridge International College Higher Education Program	Number of Unit Exemptions
Diploma of Management	Bachelor of Business (Accounting) Bachelor of Business (Marketing) Bachelor of Business (Management)	8 8 8
Diploma of Marketing	Bachelor of Business (Accounting) Bachelor of Business (Marketing) Bachelor of Business (Management)	8 8 8
Diploma of Business (Higher Education)	Bachelor of Business (Accounting) Bachelor of Business (Marketing) Bachelor of Business (Management)	8 8 8

CIC English Pathways

Students who complete the Certificate IV in Spoken and Written English are eligible to enter directly into the Vocational and Higher Education programs at Cambridge International College and partner providers.

Want to find out more about applying for credit exemptions? Contact us now at admissions@cambridgecollege.com.au















2013 Start Dates

Vocational Programs			
February 11th	May 6th		
July 29th	October 21st	November 25th	
*Hospitality cours	ses have the following ac	dditional intakes:	
April 22nd	July 1st		
September 9th	November 18th		
Higher Education Programs			
January 14th	March 18th		
May 20th	August 19th	November 11th	







Dean Cheetham

United Kingdom - Certificate IV in Frontline Management

I have found all Cambridge staff to be most helpful, understanding and very inclusive of all students with diverse backgrounds, providing a very relaxed and friendly learning environment. Personally this has been most valuable to me. In fact it has had an immediate positive effect on my confidence in all areas of my life. I would highly recommend this college to anyone seriously wishing to further their education. I have already decided to choose Cambridge for my further studies.



How to apply

Want to join the CIC Experience? Then apply through one of the following options:

- Complete the application form on the next page and return by either post or via email
- Complete our online enrolment form via our website (www.cambridgecollege.com/applynow)

E-mail: admissions@cambridgecollege.com.au

Post: Admissions Department, Cambridge International College Level 5, 422 Little Collins Street, Melbourne, Vic, 3000, Australia

Before you submit your Application

Ensure that the application form has been fully completed and signed and all course entry requirement documents have been provided. These may include:

- English proficiency documentation
- Academic transcripts
- Copy of your passport

What happens next?

- 1. Upon receipt of your application it will be assessed and you will be issued with a letter of offer, outlining total course costs, duration and details. This will be sent via email and will include a copy of the written agreement.
- 2. If your application is approved and you accept the offer you must submit the Copy of payment and signed Written Agreement to the College. Please note that acceptable payment methods include bank draft, electronic transfer and credit card.
- 3. Once we receive payment, we will issue the Electronic Confirmation of Enrolment (eCOE) within 48 hours. If you wish to amend the details of your enrolment or request supplementary services from the College, please contact the College Admissions department to request the changes.





2013 Enrolment Application



	Personal Details					
	Family Name		Given Nan	ne/s		
			(As per pass	port)		
		Sex - Male 🗌 Female 🗌 Nat	ionality	Cour	try of Birth	
	. ,,	ear)				
	Student Contact Details - Con					
		Telephone (include c	ountry code)		
	What is your address or intended address	ess (if known) in Australia				
	Email		Mobil	e		
	Provide details of the person the College	ge could contact if there was an emer	gency:			
	Name	Relationship		Ν	Nobile/Telephone	••
	Other Details					
	Are you currently in Australia? No 🗌 \	Yes 🗌 If Yes, what is your passport no	umber?			
	What type of visa will you be holding v	vhen you commence your studies? St	udent 🔲 V	/orking Holiday 🔲 Tou	rist 🗌 Other 🗌	
	If you will be applying / extending your	student visa, at which DIAC office or	embassy w	ill you apply / extend the	student visa?	
	Student visa applicants: Would you like C	ambridge International College to arran	ige Overseas	Student Health Cover? N	o 🗌 , I will arrange my own OSHC (provide eviden	ice)
	OR Yes, please arrange OSHC for m		-		• •	
	OR More than one dependant (plea		_		(cnouse or shild)	
		·		*	ed a separate statement outlining my needs	
	Educational Qualifications an				3 7	_
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	Highest qualification achieved					
		·				
	Students applying to enrol in					_
	If you will be aged 24 or below on the co	· · ·	•	_		
	OR	*			• .	
	OR I have studied at a Victorian ed	ducation provider before but I do not	know my Vio	torian Student Number.		
	English Courses - I wish to app	ly for the following course at the	e following	campus:		
	■ Melbourne (CRICOS No. 017	191 PTO: No. 4566)	■ Perth	(CRICOS No. 01459A, RTC): No. 2325)	
		16J, KTO. NO. 4300)			. NO. 2323)	
	General English Business English		General	English am Preparation		
	Academic English			lge Exam Preparation (FCE)		
	☐ IELTS Exam Preparation			· ·	(preparation for computer-based exam)	
	English for Tourism and Hospitality		Cambrid	lge Exam Preparation (CAE)	
	Cambridge Exam Preparation (FCE)		■ Adala	المال المالية		
	Cambridge Exam Preparation (CAE)		aide (CRICOS No. 02779)		
	Certificate IV in TESOL		General	-	am Preparation	
	Course Start Dates		General	English		
	General English	January 7, February 11, March 18,	Camb	ridge Exams Preparation	January 7, March 18, June 10,	
	Business English Academic English	April 22, May 27, July 1, August 5,	(pape	r based)	September 9	
	IELTS Exam Preparation	September 9, October 14, November 18	Camb	ridge Exams Preparation	February 11, May 6, June 10,	
	IELTS Exam Preparation (part-time evening) English for Tourism and Hospitality	OR start on any Monday		outer based)	September 9, October 28	
	Certificate IV in TESOL	January 7, March 18, May 27, August 5	5. October 14			
:						

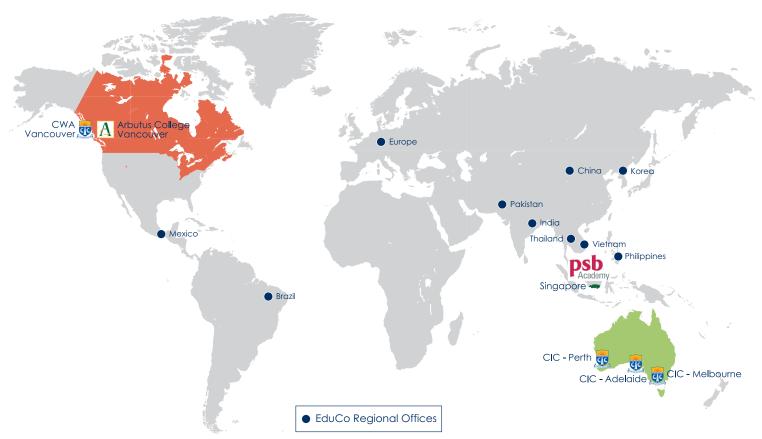
I wish to commence my enrolment on _____/ ____ I wish to study for ____weeks.

Higher Education and Vocational Courses

(CRICOS No. 01718J, RTO: No. 4566) (CRICOS No. 02779K, RTO: No. 4566)	Perth (CRICOS No. 01459A, RTO: No. 2325)
Higher Education Programs	2013 Course commencement
Bachelor of Business (Accounting)	Adelaide: 18 March, 20 May, 19 August, 11 November
Bachelor of Business (Management) Bachelor of Business (Marketing)	Melbourne: 14 January, 18 March, 20 May, 19 August,
Diploma of Business	11 November
ocational Courses	2013 Course commencement
Certificate III in Hospitality (Commercial Cookery) Certificate IV in Hospitality (Commercial Cookery) Diploma Hospitality Diploma Hospitality (direct entry)	Perth: 11 February, 6 May, 1 July, 29 July, 9 September, 21 October, 18 November
Advanced Diploma HospitalityCertificate IV in Frontline ManagementDiploma of Management	Melbourne, Adelaide, Perth: 11 February, 6 May, 29 July, 21 October, 25 November
☐ Diploma of Business	Adelaide: 11 February, 6 May, 29 July, 21 October, 25 November
Certificate III Aged Care	Melbourne: 11 February, 6 May, 29 July, 21 October,
Certificate IV in Aged Care	25 November
Certificate IV in Marketing Diploma of Marketing	Melbourne, Perth: 11 February, 6 May, 29 July, 21 October, 25 November
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-	LTS Certificate or equivalent proof of English
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cuments attached to this application Academic Transcripts IE Passport Copy pplications ail: admissions@cambridgecollege.com.au Fax: +61 3 9663 4922 Will contact you with the details of the enrolment process upon rec	LTS Certificate or equivalent proof of English
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Cambridge International College - A part of the EduCo International Group





EduCo International Group

EduCo is a leading private education group with colleges located in Australia, Canada and Singapore offering quality education solutions for international students who have English as a second language. EduCo maintains the focus on the student. "Where Students Come First" captures the ethos that guides the academic quality, curriculum development, new program choices and facilities on all campuses.

EduCo's colleges are committed to quality in everything they do.

They are committed to expanding the range of program choices offered, particularly in Higher Education. The overarching objective of EduCo is to ensure that each student is provided every opportunity to be fully prepared for their next step in life, whether that be further studies or entry into the workforce in the country of their study or back home.

CIC Australia

With a history spanning more than 15 years, EduCo's colleges in Australia, CIC, are located in Melbourne, Perth and Adelaide. CIC is one of the few non-government institutions in Australia approved to deliver their own 3-year bachelor degrees, in addition to an extensive Diploma, Certificate and English language program offering.

Arbutus College

Arbutus College is one of British Columbia's leading private education colleges, is a PCTIA accredited institution and has achieved the EQA (Education Quality Assurance) designation from the Federal and British Columbia governments. Arbutus College is committed to offering students a unique educational setting where communication and business skills are blended to give a comprehensive academic background that will allow them to succeed in their careers.

CWA Canada

CWA, one of Vancouver's top 5 English Language Schools, provides a range of programs for academic preparation and English-as-a-Second-Language.

PSB Academy

PSB is one of the largest independent education and training institutions in Singapore and have established international ties with prestigious universities from the UK and Australia. With academic staff strength of over 300 lecturers, full-time and part-time associates, the institution delivers inspiring lessons to over 10,000 enrolled students.

At PSB Academy, students gain more than just academic excellence and a successful career path, through a unique and hands-on learning experience.

Melbourne (Head Office)

422 Little Collins Street, Melbourne, Victoria, Australia 3000 Tel: +61 3 9663 4933 Fax: +61 3 9663 4922 CRICOS No. 01718J RTO No. 4566

Adelaide

22-26 Peel Street, Adelaide, South Australia, Australia 5000 Tel: +61 8 8212 4990 Fax: +61 8 8231 3156 CRICOS No. 02779K RTO No. 4566

Perth

297 Hay Street, East Perth, Western Australia, Australia 6004 Tel: +61 8 9221 9990 Fax: +61 8 9221 9993 CRICOS No. 01459A RTO No. 2325

info@cambridgecollege.com.au cambridgecollege.com.au educoglobal.com





CambridgeCollegeAUS



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Cambridge International College is the trading name of Cambridge International College (VIC) P/L ABN: 29076527529 and Cambridge International College (WA) P/L ABN: 12068849927 2013 ISP Version 1. Disclaimer: All information within this brochure is correct at time of printing. Photographs of CIC students by Judy Losh Photography

