

CAIRNS COLLEGE OF ENGLISH & BUSINESS



CRICOS Provider Code: 03251A | RTO Provider Number: 40520





ABOUT CAIRNS

Cairns is located on the north-eastern coast of Australia in the state of Queensland. Cairns is one of the fastest-growing cities in Australia. We have a tropical climate: beautiful one day... perfect the next! That's the best way to describe Cairns' weather, which brings sunny days most of the year. The city has a fantastic mix of nationalities, bringing together the laid-back locals, backpackers, students, entrepreneurs and the southern "city slickers"! It is a very friendly city, where you can easily make friends!

It is a safe city and has a low cost of living. With its lush rainforests to the west, colourful Great Barrier Reef to the east and soft, sandy beaches in between, you will fall in love with this tropical paradise!

- 1. Cairns voted "most friendly" by the *Australian Travel* magazine
- 2. Welcoming and safe city
- 3. Friendly and hospitable locals
- 4. Relaxed lifestyle and easy living
- 5. Warm tropical climate makes it summer all year round
- 6. Multi-cultural population catering for all tastes in food, fashion and fun
- 7. Over 600 activities available
- 8. The city centre is easy to navigate and most things are within walking distance, including the ocean
- 9. World Heritage listed natural area offering an array of outdoor activities for both young and old
- 10. Quality accommodation, dining, entertainment and shopping

CLIMATE: 17-25 °C (April - October) 23-31°C (November - March)

CLOTHING: Casual, comfortable clothing.

LIFE STYLE

The life style in Cairns is completely different to the lifestyle of a big city. Both the town and people of Cairns are incredibly relaxed. The relaxed vibe always rubs off onto students, they learn not to always rush things and to go with the flow.

THINGS TO DO IN CAIRNS

- 1. Visit the markets
- 2. Free Fitness classes on the Esplanade
- 3. Cairns Art Galleries
- 4. Check out the rainforest
- 5. Swimming in the Lagoon
- 6. Hike the Red Arrow, Green Arrow and Blue Arrow
- 7. Explore the waterfalls around Cairns
- 8. BBQ on the Esplanade
- 9. Explore the beaches around Cairns
- 10. The Great Barrier Reef

CCEB LOCATION

- 4 blocks from Esplanade, BBQ and lagoon pool
- 2 blocks from bus terminal

























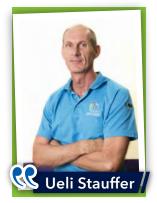
10 REASONS TO CHOOSE CCEB

Cairns College of English & Business

- 1. Great location
- 2. Strict English Only policy
- 3. Accredited courses and quality services
- 4. Great nationality mix
- 5. School owned café/tour desk
- 6. Variety of activities
- 7. Work experience in our Job Ready Program
- 8. Personal study curriculum
- 9. Qualified and experienced teachers

10. English language and vocational courses available

WELCOME MESSAGE FROM THE PRINCIPAL

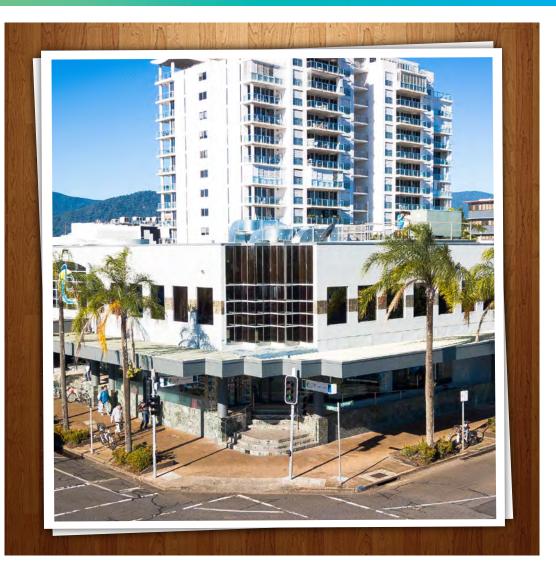


Cairns College of English & Business (CCEB) is an independent school established in March 2010 as an English language centre, catering for the English language needs of international students. We are a CRICOS registered provider, NEAS accredited and a proud member of IALC - the prestigious International Association of Language Centers. CCEB is also an accredited Registered Training Organisation (RTO) and offers a wide range of Vocational Education and Training (VET) courses.

In March 2018 we relocated to our very own building in the heart of the city. We are pleased to offer our students and staff a boutique-style facility at its finest, with the latest teaching technology of interactive whiteboards "smart boards" available in every classroom.

Our college also hosts many study tour students who come to learn English and experience all the fantastic activities that Far North Queensland has to offer. CCEB provides every opportunity for international students to

succeed in all aspects of their lives. We are a friendly and caring school whose staff and teachers strive to provide our students with personal attention in a safe and professional environment. Our students are guaranteed a high quality of education in a boutique school located in one of the world's most beautiful regions. I look forward to seeing you in a class soon!

























HOW DO WE SUPPORT YOUR STUDY?



NATIONALITY MIX (ELICOS & VET)

SUPPORT YOUR STUDY

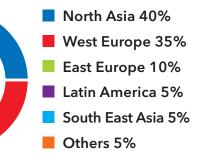
- Academic study diary
- Weekly speaking presentation and feedback
- Weekly progress report
- Weekly testing
- English only policy
- Academic counselling
- Qualified and experienced teachers
- Professional development training
- First week interview

 Graduation certificate which shows their final level of English achieved (applieds to students who have maintained an attendance of 80% or above)

STUDENT SERVICES

- Job club
- Grammar club
- Activities every afternoon & every weekend
- Free wifi
- Bike hire
- Student party

- Help with booking domestic and international flights
- Underwater camera hire
- International ID card
- Academic counselling
- Accommodation counselling
- First week interview
- Orientation
- Weekly test
- Multilingual support



LEVEL /	ELICOS			VET							
COURSE	IELTS	CAM BRIDGE	JOB READY PROGRAM	EAP	GE	BUSINESS	MANAGEMENT	TESOL	CHILDCARE	TOURISM	HOSPITALTY
HIGH ADVANCED							ADVANCED DIPLOMA OF LEADERSHIP & MANAGEMENT				
ADVANCED	IELTS	CAE		ENGLISH FOR		DIPLOMA OF IN BUSINESS	DIPLOMA OF LEADERSHIP & MANAGEMENT		DIPLOMA OF EARLY CHILDHOOD EDUCATION & CARE	DIPLOMA OF TRAVEL AND TOURISM MANAGEMENT	DIPLOMA OF HOSPITALITY MANAGEMENT
UPPER INTERMEDIATE		FCE		ACADEMIC PURPOSES		CERTIFICATE IV IN BUSINESS		CERTIFICATE IV IN TESOL			
INTERMEDIATE			JOB READY PROGRAM		General English				CERTIFICATE III IN EARLY CHILDHOOD EDUCATION & CARE	CERTIFICATE III IN TOURISM MANAGEMENT	CERTIFICATE III HOSPITALITY MANAGEMENT
PRE INTEREDIATE											
ELEMENTARY											

GENERAL ENGLISH COURSE

CRICOS: 072892G - Suitable for students on a student visa

DURATION: 1 - 52 weeks

ENTRY REQUIREMENTS: Levels range from Elementary to Advanced. For ages 16 years or older.

COURSE DESCRIPTION:

- Full-Time: 20 hours in-class and 5 hours self access. 1-52 teaching weeks and up to 8 weeks holiday.
- Part-Time: 15 hours per week. Students with limited time may study in the mornings, leaving the afternoon free.
- Weekly intakes (every Monday).



ENGLISH LANGUAGE

No matter what your level of English, we have a class to suit you! Our General English classes have a focus on fun and communication - it's great to see our students **make new friends from all over the world!**

COURSES

		ELICOS	SAMPLE TIMETABLE		
TIME	MON	TUE	WED	THU	FRI
9:00 / 10:30	- · ·	•		on / Reading / Writing / Speaking / ations / Roleplays / Problem solving	Review testing & counselling
10:30/11:00		Ν	MORNING BREAK		
11:00 / 12:30	C 1	·		on / Reading / Writing / Speaking / ations / Roleplays / Problem solving	Student Speaking presentation
12:30/13:30			LUNCH BREAK		
13:30 / 14:30	• ·	•		on / Reading / Writing / Speaking / ations / Roleplays / Problem solving	Functional English
14:45 / 15:45		ACT	IVITIES (EVERY DAY)		
	Activities: Yoga / Table ten	nis / BBQ / Conversation / Zumb	a / Cooking / Singlish / Writing /	IELTS Practice	

ENGLISH LANGUAGE COURSES



IELTS EXAM PREPARATION COURSE

CRICOS: 073937B - Suitable for students on a student visa

This is for students who want to improve their English rapidly. The course covers techniques, strategies and practice for all exam types, and practises both general and academic vocabulary through reading, writing, listening and speaking. Intermediate to Advanced.

DURATION: 1 - 30 weeks

ENTRY REQUIREMENTS: Upper-Intermediate COURSE DESCRIPTION:

- Regular practice tests and tasks that allow students to become familiar with a variety of content and the exam structure.
- Weekly intakes.
- Feedback and academic counselling that allows students to target specific areas and ways to improve on them.



"This is the most popular English exam in the world, and becoming more popular every year. Whether it is needed for work, study, or

migration purposes, we have been able to help all our students improve their IELTS score."



Mayuko from Japan Studied 24 weeks in General English & IELTS course Listening:6.0 / Writing: 7.0 / Speaking: 6.0 / Reading: 9.0

"I started Intermediate class in General English coruse in order to get IELTS score. For my first exam, I received only 5.5 for each component of IELTS. I believe that my teacher lan, is the best teacher for IELTS because he has a lot of experience with the examination. He taught me many tips for the IELTS exam. For example, in writing, he checks not only my spelling but also checks oherence and appropriateness of the text. He taught us vocabularies. This is very useful for my improvement of English. I've achieved my goal in only 24 weeks was amazing! Thank you!"

CAMBRIDGE EXAM PREPARATION COURSE

CRICOS: FCE 073934E / CAE 073935D - Suitable for students on a student visa

Improve your English skills rapidly in preparation for the First Certificate in English (FCE) or Certificate in Advanced English (CAE). This course is designed to test your ability to use English in the workplace, at universities, and with professional bodies throughout the world.

DURATION: 10 or 12 weeks ENTRY REQUIREMENTS:

FCE - Upper-Intermediate, CAE - Advanced

- Regular practice tests and tasks that allow students to become familiar with a variety of content and the exam structure.
- Set start dates.
- Feedback and academic counselling that allows students to target specific areas and ways to improve on them.



"I'm always amazed by the progress our students make over the 12 weeks of a Cambridge exam course. **Even better, our** students not only

go on to achieve their exam goals, they also have an awesome experience just being here!"

Cambridge Exam **PASS RATE** at U Cairns College of English & Business

95% 91% FCE CAE

- Highly-qualified and experienced teachers
- Progress monitoring
- Weekly, personalised feedback
- Personalised study plans and homework
- One-on-one support
- Full mock tests
- Free after-school practice (reading, writing, listening, speaking, grammar)
- Online support and practice exercises



COURSE INFORMATION

This is a fun, hands-on course specifically designed for students who need English skills and hospitality qualifications to work in the Tourism and Hospitality Industry. Upon successful completion of the course, the student will receive a Job Ready Program Certificate, a Coffee and Bar Training Certificate, Responsible Service of Alcohol (RSA) Certificate and Responsible Service of Gambling (RSG) Certificate, as well as a report card from the teacher.

DURATION: 4 weeks ENTRY LEVEL: Pre - Intermediate level at CCEB CAREER OPPORTUNITIES:

• Wait Staff • Hotel • Boat crew • Bar/Café Staff • Tour Desk staff • Retail Staff

YOU WILL RECEIVE:

- 1. Prepare and Serve Espresso Coffee (SITHFAB005)
- 2. Use Hygienic Practices for Food Safety (SITXFSA001)
- 3. RSA Responsible Service of Alcohol (SITHFAB002)
- 4. RSG Responsible Service of Gambling (SITHGAM001)
- 5. Holiday Inn Hotel Hospitality Essentials Workshop Certificate
- 6. Letter of Reference from Trainer
- 7. Job Ready Program Certificate
- 8. Attendance Certificate Work Experience at Café/Tour desk





VOCATIONAL COURSES



BSI BSI

BSI BS BS BSI BS





BSB40215 CERTIFICATE IV IN BUSINESS DIPLOMA OF BUSINESS

CRICOS: 086984K Suitable for students on a student visa

10 UNITS OF COMPETENCY:

BSBWHS401	Implement and monitor WHS policies, procedures and programs to meet legislative requirements
BSBCUS401	Coordinate implementation of customer service strategies
BSBCUS402	Address customer needs
BSBCUS403	Implement customer service standards
BSBADM405	Organise meetings
BSBADM409	Coordinate business resources
BSBCMM401	Make a presentation
BSBLED401	Develop teams and individuals
BSBMKG413	Promote products and services
BSBMKG414	Undertake marketing activities

BSB50215

CRICOS: 089115J uitable for students on a student visa

8 UNITS OF COMPETENCY:

BPMG522	Undertake project work
BHRM501	Manage human resources services
BHRM506	Manage recruitment selection and induction processes
BHRM513	Manage workforce planning
BWOR502	Lead and manage team effectiveness
BCUS501	Manage quality customer service
BRSK501	Manage risk
BWOR501	Manage personal work priorities and professional development





BSB51915 **DIPLOMA OF LEADERSHIP** AND MANAGEMENT CRICOS: 089117G

Suitable for students on a student visa

12 UNITS OF COMPETENCY:

BSBLDR501	Develop and use emotional intelligence
BSBMGT517	Manage operational plan
BSBLDR502	Lead and manage effective workplace relationships
BSBWOR502	Lead and manage team effectiveness
BSBCUS501	Manage quality customer service
BSBMGT502	Manage people performance
BSBRSK501	Manage risk
BSBHRM405	Support the recruitment, selection and induction staff
BSBPMG522	Undertake project work
BSBWOR501	Manage personal work priorities and professional development
BSBHRM513	Manage workforce planning
BSBADM502	Manage meetings

BSB61015 **ADVANCED DIPLOMA OF LEADERSHIP AND** MANAGEMENT

CRICOS: 089118F Suitable for students on a student visa

11 UNITS OF COMPETENCY:

BSBFIM601	Manage finances
BSBINN601	Lead and manage organisational change
BSBMGT605	Provide leadership across the organisation
BSBMGT617	Develop and implement a business plan
BSBMGT616	Develop and implement strategic plans
BSBMGT608	Manage innovation and continuous improvement
BSBMGT615	Contribute to organisation development
BSBHRM602	Manage human resources strategic planning
BSBRSK501	Manage risk
BSBSUS501	Develop workplace policy and procedures for sustainability
BSBMKG609	Develop a marketing plan
BSBDIV601	Develop and implement diversity policy





NAT10317 (expired*) *Accreditation of 10695NAT in progress **CERTIFICATE IV IN TESOL**

CRICOS: 090759G Suitable for students on a student visa

10 UNITS OF COMPETENCY:

TESACL401A	Analyse culture and learning
TESATE401A	Analyse and teach English language
TESTEG402A	Teach English grammar
TESTSP402A	Teach spelling and pronunciation
TESTSE402A	Teach speaking
TESTLE402A	Teach listening
TESTRE402A	Teach reading
TESTWE402A	Teach writing
TESDRF402A	Develop resource files
TESECL403A	Teach ESL to early childhood learners



CHC30113 **CERTIFICATE III IN EARLY CHILDHOOD EDUCATION AND CARE**

VET National Code: 093024M Suitable for students on a student visa

18 UNITS OF COMPETENCY:

CHCDIV002	Promote Aboriginal and/or Torres Strait Islander cultural safety
CHCECE001	Develop cultural competence
CHCECE002	Ensure the health and safety of children
CHCECE003	Provide care for children
CHCECE004	Promote and provide healthy food and drinks
CHCECE005	Provide care for babies and toddlers
CHCECE006	Support behaviour of children and young people
CHCECE007	Develop positive and respectful relationships with children
CHCECE009	Use an approved learning framework to guide practice
CHCECE010	Support the holistic development of children in early childhood
CHCECE011	Provide experiences to support children's play and learning
CHCECE012	Support children to connect with their world
CHCECE013	Use information about children to inform practice
CHCECE014	Comply with family day care administration r equirements
CHCLEG001	Work legally and ethically
CHCPRT001	Identify and respond to children and young people at risk
HLTAID004	Provide an emergency first aid response in an education and care setting
HLTWHS001	Participate in workplace health and safety

CHC50113 **DIPLOMA OF EARLY CHILDHOOD EDUCATION AND CARE**

CRICOS: 093025K Suitable for students on a student visa

28 UNITS OF COMPETENCY:

CHCLEG001	Work legally and ethically
CHCPRT001	Identify and respond to children and young people at risk
CHCECE009	Use an approved learning framework to guide practice
CHCECE019	Facilitate compliance in an education and care services
CHCPOL002	Develop and implement policy
CHCECE025	Embed sustainable practices in service operations
CHCECE002	Ensure the health and safety of children
CHCECE004	Promote and provide healthy food and drinks
HLTAID004	Provide an emergency first aid response in an education and care setting
HLTWHS003	Maintain work health and safety
CHCECE016	Establish and maintain a safe and healthy environment for children
CHCECE003	Provide care for children
CHCECE005	Provide care for babies and toddlers
CHCECE001	Develop cultural competence
CHCDIV002	Promote Aboriginal and/or Torres Strait Islander cultural safety
CHCECE007	Develop positive and respectful relationships with children
CHCECE017	Foster the holistic development and wellbeing of the child in early childhood
CHCECE020	Establish and implement plans for developing cooperative behaviour
CHCECE021	Implement strategies for the inclusion of all children
CHCECE026	Work in partnership with families to provide appropriate education and care for children
CHCPRP003	Reflect on and improve own professional practice
CHCECE018	Nurture creativity in children
CHCECE022	Promote children's agency
CHCPRP003 CHCECE018	appropriate education and care for children Reflect on and improve own professional practice Nurture creativity in children





CHCECE023	Analyse information to inform learning
CHCECE024	Design and implement the curriculum to foster children's learning and development
CHCINM002	Meet community information needs
BSBLED401	Develop teams and individuals
CHCMGT003	Lead the work team



SIT30116 CERTIFICATE III IN TOURISM

CRICOS: 093026J Suitable for students on a student visa

15 UNITS OF COMPETENCY:

SITTIND001	Source and use information on the tourism and travel industry
SITXCCS006	Provide service to customers
SITXCOM002	Show social and cultural sensitivity
SITXWHS001	Participate in safe work practices
SITTTSL001	Operate online information systems
SITTTSL002	Access and interpret product information
SITXCOM001	Source and present information
SITHFAB002	Provide responsible service of alcohol
SITHFAB005	Prepare and serve espresso coffee
SITXCCS001	Provide customer information and assistance
SITXCCS002	Provide visitor information
SITXCCS003	Interact with customers
SITXFIN001	Process financial transactions
SITXFSA001	Use hygienic practices for food safety
SITXFSA002	Participate in safe food handling practices



SIT50116 DIPLOMA OF TRAVEL & TOURISM MANAGEMENT

CRICOS: 093027G Suitable for students on a student visa

23 UNITS OF COMPETENCY:

BSBDIV501	Manage diversity in the workplace
SITTIND001	Source and use information on the
	tourism and travel industry
SITXCCS007	Enhance customer service experiences
SITXCCS008	Develop and manage quality customer service practices
SITXCOM005	Manage conflict
SITXFIN002	Interpret financial information
SITXFIN003	Manage finances within a budget
SITXFIN004	Prepare and monitor budgets
SITXHRM003	Lead and manage people
SITXMGT001	Monitor work operations
SITXMGT002	Establish and conduct business relationships
SITXWHS003	Implement and monitor work health and safety practices
SITTTSL002	Access and interpret product information
SITTTSL003	Provide advice on international destinations
SITTTSL004	Provide advice on Australian destinations
SITTTSL005	Sell tourism products and services
SITTTSL006	Prepare quotations
SITXCCS002	Provide visitor information
BSBADM502	Manage meetings
BSBCMM401	Make a presentation
SITXHRM002	Roster staff
SITXHRM004	Recruit, select and induct staff

SITTPPD001 Package tourism products

SIT30616 CERTIFICATE III IN HOSPITALITY CRICOS: 093028G

Suitable for students on a student visa

15 UNITS OF COMPETENCY:

Work effectively with others				
Source and use information on the hospitality industry				
Work effectively in hospitality service				
Provide service to customers				
Show social and cultural sensitivity				
Coach others in job skills				
Participate in safe work practices				
Use hygienic practices for food safety				
Process financial transactions				
Clean and tidy bar areas				
Provide responsible service of alcohol				
Operate a bar				
Prepare and serve non-alcoholic beverages				
Prepare and serve espresso coffee				
Participate in safe food handling practices				



SIT50416 DIPLOMA OF HOSPITALITY MANAGEMENT CRICOS: 093029F

uitable for students on a student visa

28 UNITS OF COMPETENCY:

BSBDIV501	Manage diversity in the workplace				
BSBMGT517	Manage operational plan				
SITXCCS007	Enhance customer service experiences				
SITXCCS008	Develop and manage quality customer service practices				
SITXCOM005	Manage conflict				
SITXFIN003	Manage finances within a budget				
SITXFIN004	Prepare and monitor budgets				
SITXGLC001	Research and comply with regulatory requirements				
SITXHRM002	Roster staff				
SITXHRM003	Lead and manage people				
SITXMGT001	Monitor work operations				
SITXMGT002	Establish and conduct business relationships				
SITXWHS003	Implement and monitor work health and safety practices				
SITXFSA001	Use hygienic practices for food safety				
SITHIND004	Work effectively in hospitality service				
SBCMM401	Make a presentation				
3SBITU302	Create electronic presentations				
3SBITU306	Design and produce business documents				
SITHFAB002	Develop and use complex spreadsheets				
BSBITU402	Provide responsible service of alcohol				
SITHFAB003	Operate a bar				
SITHFAB004	Prepare and serve non-alcoholic beverages				
SITHFAB005	Prepare and serve espresso coffee				
SITXMPR002	Create a promotional display or stand				
SITXMPR003	Plan and implement sales activities				
SITXWHS002	Identify hazards, assess and control safety risks				
SITHIND001	Use hygienic practices for hospitality service				
SITHIND002	Source and use information on the hospitality industry				



SHAREHOUSE

Cairns Sharehouse offers apartment style accommodation within easy walking distance of the CCEB Campus in Cairns city. Students can enjoy the privacy of their own study bedroom in a modern, fully furnished apartment, sharing wtth students from all around the world. We are a family owned and operated business and we specialise in providing a 'home away from home' experience for our students.

WHY CHOOSE A SHAREHOUSE?

- Easy 15-20 minute walk to school & attractions
- Enjoy living independently with other students
- Great nationality mix
- Fun way to make friends and practise English
- Tidy and clean

EACH APARTMENT FEATURES

• 5/6 bedrooms

Cairns Sharehouse

- 2 shared shower and toilet rooms
- Modern kitchen with equipment
- Lounge and dining areas
- Coin-operated laundry & ironing facilities
- Security gate/fence & security screens on windows
- Lockable front, rear, bedroom, bathroom, toilet doors
- Rice cooker available on request (deposit required)

ROOM FEATURES

- Study desk
- Bed
- Single wardrobe
- Window
- Unlimited wireless internet

RENT INCLUDES

- Electricity & water
- Unlimited wireless internet
- Weekly cleaning of bathroom facilities
- Fortnightly cleaning of common areas
- Cleaning products & equipment (broom, mop, dustpan)
- Rental of linen pack
- Regular security patrols

STUDENT TO BRING

- All food & toiletries (meals are not included)
- Washing powder for coin-operated laundry
- Towel for shower
- Toilet paper

If a student is arriving early and wishes to check in before 3pm, the room must be booked from the day before

HOMESTAY FAMILY



WHAT IS INCLUDED?

- Approximately 10 40 minutes from campus
- Private rooms
- 2 meals /day on weekdays
- 3 meals /day on weekends
- Airport pick-up and drop-off by host family

At CCEB we have a Homestay Coordinator who can assist you with any accommodation enquiries you may have while you are studying with us.

	er and the second se	Lady Loeven 4 Apartments (G
		Draper 2 2 Apartments (mi
		The Cottages 3 Apartments (mi

	N A	
PROPERTY	BED SIZE	ROOM FEATURES
Lady Loeven 4 Apartments (Girls Only) with Pool & BBQ	Single Twin	Study Desk, Single wardrobe, Window, Unlimited Wireless Internet.
Draper 2 2 Apartments (mixed gender) with Garden & BBQ	Single Twin	Study Desk, Single wardrobe, Window, Unlimited Wireless Internet, TV/DVD player.
The Cottages 3 Apartments (mixed gender) with Spa & BBQ	Single	Study Desk, Single wardrobe, Window, Unlimited Wireless Internet, TV/DVD player.

ACTIVITIES

CCEB is a true reflection of the expression 'study in paradise'

The school organises activities for students every afternoon. CCEB Travel can book your weekend tours at a discounted price.

MON TUE THR FRI WED BIOG Pizza @ The Woolshed **Pronunciation Boot Camp** Conversation Job Hunting Club Blog Outback Trip Beach Halloween Party

Table Tennis







Josephine Falls

Snorkeling





Colour Run



Tropical Zoo

CCEB AFTERNOON ACTIVITIES SAMPLE TABLE

BBQ

Boat Trip

Bungee Jump

Basketball



































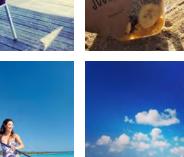


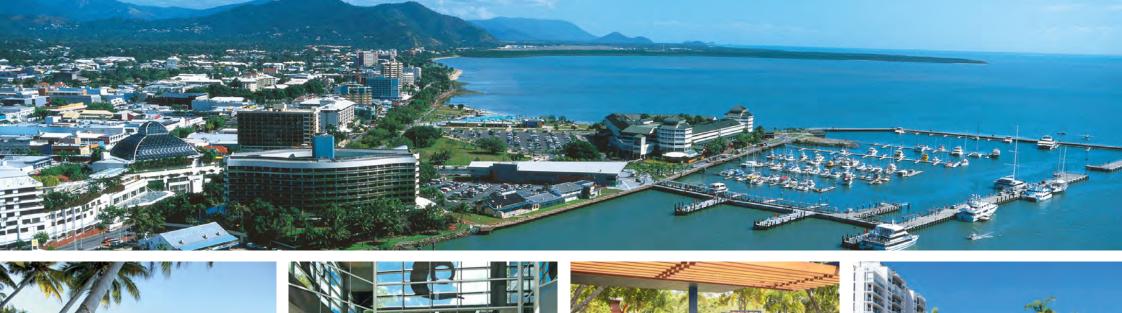






















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www.youtube.com/channel/UCuvmz7AtclMonzBe3hNw2xQ















