study in paradise

CAIRNS COLLEGE OF ENGLISH & BUSINESS

CRICOS Provider Code: 03251A | RTO Provider Number: 40520
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. 2014 Cairns voted “most friendly” by 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

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

CLOTHING:
Casual, comfortable clothing

“Cairns is so relaxed! I am glad that I learnt to stop and smell the flowers!” “It is such a big difference from my home which is a large city! Until I came to Cairns I never went out wearing just a singlet, shorts and thongs!” “Everyone takes their time and no one is in a big hurry!”

The lifestyle of Cairns is completely different to the lifestyle of a big city like Melbourne or Sydney. Both the town and people of Cairns are incredibly relaxed. People don’t take themselves too seriously and wear very casual attire. Since it can get quite hot and humid up in the tropics, most people stick to thongs and sandals. Many students come from large cities in their home countries, so it is a surprise for them that some people walk around barefoot or in their swimming costumes! The relaxed vibe always rubs off onto students: they learn not to always rush things and to go with the flow.
10 REASONS TO CHOOSE CCEB

1. Great location
2. Strict English Only policy
3. Accredited courses and quality services
4. Great national mix
5. School owned café/tour desk
6. Variety of activities
7. Work experience in our Customer Service course
8. Personal study curriculum
9. Qualified and experienced teachers
10. English language and vocational courses available

Cairns College of English & Business

Cairns College of English & Business 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 member of ACEET. We have also just become an IALC-accredited language school. As an accredited Registered Training Organisation (RTO) we offer Vocational Education and Training (VET) courses as well. 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 one of the world’s most beautiful locations. We look forward to seeing you in a class soon!

WELCOME MESSAGE FROM THE PRINCIPAL

Ueli Stauffer
67 Lake Street, Cairns QLD Australia 4870
Email: reception@cce.qld.edu.au
www.cce.qld.edu.au

1. ACADEMIC STUDY DAY
Along with weekly speaking presentations, teachers may set writing tasks for students to complete in their diary, which teachers will check and then give advice on what was done well and what could be improved. In this way, students can communicate with their teacher personally.

2. WEEKLY SPEAKING PRESENTATION AND FEEDBACK
Friday representation day. All students of CCEB need to do a speaking presentation. By speaking in front of their class, you can gain confidence in speaking, as well as improve your pronunciation and fluency. Your teacher will give individual feedback on speaking skills, including accuracy of grammar, range of vocabulary, and features of pronunciation to students after their speaking presentation, and give advice about how to improve in these areas.

3. WEEKLY PROGRESS REPORT
Each student receives weekly feedback from their teacher on what they’ve studied during the week and possibly points that you are ready to move to the next level.

4. ENGLISH ONLY POLICY
Our school follows linguistic engagement principles because we believe that the best way to improve your English skills is to use them to communicate at all times. CCEB is very strict about its English Only Policy. All new students need to sign the English only policy contract on their first day.

5. QUALIFIED AND EXPERIENCED TEACHERS
All teachers at CCEB are fully certified in teaching English to international students. They also have an understanding of living contexts and cultural differences.

6. PROFESSIONAL DEVELOPMENT TRAINING
Every month of CCEB English teachers get together to participate in professional development workshops. They are continuously looking to improve the standard of their English lessons by incorporating new teaching techniques and methods.

7. FIRST WEEK INTERVIEW
On the first day, students will receive a school tour, staff introduction and a detailed orientation session. In the first week students will be assigned to a class group and a detailed orientation session. In the first week students will be assigned to a class group and a detailed orientation session.

8. ACADEMIC COUNSELLING
If at any point you need advice on your academic options, or simply want more information on your progress, you may talk directly with your teacher or the Academic Manager. They will be more than happy to help you.

9. ENGLISH ONLY POLICY
You've studied during the week and possibly points that you are ready to move to the next level. Each student receives weekly feedback from their teacher on what they’ve studied during the week and possibly points that you are ready to move to the next level. Each student receives weekly feedback from their teacher on what they’ve studied during the week and possibly points that you are ready to move to the next level.

10. GRADUATION
Every Friday is a test day at CCEB. This is an opportunity to review what you’ve studied during the week and possibly points that you are ready to move to the next level. Each student receives weekly feedback from their teacher on what they’ve studied during the week and possibly points that you are ready to move to the next level.

11. LAST DAY
The arrow indicates pre-requirement (^) for the courses listed below.

12. FIRST DAY
Everyday activities include a class introduction - English lessons - English lessons.

13. FIRST WEEK
Everyday activities include a class introduction - English lessons - English lessons.

14. EVERY FRIDAY
Everyday activities include a class introduction - English lessons - English lessons.

15. LAST DAY
Everyday activities include a class introduction - English lessons - English lessons.
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 Customer Service English Certificate, a Coffee and Bar Training Certificate, Responsible Service of Alcohol (RSA) Certificate and Responsible Service of Gambling (RGG) Certificate, as well as a report card from the teacher.

**Course Information**

**1. Certificate III in Hospitality: Prepare and Serve Espresso Coffee (SITHFAB204)**
**3. RSA - Responsible Service of Alcohol (SITHFAB009A)**
**4. RGG - Responsible Service of Gambling (SITHGAM006A)**
**5. Novotel Hotel Hospitality Essentials Workshop Certificate**
**6. Letter of Reference from Trainer**
**7. English for Customer Service Course Certificate**
**8. Statement of Attainment - Work Experience at Café/Tour desk**

You will receive:

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

**ENGLISH FOR CUSTOMER SERVICE**

Get Experience + Certification

Training at Novotel Hotel

**ENGLISH LANGUAGE COURSES**

**IELTS EXAM PREPARATION COURSE**

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

**DURATION:** 1 - 52 weeks |
**ENTRY REQUIREMENTS:** Intermediate

**Course Description:**

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

**CAMBRIDGE EXAM PREPARATION COURSE**

This course is designed to test your ability to use English in the workplace, at universities, or to perform in business throughout the world.

**DURATION:** 12 weeks |
**ENTRY REQUIREMENTS:** FCE - Intermediate, CAE - Upper-Intermediate

**Course Description:**

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

**COURSE INFORMATION**

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

**YOU WILL RECEIVE:**

1. Certificate III in Hospitality: Prepare and Serve Espresso Coffee (SITHFAB204)
3. RSA - Responsible Service of Alcohol (SITHFAB009A)
4. RGG - Responsible Service of Gambling (SITHGAM006A)
5. Novotel Hotel Hospitality Essentials Workshop Certificate
6. Letter of Reference from Trainer
7. English for Customer Service Course Certificate
8. Statement of Attainment - Work Experience at Café/Tour desk
### Vocational Courses

**BSB40215 CERTIFICATE IV IN BUSINESS**

**Target Group:** Internationally trained individuals looking to acquire specific business knowledge and skills in business and administrative functions.

**Duration:** The course is delivered over 30 weeks (includes 3 week holiday break). Expect to complete an average of 20 hours per week. 380 nominal hours. Monthly intakes.

**Entry Requirements:** 380 nominal hours. Monthly intakes.

**Timetable:**
- **Monday:** 8:30 - 12:30
- **Tuesday:** 8:30 - 12:30
- **Wednesday:** 8:30 - 12:30
- **Thursday:** 8:30 - 12:30
- **Friday:** 8:30 - 12:30

**10 Units of Competency:**
- BSBDIV502: Implement and improve business procedures
- BSBDIV503: Improve leadership and teamwork
- BSBDIV504: Implement and manage change
- BSBADM502: Undertake marketing activities
- BSBADM503: Manage personal work priorities and professional development
- BSBADM504: Develop and implement a business plan
- BSBADM505: Manage risk
- BSBADM506: Manage finances
- BSBADM507: Develop workplace policy and procedures for sustainability
- BSBADM508: Develop workplace policy and procedures for sustainability

**BSB50615 DIPLOMA OF HUMAN RESOURCES MANAGEMENT**

**Target Group:** Internationally trained individuals looking to acquire the knowledge and skills in human resources management.

**Duration:** The course is delivered over 20 weeks (includes 3 week holiday break) and 2 week period for completion of assessments. Expect to complete an average of 20 hours per week. 460 nominal hours. Monthly intakes.

**Entry Requirements:** 5.5 IELTS Exam or completion of Advanced at Cairns College of English and Business.

**Timetable:**
- **Wednesday:** 8:30 - 12:30
- **Thursday:** 8:30 - 5:00
- **Friday:** 8:30 - 5:00

**12 Units of Competency:**
- BSBDIV601: Manage human resources services
- BSBDIV602: Manage recruitment and selection processes
- BSBDIV603: Manage human resource planning
- BSBDIV604: Implement and manage change
- BSBDIV605: Manage people performance
- BSBDIV606: Implement and manage policy and procedures
- BSBDIV607: Implement and manage workplace diversity
- BSBADM608: Manage personal work priorities and professional development
- BSBADM609: Manage jump gap performance
- BSBADM610: Manage jump gap performance
- BSBADM611: Manage jump gap performance
- BSBADM612: Manage jump gap performance

**BSB51915 DIPLOMA OF LEADERSHIP AND MANAGEMENT**

**Target Group:** Internationally trained individuals looking to acquire the skills of management and leadership.

**Duration:** The course is delivered over 40 weeks (includes 3 week holiday break and 2 week period for completion of assessments). Expect to complete an average of 20 hours per week. 670 nominal hours. Monthly intakes.

**Entry Requirements:** 5.5 IELTS Exam or Upper Intermediate at Cairns College of English and Business.

**Timetable:**
- **Wednesday:** 8:30 - 12:30
- **Thursday:** 8:30 - 5:00
- **Friday:** 8:30 - 5:00

**12 Units of Competency:**
- BSBDIV601: Manage human resources services
- BSBDIV602: Manage recruitment and selection processes
- BSBDIV603: Manage human resource planning
- BSBDIV604: Implement and manage change
- BSBDIV605: Manage people performance
- BSBDIV606: Implement and manage policy and procedures
- BSBDIV607: Implement and manage workplace diversity
- BSBADM608: Manage personal work priorities and professional development
- BSBADM609: Manage jump gap performance
- BSBADM610: Manage jump gap performance
- BSBADM611: Manage jump gap performance
- BSBADM612: Manage jump gap performance
- BSBADM613: Manage jump gap performance

**BSB60115 ADVANCED DIPLOMA OF LEADERSHIP AND MANAGEMENT**

**Target Group:** Internationally trained individuals looking to acquire the skills of management and leadership.

**Duration:** The course is delivered over 40 weeks (includes 3 week holiday break and 2 week period for completion of assessments). Expect to complete an average of 20 hours per week. 670 nominal hours. Monthly intakes.

**Entry Requirements:** 5.5 IELTS Exam or Upper Intermediate at Cairns College of English and Business.

**Timetable:**
- **Wednesday:** 8:30 - 12:30
- **Thursday:** 8:30 - 5:00
- **Friday:** 8:30 - 5:00

**12 Units of Competency:**
- BSBADM601: Manage human resources services
- BSBADM602: Manage recruitment and selection processes
- BSBADM603: Manage human resource planning
- BSBADM604: Implement and manage change
- BSBADM605: Manage people performance
- BSBADM606: Implement and manage policy and procedures
- BSBADM607: Implement and manage workplace diversity
- BSBADM608: Manage personal work priorities and professional development
- BSBADM609: Manage jump gap performance
- BSBADM610: Manage jump gap performance
- BSBADM611: Manage jump gap performance
- BSBADM612: Manage jump gap performance
- BSBADM613: Manage jump gap performance
- BSBADM614: Manage jump gap performance

---

**Tuition:**
- $6.500.000
- $6.500.000
- $6.500.000

**Accommodation:**
- $6.500.000
- $6.500.000
- $6.500.000

**Books:**
- $6.500.000
- $6.500.000
- $6.500.000

**Total Cost:**
- $6.500.000
- $6.500.000
- $6.500.000
CERTIFICATE IV IN TESOL

TARGET GROUP: This is an entry-level qualification for those seeking a career in Teaching English to Speakers of Other Languages (TESOL). Our course prepares you to teach students of varied cultural and linguistic backgrounds in a variety of settings, and gives you a strong foundation in teaching aspects of grammar, speaking, pronunciation, reading, writing, and listening. You will also gain experience in aspects of syllabus design, resource development, language analysis, assessment, as well as being responsible to a variety of teaching methods and techniques. Recommended for candidates who have some prior teaching experience.

DURATION: This course is delivered over 10 weeks. Expect to complete an average of 20 hours per week.

ENTRY REQUIREMENTS: IELTS 7.0 or CAE certificate. Both native and non-native speakers of English will be tested upon application to ensure that language requirements are met.

TIMETABLE: Monday to Friday, 9:00am – 3:15pm

CERTIFICATE IV IN TESOL

TARGET GROUP: This is an advanced qualification for those seeking a career in Teaching English to Speakers of Other Languages (TESOL). Our course prepares you to teach students of varied cultural and linguistic backgrounds in a variety of settings, and gives you a strong foundation in teaching aspects of grammar, speaking, pronunciation, reading, writing, and listening. You will also gain experience in aspects of syllabus design, resource development, language analysis, assessment, as well as being responsible to a variety of teaching methods and techniques. Recommended for candidates who have some prior teaching experience.

DURATION: This course is delivered over 28 weeks. Expect to complete an average of 25 hours per week.

ENTRY REQUIREMENTS: IELTS 7.0 or CAE (C1) certificate. Both native and non-native speakers of English will be tested upon application to ensure that language requirements are met.

TIMETABLE: Monday to Friday, 9:00am – 3:15pm

SHAREHOUSE

Cairn’s Sharehouse offers apartment style accommodation within easy walking distance of the Cairns College of English & Business Campus in the heart of Cairns city. Students can enjoy the privacy of their own study bedroom in a modern, fully furnished apartment, sharing with 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?

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

ROOM FEATURES

• 6 Apartments (Mixed gender) with Pool & BBQ
• 3 Apartments (mixed gender) with pool & BBQ
• 3 Apartments (Mature) with pool & BBQ

PROPERTY

• Cool seven-inch operating system
• Unlimited wireless internet
• Electricity & water
• Rental of linen pack
• Coin-operated laundry & ironing facilities
• Security gate/fence & security screens on windows
• Lockable front, rear, bedroom, bathroom, toilet doors
• Security key
• Basic chemicals
• Regular security patrols

WHAT IS INCLUDED?

- Airport pick-up and drop-off by host family
- 3 meals/day on weekdays
- Airport pick-up and drop-off by host family
• Accommodation within easy walking distance of the Cairns College of English & Business Campus in Cairns city.

SPEAKING

- Teach speaking
- Analyse and teach English language

WRITING

- Teach writing
- Develop resource files

LISTENING

- Teach listening
- Apply approaches and methods in TESOL

READING

- Teach reading
- Assess ESL learning

VOCABULARY

- Teach vocabulary
- Analyse culture and learning

GRAMMAR

- Teach grammar
- Develop resource files

TESTRE402A

- Test reading

TESTLE402A

- Test listening

TESTSE402A

- Test speaking

TESTSP402A

- Test pronunciation

TESTEG402A

- Test English grammar

TESATE401A

- Analyse and teach English language

TESACL401A

- Teach writing

TESDRF402A

- Teach spelling and pronunciation

TESAMT501A

- Analyse culture and learning

TESTWE402A

- Teach English for Academic Purposes

TESEAP502A

- Teach English for Academic Purposes

TESAEL502A

- Assess ESL learning

TESTDE502A

- Develop resource files

TESTIF502A

- Apply approaches and methods in TESOL

TESESP502A

- Teach listening

TESTPR502A

- Teach pronunciation

Hey mates, have you ever come across someone who looks...
The school organises activities for students every afternoon. These include beach volleyball, cooking, ATV riding, cable skiing and much more. Every weekend there are school excursions at discounted prices! Students can go to the Reef, camping in the Outback, or visit pristine lakes and waterfalls, to name just a few!

**ACTIVITIES**

Cairns College of English & Business is a true reflection of the expression ‘study in paradise’.

The school organises activities for students every afternoon. These include beach volleyball, cooking, ATV riding, cable skiing and much more. Every weekend there are school excursions at discounted prices! Students can go to the Reef, camping in the Outback, or visit pristine lakes and waterfalls, to name just a few!

**ACTIVITIES**

Cairns College of English & Business is a true reflection of the expression ‘study in paradise’. The school organises activities for students every afternoon. These include beach volleyball, cooking, ATV riding, cable skiing and much more. Every weekend there are school excursions at discounted prices! Students can go to the Reef, camping in the Outback, or visit pristine lakes and waterfalls, to name just a few!