



Domestic Student Handbook

Cambridge College Australia

Cambridge Academy of English Pty Ltd T/A Cambridge College Australia

ABN 86 077 189 550 RTO 31730 CRICOS 01796F

Brisbane Campus - Level 5, 269 Wickham Street Fortitude Valley, QLD 4006

Gold Coast Campus - Southport Central Building 3G Level 4, 27 Garden Street
Southport, QLD 421

E-mail: enrol@cambridgecollege.edu.au

Website: cambridgecollege.edu.au

Contents

Welcome!	3
Contact information	4
Contact information	4
Address	4
Student Coordinator	4
Student 24 Hour Emergency Contact	4
Emergency	4
Health	4
Studying with Cambridge College Australia	5
Accredited Training Programs	5
Course credit/ RPL	5
General entry requirements	6
Legislation and policies	7
Legislation	7
Policies and procedures	7
Student Code of Behaviour / Rules	8

Cambridge College Australia

Welcome!

Thank you for enrolling with Cambridge Academy of English.

We know you will find the time you share with us challenging, rewarding and fun. Our aim is to equip you with the knowledge, skills and confidence you need to undertake further studies, gain employment or participate in Australian social life with a high degree of confidence and skill.

Studying with Cambridge Academy of English will expose you to a variety of experiences and challenges. Our courses provide a mix of theory and practical training and offer you numerous opportunities to build your confidence and motivation, so preparing you for a competitive workplace market. Our courses are always kept current and up to industry standards to provide the best study experience for our students.

Upon enrolling, you have various rights and responsibilities, most of which are outlined in this handbook. Please ask us for further information if you have questions that are not covered.

Australia provides the world's most rigorous protection for students through strong legislation. This legislation provides tuition and financial assurance for students if an institution cannot meet its commitments. This provides security for prospective students.

This Handbook contains links to direct you to various government and private services as well as to the various legislation.

The quality of your experience with Cambridge Academy of English depends largely on your motivation and commitment. Our role is to provide the ideal learning environment and yours is to meet the challenge. We will do our very best to ensure that the benefits to you exceed your expectations.

Kind regards,

Your student support team

Cambridge College Australia

Cambridge College Australia

Contact information

Contact information

Address

Brisbane Campus - Level 5, 269 Wickham Street Fortitude Valley, QLD 4006

Gold Coast Campus - Southport Central Building 3G Level 4, 27 Garden Street Southport, QLD 421

Phone:

Web: cambridgecollege.edu.au

Email: enrol@cambridgecollege.edu.au

Student Coordinator

Name:

Phone:

Email:

Student 24 Hour Emergency Contact

Name:

Phone:

Email:

Important Telephone Numbers

Emergency

Police, Fire or Ambulance	000
Emergency (mobile phone)	112

Health

Police, Fire or Ambulance	000
Hospital locations	https://www.myhospitals.gov.au/browse-hospitals/qld/brisbane/brisbane
Medical centres	https://www.truelocal.com.au/search/medical-centres/brisbane-city
Naturopaths	https://www.naturaltherapypages.com.au/natural_medicine/qld/brisbane-city/Naturopath
Naturopaths	https://www.truelocal.com.au/search/naturopathy/brisbane-qld

Chemists/ pharmacies	https://www.truelocal.com.au/search/chemists/brisbane-qld
----------------------	-----------------------------------------------------------------------------------------------------------------------------------

Cambridge College Australia

Studying with Cambridge College Australia

Accredited Training Programs

Accredited programs are competency based which means that training and assessment focus on the development and recognition of a person’s ability to apply relevant knowledge and skills to perform workplace tasks to a specified standard.

The specific skills and knowledge required for particular workplace activities are set out in Units of Competency which can be grouped together to formulate the completion of a nationally recognised qualification. Nationally recognised qualifications are outlined in Training Packages available at training.gov.au.

training.gov.au	https://training.gov.au/Organisation/Details/31730
CCA	https://cambridgecollege.edu.au/study/

CCA only delivers our courses face to face for a minimum of 20 hours per week

For further details of individual course requirements including the entry requirements (academic and English), course credit/RPL, content, duration and cost, assessment methods and modes of study, please refer to the individual course marketing material found on our website.

Fees are subject to change.

CCA has no agreements with any other party in the delivery of any of its courses

There is no work-based training associated with our courses.

Course credit/ RPL

Course credit is exemption from enrolment in a particular part of the course as a result of previous study, experience or recognition of a competency currently held, includes academic credit and recognition of prior learning.

Students that already have a Statement of Attainment for a Unit of Competency may apply for Course Credit. Course credit may reduce the length of a student’s course.

Students that believe they already have the skills and knowledge required to demonstrate competency can request Recognition of Prior Learning (RPL). RPL may reduce the length of a student’s course.

CCA requires students to complete the Application for Recognition of course credit/ RPL form for assessment by the relevant trainer/ assessor. Evidence is required to substantiate previous knowledge/ qualifications.

CCA may require students to complete an assessment to demonstrate competency.

If CCA grants the student course credit/ RPL which leads to a shortening of the student’s course before the student visa is granted, the CoE will indicate the actual net course duration for the course.

If course credit/ RPL is granted after the student’s visa is granted, any change of course duration will be reported to DET via PRISMS within 14 days after the event as specified under the ESOS Act.

For further information about Course Credit please see our course credit policy, available on our website.

CCA downloads: <https://cambridgecollege.edu.au/downloads/>

General entry requirements

- 18 years old
- You need to have a good standard of English. CAE reserves the right to request English language proficiency testing (except for enrolment in English language courses)
- Year 12 High School or equivalent

Cambridge College Australia

Legislation and policies

Legislation

If offering vocational education and training (VET) courses, schools must comply with the VET Quality Framework

Policies and procedures

For the latest policies and procedures, please go to our website or request a copy from reception.

CCA policies and procedures: <https://cambridgecollege.edu.au/downloads/>

The following policies are available:

- Refund policy
- Complaints and appeals policy
- Critical incident and evacuation policy
- Overseas student transfers
- Policies regarding Attendance, monitoring course progress
- Deferring, Suspending or Cancelling the Overseas Student's Enrolment

Note that CCA does not enrol international students under 18 years of age

Cambridge College Australia

Student Code of Behaviour / Rules

1. CCA prohibits the use of illegal drugs, the consumption of alcohol, and the possession of prohibited or dangerous articles at any course
2. Mobile Phones and Pagers should be turned off before entry into classrooms or any training/assessment environment unless prior arrangements have been made with the trainer or person in charge.
3. Students must follow the directions of their teacher/ trainer at all times
4. Students are required to wear appropriate safety clothing and use equipment safely
5. Students must not use inappropriate or offensive language, signs or gestures
6. Violent behaviour will not be tolerated.
7. Weapons cannot be carried onto CCA premise
8. Racist behaviour will not be tolerated
9. Sexual harassment will not be tolerated
10. English is to be spoken during class and on campus at all times
11. Fees must be paid as per the due date on the agreement/invoice
12. An individual's property is to be respected and not interfered with, without prior consent. Look after your own possessions, CCA accepts no responsibility for personal property lost or stolen
13. Nobody has the right to interfere with another's ability to learn through disruption of classes or harassment of any kind.
14. No aggressive physical contact or verbal abuse is to occur between any persons at any time.
15. Smoking is not permitted inside training facilities, Australian Law must be followed
16. Drinking alcohol is not permitted inside training facilities.
17. Eating or drinking is not permitted in any space other than the designated areas.
18. Clothing and behaviour should be appropriate and not cause offence to anyone.
19. Students MUST advise CCA of any change to their contact details including address, mobile number, email & emergency contact details, within 7 days of the change.
20. Students are expected to be genuine/bona fide students in Australia to study and complete their course/qualification and therefore must attend class and progress in their course. Refer our Course Progress and Attendance Policies for further details. All disciplinary matters will be handled by the Director and/or CEO.