

2020 Course Guide

CAIRNS **BUSINESS
COLLEGE**

RTO 0095
CRICOS 00202A

Study in the tropics

If you're going to study, why not do it at a world-class education facility in the tropical paradise of Cairns and Tropical North Queensland?

That's what we offer at Cairns Business College. The highest standards of learning with the lifestyle, friendliness and beauty of the Great Barrier Reef and rainforest on your doorstep.

We're committed to academic excellence, the latest technological advantages and personal and professional development.

At the same time, we want you to have fun, to experience the World Heritage natural environment and enjoy your time in this tropical paradise.

As one of Queensland's longest enduring business colleges established in 1966, we've produced thousands of successful graduates. And we'd love to talk to you about your next exciting adventure in education and life.





Our campus

We know how important it is to be close to the action of the Cairns city centre and nearby accommodation and attractions, which is why the Cairns Business College campus is perfectly positioned in a central

location. Specifically designed for education, our campus is an aesthetically pleasing complex which balances learning environments with the tropical surrounds the city of Cairns is renowned for.

Facilities

- Spacious, sunlit and air-conditioned classrooms with an abundance of natural light
- Two computer labs (Internet & Wi-Fi access) and interactive whiteboards
- A learning and study area with learning resources, journals and magazines
- Undercover kitchenette/coffee lounge complete with microwaves, fridges, soft-drinks, tea and coffee
- Lounge area for relaxing between classes
- Tropical garden with paved area and courtyard
- Free wireless internet (Wi-Fi) throughout the school
- A travel and tour representative visiting our campus weekly



Your experience

Our programs, our people, our industry connections, and your fellow students make your study time at Cairns Business College an inspiring, fun and truly exceptional experience. Join students from a variety of backgrounds and cultures at Cairns Business College to learn, explore, and discover your true potential.

Students from across the globe come to Cairns Business College to learn in a lush tropical environment and to learn from academics who are dynamic, qualified, and highly skilled professionals. Our teachers and staff all work together to help you to accomplish your educational goals. When you graduate from the Cairns Business College, the greatest knowledge you will have gained will be about yourself and all that you can accomplish in the future.

Career options

Choose from one of our many accredited courses in Business, Business Administration, Leadership & Management, Travel, Tourism and Hospitality. If you're not sure, let us customise a course specifically

for you. We can design your very own course to suit your needs from our subject database... something to suit you.

For admission requirements for each individual course please refer to our website for further details.



Course hours

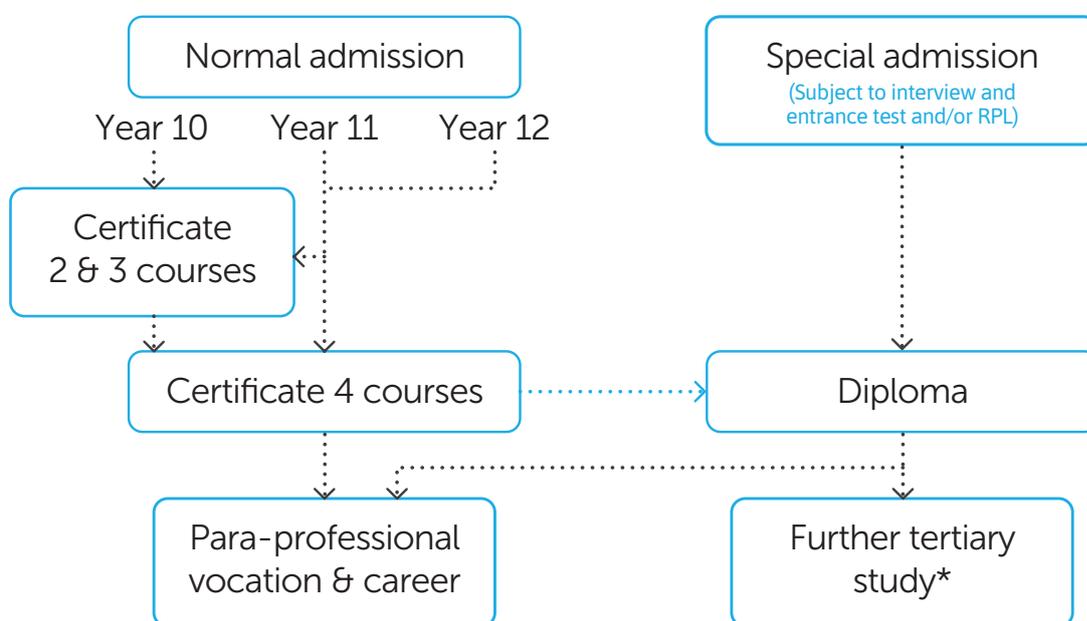
Full-time:

Minimum of 20 hours per week, 8.30am to 4:15pm, Monday to Wednesday during the college term. Tutorials, assessments and self-study, 8:30am to 4:15pm, Thursday and Friday (self-directed). Classes may be timetabled outside these hours.

Part-time:

In most cases we can offer part time study options to domestic students. Please ask us whether the course you want to study can be undertaken part-time.

Your career and university path



*On successful completion of a minimum of a Certificate IV and a Diploma, credit toward a bachelor degree program may be granted by most universities. Formalised pathways to university available. Cairns Business College can offer

pathways into Charles Darwin University's many programs and also partner with the International College of Hotel Management for those seeking a professional career in hospitality.



Our courses – outline



Business

- BSB20115 Certificate II in Business
- BSB30115 Certificate III in Business
- BSB40215 Certificate IV in Business
- BSB50215 Diploma of Business



Business Management

- BSB51915 Diploma of Leadership and Management



Business Administration

- BSB30415 Certificate III in Business Administration
- BSB40515 Certificate IV in Business Administration
- BSB50415 Diploma of Business Administration



Hospitality

- SIT20316 Certificate II in Hospitality
- SIT30616 Certificate III in Hospitality
- SIT40416 Certificate IV in Hospitality
- SIT50416 Diploma of Hospitality Management
- Kickstart to Hospitality



Travel and Tourism

- SIT20116 Certificate II in Tourism
- SIT30216 Certificate III in Travel
- SIT40116 Certificate IV in Travel & Tourism
- BSB50116 Diploma in Travel & Tourism Management



Corporate training

To discuss customised training requirements for your business and staff, please contact our enrolment advisor. We are able to offer courses across a number of areas.

Corporate Courses

- Human Resources
- Financial Information
- Information Technology
- Work Health and Safety
- Risk Management
- Innovation
- Leadership and coaching
- Marketing
- Customer Service

Recognition of prior learning

All courses that we offer provide the opportunity for Recognition of Prior Learning (RPL) assessment. You can apply for RPL if you think that you are already competent in some of the course outcomes; however, you will need to provide evidence to support this.



Business

BSB20115 Certificate II in Business

CRICOS Code: 086772M | 26 Weeks | Face to face and online
Domestic Students AUD \$2,200 | International Students AUD \$2,600

If you need a solid foundation in a range of business skills, this comprehensive course will provide the qualification for roles in administration or as an office assistant, while also allowing you to progress to further study.

Course summary

This course will provide a broad base of skills and knowledge necessary for everyday tasks in an office environment, including workplace communication, customer service and effective working relationships with fellow staff members.

Our teaching staff bring relevant industry experience to their delivery of the courses, and will assist you to deliver strong results in a business setting. Upon completion of this certificate course, you'll be able to commence further training or potential employment in roles such as an office assistant.

Job opportunities

- Administration Assistant
- Office Assistant

BSB30115 Certificate III in Business

CRICOS code: 086808D | 52 Weeks | Face to face and online

Domestic Students AUD \$3,800 | International Students AUD \$4,940

Providing opportunities and skills to set you up for a role in an office or business setting, this course will facilitate a career as either an office assistant or administration officer.

Course summary

This entry-level course allows for success in a wide range of business settings. Opportunities for employment relevant to this qualification are predicted to experience massive growth over the next five years. This course grants you a competitive edge to capitalise on these opportunities.

A sound basis in workplace health and safety is provided as well as various streams in practical skills such as managing business resources, operational plan support, team effectiveness, buying of goods

and services, and handling complaints by customers. Industry professionals guide you through the course, allowing you to succeed.

The completion of this program provides you with the skills to pursue entry-level employment within an extensive range of roles. Progression into further study including Certificate IV or Diploma is also available.

Job opportunities

- Accounts Payable Clerks
- Office Assistant
- Junior Personal Assistant
- Receptionist
- Word Processor
- Accounts Clerk
- General Clerk

BSB40215 Certificate IV in Business

CRICOS code 086882E | 44 Weeks | Face to face and online

Domestic Students AUD \$3,500 | International Students AUD \$4,550

This mid-level course in business allows the development of skills which allow you to work in a wide range of business roles including sales agent, project officer and executive personal assistant.

Course summary

Qualifications offered in this course are highly sought after by many different sectors including health care and social support, public administration and accommodation, along with food service industries.

The course will provide you with a broad base of knowledge and technical skills required for many roles. Skills in presentations, business resource organisation, database design, along with team and individual development will be gained.

Completion of this course will allow you to apply for specialised work within office environments including both public and private sectors. You can both build a career and be well placed for the further development of your study.

Job opportunities

- Sales Account Assistant
- Administrator
- Project Officer
- Sales Agent
- Office Administrator
- Executive Personal Assistant

BSB50215 Diploma in Business

CRICOS code 087146G | 52 Weeks | Face to face and online
Domestic Students AUD \$3,800 | International Students AUD \$4,940

This high-level qualification is perfect for people who want to sharpen and extend their skills at an executive level.

Course summary

This course offers specialised knowledge and complex skills, with the demand for workers in this field of business, management and executive level operators set to increase significantly over the next five years. This program equips you with the specialised skills to allow to be highly competitive when seeking employment.

This program is delivered by experienced teaching staff with strong connections in business and industry. Development in specialised knowledge

offered in this diploma include communicating with influence, workforce planning management, project work and managing risk.

The completion of this qualification will equip you with high-level business skills which will help improve your career and grow the potential of your pathways.

Job opportunities

- Administration Manager
- Program Coordinator
- Executive Officer
- Program Consultant





Business Management

BSB51915 Diploma of Leadership and Management

***During 2019 we will be transitioning to the new BSB51918 Diploma of Leadership and Management**

CRICOS code 087790A | 52 Weeks | Face to face and online

Domestic Students AUD \$3,900 | International Students AUD \$5,070

This high-level qualification in leadership provides you with the skills needed to pursue employment as a manager in business, human resources or sales.

Course summary

This qualification in leadership, people management, and business will help lead to opportunities in strong growth industries with appealing earning capacities. The course provides skills needed for employment in a wide range of managerial roles.

You will be guided in team leadership and management, carrying out project work, communicate with influence, facilitate continuous

improvement, and boost innovation. Our expert team of industry leaders will provide the guidance you need to thrive in your studies and further develop them.

The completion of this course will provide you with specific skills to manage sales teams, conduct HR and business negotiations. You will also be provided with the knowledge to carry out further study.

Job opportunities

- Human Resource Manager
- Business Manager
- Sales Team Manager



Business Administration

BSB30415 Certificate III in Business Administration

CRICOS code 086854J | 52 Weeks

Domestic Students AUD \$3,800 | International Students AUD \$4,940

This entry level course will help you build a career in business administration and open a world of employment opportunities including as a general clerk, office assistant or accounts payable clerk.

Course summary

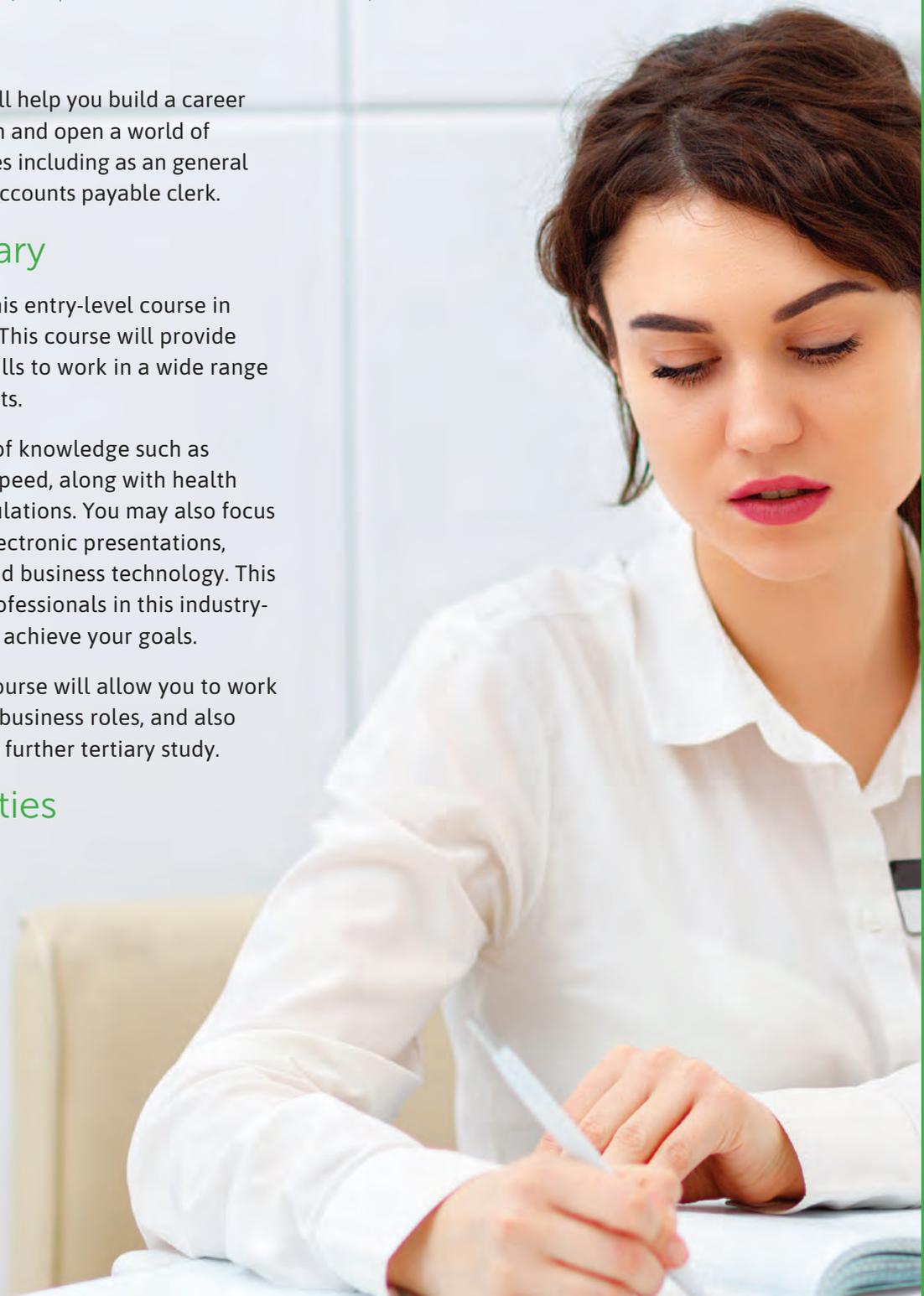
Begin your career with this entry-level course in business administration. This course will provide you with the practical skills to work in a wide range of corporate environments.

Establish a broad range of knowledge such as keyboard accuracy and speed, along with health and safety rules and regulations. You may also focus on payroll processing, electronic presentations, working with diversity and business technology. This course is delivered by professionals in this industry-ready course to help you achieve your goals.

The completion of this course will allow you to work in a variety of office and business roles, and also develop a foundation for further tertiary study.

Job opportunities

- Accounts Clerk
- Receptionist
- Junior Personal Assistant
- Office Assistant



BSB40515 Certificate IV in Business Administration

CRICOS code: 087023G | 44 Weeks

Domestic Students AUD \$3,300 | International Students AUD \$4,290

With this mid-level course in business administration, you will gain the knowledge needed for success as an office administrator, project officer or sales account assistant.

Course summary

This mid-level course specialises in business administration. Experienced teaching staff who have a high level of industry connections will guide you through your studies and, importantly, provide relevant real-world context for your studies.

Specialised technical skills and a clear understanding of the various roles within the business administration sector are offered in this course, including the ability to organise business travel,

implement workplace information systems, analyse and present research information and develop complex spreadsheets.

Completion of this course enables you to apply for skilled work within professional environments in both the private and public sectors. You can build a career as well as set yourself up for further study.

Job opportunities

- Sales Account Assistant
- Project Officer
- Sales Agent
- Office Administrator
- Administrator
- Executive Personal Assistant

BSB50415 Diploma of Business Administration

52 Weeks

Domestic Students AUD \$3,800 | International Students N/A

This high-level qualification is ideal for those who would like to climb up the career pathway by gaining the necessary skills to become both a manager or executive.

Course summary

The qualifications offered in this course will set you up for career advancement in management and executive roles. The knowledge you will gain includes complex problem solving, people performance, project work and team leadership. This qualification is delivered by our experienced,

passionate teaching staff who have a high degree of understanding of industries in which the skills you gain can be utilised. The completion of this qualification will give you the type of advanced skills needed to upgrade your career in both management and executive areas.

Job opportunities

- Administration Manager
- Executive Officer



Hospitality

SIT20316 Certificate II in Hospitality

26 Weeks

Domestic Students AUD \$3,900 | International Students N/A

This course provides you with the basic knowledge required to begin your experience in the hospitality industry. Learning from expert staff and participating in a group with your fellow students will allow you to become employment-ready or enable you to further continue your studies.

Course summary

This course provides an important foundation to develop your career in hospitality. This course delivers an introduction to hospitality and allows students to develop their skills and knowledge in preparation for a rewarding role in this exciting industry. You will learn the basic skills needed to work effectively and safely, develop your hospitality

knowledge and skills, discover how to interact with customers and boost your awareness of different cultures. The successful completion of this course will allow you to further continue or enter the workforce at an entry level position.

Job opportunities

- Cafe Attendant
- Porter
- Catering Assistant
- Room Attendant
- Food and Beverage Attendant
- Bar Attendant
- Front Office Assistant

SIT30616 Certificate III in Hospitality

52 Weeks

Domestic Students AUD \$3,900 | International Students N/A

This course provides you with hands on experience and practical skills, building on your previous study or experience in hospitality. It provides you with a well-rounded knowledge base of the hospitality industry or assist you in continuing further study.

Course summary

With a Certificate III in Hospitality, you are provided with the essential skills and knowledge to work in the hospitality industry in a variety of roles. This course gives you the chance to discover the various career pathways in hospitality, from barkeeping and front office receptionist in a luxury hotel to becoming a host at a restaurant. You will learn how to work

effectively in the hospitality industry, study the art of customer service and discover how to coach others in job skills and boost your cultural awareness. With the completion of this course you will be able to continue studying to achieve the Diploma of Hospitality Management or enter the workforce.

Job opportunities

- Function Host
- Guest Service Agent
- Senior Bar Attendant
- Restaurant Host
- Housekeeper
- Function Attendant
- Waiter
- Gaming Attendant
- Front Office Receptionist
- Food and Beverage Attendant
- Front Office Assistant

SIT40416 Certificate IV in Hospitality

52 Weeks

Domestic Students AUD \$3,900 | International Students N/A

This course delivers a comprehensive qualification and allows you to further improve your hospitality skills and career prospects. It will prepare you for work as a supervisor in the hospitality industry or to complete your further studies in this field.

Course summary

Attain a comprehensive qualification and further improve your hospitality skills and career prospects with this in-depth course. It will prepare you for work as a supervisor in the hospitality industry or to complete your further studies in this field. The hospitality industry in Australia continues to grow with rising discretionary incomes, growth in tourism and busier lifestyles being major contributors to the strong growth in the industry. These trends are expected to support the growth in the hospitality industry over the next five years.

A broad range of hospitality service, sales and operational skills are covered within this course. Improve your job prospects by multi-skilling or specialising in accommodation, gaming or food and beverage. This qualification will allow you to seek work as a supervisor in a wide range of businesses.

Job opportunities

- Bar Supervisor
- Gaming Supervisor
- Shift Manager
- Front Office Supervisor
- Food and Beverage Supervisor
- Concierge
- Duty Manager
- Housekeeping Supervisor

SIT50416 Diploma of Hospitality

64 Weeks

Domestic Students AUD \$4,800 | International Students N/A

Improve your skills as well as learn how to solve new and complex problems in a team environment. With this course, you can take the next step in your career and take on a management role within the hospitality industry.

Course summary

The projected growth in the restaurant industry plus the success of popular cooking shows and the food culture is boosting opportunities in the industry and these trends are expected to continue. This course will cover managerial skills including budgeting, rostering, marketing and people management. You'll also learn

customer service skills along with the operation of a bar or café. With this qualification, you will improve your ability to lead and manage teams in the hospitality industry.

Job opportunities

- Sous Chef
- Gaming Manager
- Motel Manager
- Restaurant Manager

Kickstart to Hospitality

SITHFAB005 – Prepare and serve espresso coffee | SITHFAB002 – Provide responsible service of alcohol

SITXFSA001 – Use hygienic practices for food safety

2 Days | Course Fee AUD \$250

Kickstart your career in hospitality where you will be taught basic skills from making perfect espresso coffees, to learning the rules of serving alcohol and food safety regulations for working in any café, bar & restaurant.

Note: Student visa holders are not eligible for this course.

Course summary

Barista Course

Experience Australian coffee culture first hand and gain a nationally recognized certificate with our Barista course. Australians use more fresh beans per person than any other country in the world. No wonder baristas are so popular! Boost your skill set and potential employability as you learn to prepare and present different types of coffee, practice operating an industrial espresso machine, and understand its basic maintenance. You will become familiar with a barista's working environment and commonly used phrases.

Note: SITXFSA001 - Use hygienic practices for food safety is a pre-requisite of SITHFAB005 - Prepare and serve espresso coffee

RSA (Responsible Service of Alcohol) Course

Most licensed venues in Australia require staff to complete a Responsible Service of Alcohol (RSA) training course before commencing employment. Learn about the regulations for alcohol service in Queensland in our one-day classroom based RSA Course. A must-do when you want to work in cafes, bars & restaurants.

Food Handling

A course designed to give an introductory level of competency in food handling to ensure food safety. It teaches the fundamental skills needed to perform the role of a food handler in the Australian food industry. This course is suitable for workers who handle food as a part of their position but will not be monitoring the overall state of food safety for an entire business.

Job opportunities

- Café worker
- Barista
- Bartender
- Waiter/Waitress



Travel and Tourism

SIT20116 Certificate II in Tourism

26 Weeks

Domestic Students AUD \$2,200 | International Students N/A

With this entry-level certificate in tourism you will qualify for potential roles as diverse as a museum attendant, a receptionist in a travel agency or an office assistant for a tour operator.

Course summary

This course will give you the qualifications to work across many different strong-growing industries. You will gain the knowledge required to undertake routine tasks such as using business technology, providing advice on Australian tourism destinations,

providing visitor information along with an understanding of cultural sensitivity. The well-trained team of industry professionals who deliver our courses will provide you with the tools you need to get ahead in the workplace.

Job opportunities

- Retail Assistant (Tourist Attraction)
- Museum Attendant
- Ride Attendant
- Tour Operator Office Assistant

SIT30216 Certificate III in Travel

CRICOS code: 090942G | 52 Weeks

Fees: Domestic Students AUD \$3,800 | International Students AUD \$4,940

This entry-level certificate allows you to qualify to work as either an international, corporate or online travel consultant, or a reservation sales agent for a tour operator.

Course summary

Tourism and online and corporate travel are growing industries, and this course allows you to gain the skills required to seek employment in this exciting industry. This course will provide you with the knowledge to provide advice on domestic and international

destinations, process travel-related documentation, prepare quotes, demonstrate social and cultural sensitivities and use reservation software. The highly-experienced team of professionals on our teaching staff will give you the tools that you need to get ahead in this evolving sector.

Job opportunities

- International Corporate or Online Travel Consultant
- Reservation Sales Agent (Tour Operator)

SIT40116 Certificate IV in Travel & Tourism

44 Weeks

Fees: Domestic Students AUD \$3,800 | International Students AUD \$4,940

In this course, you will get first-hand knowledge of a broad range of skills in the travel and tourism industry, including operations to coordinate travel or tourism services.

Course summary

Employees in this sector operate relatively independently and use their judgement to solve problems. People who complete this course can progress to management responsibilities with scope to plan and evaluate the work of other staff members.

Upon completion of this qualification, you'll be provided with a pathway for a diverse variety of roles including travel agent, tour wholesaler, tour operator, inbound tour operator, or a role at a tourist attraction, visitor information centre and other tourism operators.

Job opportunities

- Assistant manager
 - Operations supervisor
 - Marketing coordinator
 - Account coordinator
-

BSB50116 Diploma in Travel & Tourism Management

52 Weeks

Fees: Domestic Students AUD \$3,800 | International Students AUD \$4,940

This diploma course is suitable for people who use their knowledge, experience and management skills to coordinate tourism and travel operations or marketing and product development activities.

Course summary

You will be able to operate independently, take responsibility for other staff and execute a broad range of operational decisions.

This diploma course provides the skills to manage budgets, manage people, plan e-marketing strategies and sell products and services in the tourism sector.

Our teachers have experience working in the industry so they can train you effectively in leadership, communication, technology and finance matters.

Upon completion, you'll have the qualifications to work as a tour operations or travel agency manager, and will also give you the foundation skills to progress to further study in the industry.

Job opportunities

- Travel Agency Manager
- Tour Operations Manager



Where to stay

Feel at home in Cairns

While studying in Cairns you have many choices for safe, quality accommodation during your short or extended stay. Contact our CBC Accommodation Officer to assist you to find accommodation that makes you feel right at home in Cairns.

Homestay

Australians are famous for their friendliness and their relaxed attitude to life, and our homestay families are no exception. Students become a member of the family and are included in all family or community activities if they wish (e.g. barbecues, dinner parties, church, choirs, sports, camping, beach visits, family celebrations, etc.) A host family will be carefully chosen to match your specific needs and interests and a profile is forwarded to you before you arrive in Cairns.

Premium apartments, shared and hostel accommodation

There are many accommodation options for the more independent student including:

- Shared houses or apartments close by
- Single-occupant apartments or bed-sits
- Hostel rooms with cooking facilities
- Premium Apartments, single-occupant apartment or bed-sits

Our accommodation officer will place students in suitable apartments or assist students in finding a place to suit them.

Accommodation fees

HOMESTAY (minimum 7 nights)

Placement Fee: AU\$200 | **Change Fee:** AU\$125

Half Board = B,D Mon-Fri + B,L,D Sat-Sun	
Single	AU\$255 per week
Extra Nights	AU\$41 per night
Double-Couple (per person)	AU\$242 per week
Extra Nights	AU\$39 per night
Full Board = B,L,D Mon-Fri	
Single	AU\$291 per week
Extra Nights	AU\$41 per night
Double-Couple (per person)	AU\$273 per week
Extra Nights	AU\$43 per night
Room Holding Fee	AU\$85 per week
Christmas Surcharge	AU\$90
Daily Transfers To/From Centre	AU\$10 per day
Guardianship (under 18s)	AU\$53 per week

SHARE HOUSE/APARTMENT (minimum 4 weeks) (18 years and over only)

No meals are included in the rates below	
Tier 1 Premium Apts. (Ensuite rooms)	AU\$270-\$400/week (min 1 week)
Tier 2 Sharehouse (Modern)	AU\$250/week (min 4 weeks)
Tier 3 Sharehouse (Traditional)	AU\$195/week (min 4 weeks)
Key Deposit	AU\$20 - \$50 [#]
Bond/Security Deposit	AU\$200 - \$250 [#]

Double-Couple rooms also available (please enquire within).

[#]These are payable to the accommodation provider. Please note all prices quoted are subject to change without advance notice due to seasonal and availability reasons – please confirm rates with us prior to booking.

Arrivals / Airport transfer

Students moving directly into a homestay will be met on arrival at no charge	AU\$0	Airport pick up or drop off (sharehouse/apartment)	AU\$85 each way
Airport drop off on departure (homestay)	AU\$85		

Fees and payments

We offer a range of payment options, but generally your fees are payable at the time of enrolment. Please read on to discover more about our fees and payment options.

All students are subject to a non-refundable enrolment fee of AUD \$200. Each qualification is subject to a materials fee of AUD \$100.

Funding via subsidy

Subsidised

You may be eligible for assistance from the Queensland Government, which may offset the cost of study for those students who don't currently have a qualification. You will be required to provide evidence of subsidy eligibility at the time of your enrolment.

Certificate 3 Guarantee

The Queensland Government offers funding to eligible people, who can receive subsidised training for a certificate III level qualification chosen from a list of eligible courses. The Certificate 3 Guarantee may require students to co-contribute amounts to the payment of the course.

Year 12 Graduates may be eligible for fee-free training

If you are a Queensland resident and recently completed year 12, you could be eligible for fee-free training, with the Queensland Government paying the full cost of certain eligible certificate III qualifications in high-priority study areas as part of the Certificate 3 Guarantee and User Choice programs. For a full list of eligible courses, visit: www.training.qld.gov.au/training/incentives/year12-fee-free

Higher Level Skills Subsidy (HLS)

The Higher Level Skills Subsidy is a one-off subsidy designed to offset the cost of a certificate IV or higher qualification. You may need to co-contribute to the payment of the course to receive the Higher Level Skills Subsidy and the level of subsidy will depend on the demand for workers in your chosen area of study or industry. A range of eligibility criteria will apply. The Higher Level Skills subsidy is funded by the Queensland Government.

Concession

If you are eligible, you may be entitled to a concession on your fees from the Queensland Government. To find out if you meet the criteria or to discover more information, visit www.cairnsbusinesscollege.com.au

Unique Student Identifier (USI)

To enrol in your course, you will need a Unique Student Identifier (USI) before enrolling in your course. To create your USI, go to usi.gov.au.

Your USI helps to keep your training and education records and results in one secure online account, which is controlled by you. For further assistance related to your USI, please phone one of our enrolment advisors on + 61 7 4051 5600.

Payment options

Full fee paying students

You may not be eligible for a subsidy or concession, but we do have options for you.

Payment plans

Talk to us to find out if you are eligible for one of our payment plans. Please contact us via email on: enrolmentadvisor@cairnsbusinesscollege.com.au



See you soon

It's easy to enrol by following one of the following steps:



Telephone

+ 61 7 4051 5600



On Campus

Visit Enrolment Advisor



Email

enrolmentadvisor@
cairnsbusinesscollege.com.au

Enrol in four easy steps:

1

Choose Your Course

Choose your course and make sure you fully understand the course details and fees.

2

Entry Requirements

Some courses don't have any entry requirements, but some courses may require previous qualifications, skills or knowledge. You can find this information on our website by searching for the course you want to enrol in and reading the entry requirements or selection criteria.

3

Important Information

It is important that you take the time to read through all of the documents listed on our website so you are aware of our policies and procedures.

All information can be found here:

cairnsbusinesscollege.com.au/privacy-policy

4

Complete the paperwork

- Visit our website and download the enrolment form to complete and email to us directly at enrolmentadvisor@cairnsbusinesscollege.com.au
- Phone Enrolment Advisors on **+61 7 4051 5600**
- Visit Enrolment Advisors on campus



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RTO 0095
CRICOS Provider Code 00202A
ABN 24 010 113 425

CAIRNS
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All information contained in this brochure is correct at the time of publication. The regulator (ASQA) reviews the requirements of each qualification to ensure current industry practices are adhered to. Commencement of any course is dependent on a range of factors, including adequate enrolments. The information contained in this publication is of a general nature only and should not be relied on as final advice or direction when enrolling. Cairns Business College disclaims all responsibility and all liability (including without limitation, liability in negligence) for all expenses, losses, damages, and costs you might incur as a result of the information in this publication being inaccurate or incomplete in any way and for any reason. Cairns Business College reserves the right to change fees and prices at their discretion without prior notice. For updated fees please visit our website.