

# CAMBRIDGE COLLEGE INTERNATIONAL

*We enrich the lives of people*



# WELCOME TO

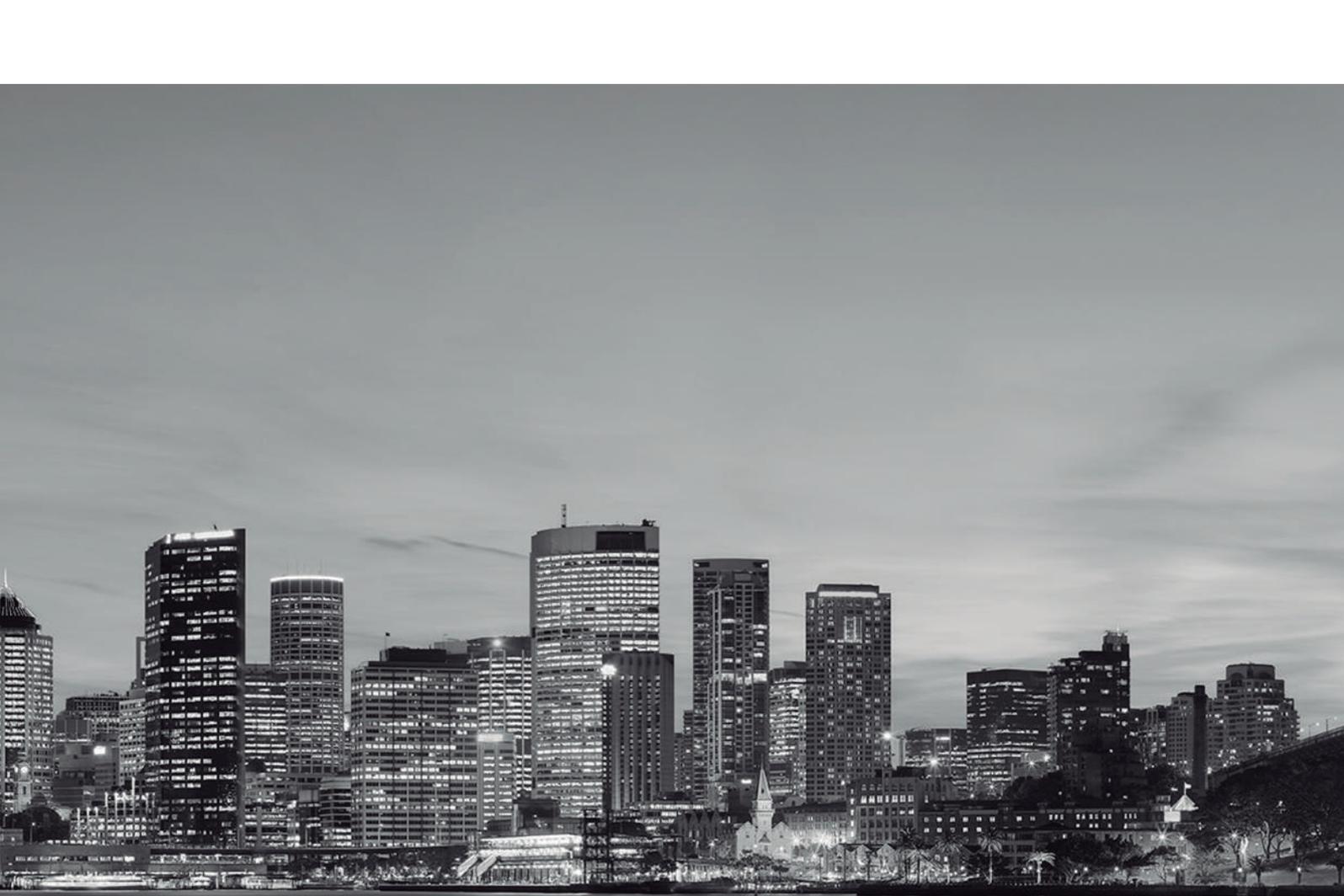
## CAMBRIDGE COLLEGE INTERNATIONAL

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## DID YOU KNOW **THAT CCI...**

- *Trained men into employment for office skills in the 1930s.*
- *Re-trained the servicemen after World War II, the Korean War, and the Vietnam War.*
- *Introduced Beauty, Charm and Poise courses in the 1950s.*
- *Was the first to introduce the Assertion Training for women.*
- *Introduced computing technology to students in 1980.*
- *Started one of the first private English language schools in Australia.*
- *Was the first successful private provider to win the NSW Government contract to train non-English speaking background people displaced from the Textile, Clothing, and Footwear industry.*



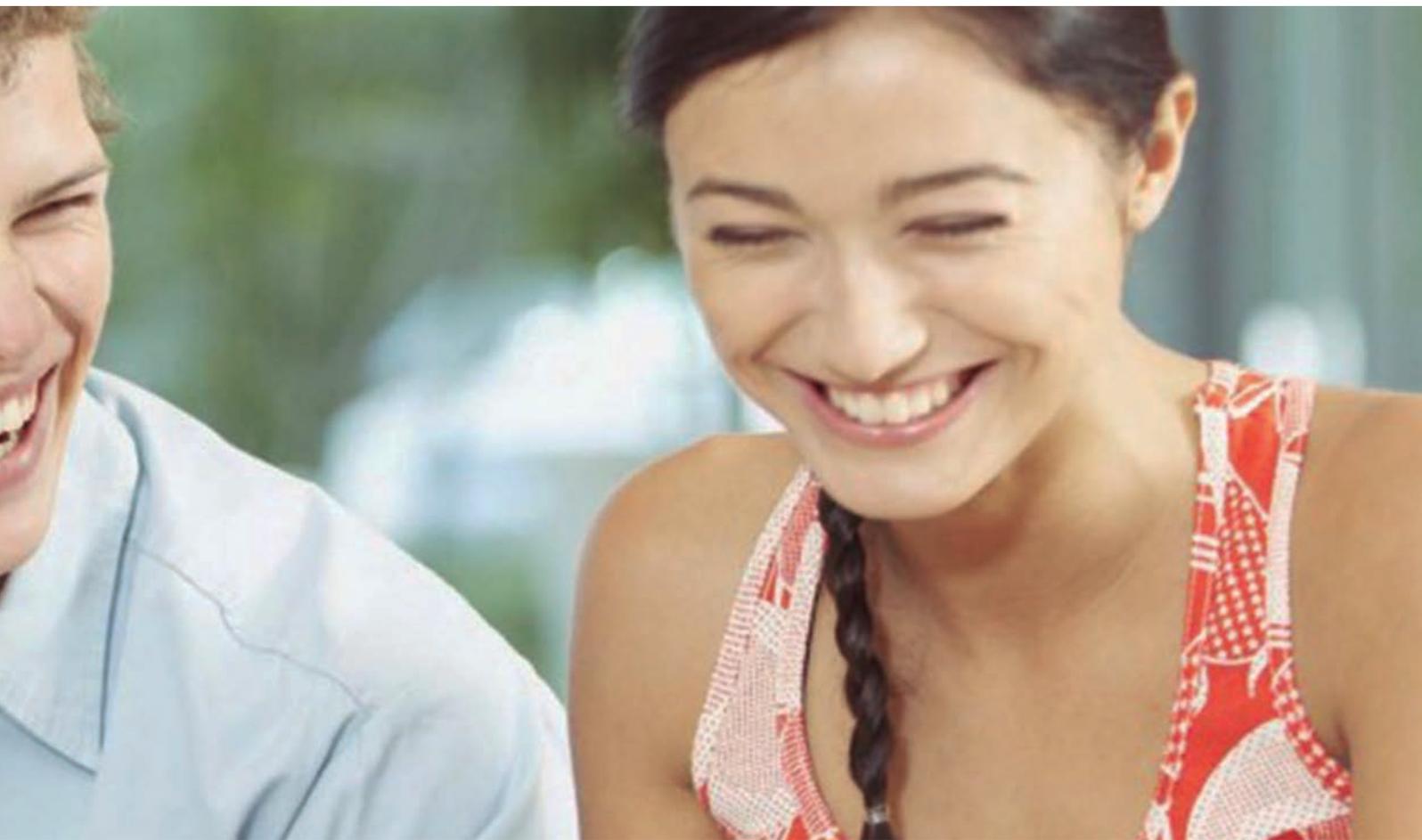
# WELCOME TO

## **CAMBRIDGE COLLEGE INTERNATIONAL,**

*a renowned college that will help you improve your professional opportunities and increase your English language skills.*

*Founded in 1934, Cambridge College International was one of the first private vocational colleges to bring international students to Australia. With our vibrant and long history in education for students from all corners of the world, we have learnt about their most pressing aspirations and concerns when studying and living in a different culture away from home. We have seen thousands of students arrive in Sydney with a backpack full of excitement and question marks; we have seen them work hard to fulfil their objectives, and we keep welcoming them with open hearts because it is what we do best.*

*Thanks to this experience in educating international students, and to our truly dedicated and passionate staff, CCI is the choice for a journey of learning and fun.*



# ABOUT US

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## **LONG HISTORY IN EDUCATION**

We have been ensuring our students achieve their academic goals since 1934, which makes us industry veterans when it comes to teaching English and vocational courses to international students.



## **PRIME LOCATION**

Our College is in the heart of Sydney CBD, located next to the famous Hyde Park, and buzzing World Square with shopping and entertainment attractions close by. Major attractions such as the Sydney Opera House and Darling Harbour are within reach. Parks, cafes, shopping centres, major libraries, sporting facilities and beaches surround us.



## **HAVE FUN WHILE LEARNING**

Accompanying our formal classes, students are encouraged to participate in excursions and social activities whereby they can interact with their classmates and teachers in a more informal and spontaneous way.



## **FRIENDLY AND PROFESSIONAL TEACHERS**

We actively encourage our students to achieve their goals, and our passionate teachers have the training and experience to make it happen.



## **WE MAKE YOUR DREAMS COME TRUE**

Our supportive admin staff and dedicated teachers are here to help you. From excelling in the art of the English language, to finding proper accommodation, counselling or guidance in professional employment, CCI supports students throughout their course to make their dreams come true.



# ENGLISH PROGRAMS

## ENGLISH TIMETABLE

We teach English communication in an easy, fun, and social way. We aim to give students the confidence they need to speak English and improve their understanding of the expressions used in an Anglo-Saxon country.

While studying English, students will notice that their ability to communicate in English becomes more natural. As they start thinking in English and using their new skills, fluency improves as well.

### Morning Classes (Monday - Thursday)

Lesson 1	8.45am - 10.45am
Break 1	10.45am - 11.00am
Lesson 2	11.00am - 1.00pm
Break 2	1.00 pm - 1.30pm
Lesson 3	1.30pm - 2.30pm

### Evening Classes (Monday - Friday)

Lesson 1	4.00pm - 6.00pm
Break 1	6.00pm - 6.30pm
Lesson 2	6.30pm - 8.30pm



### GENERAL ENGLISH INTERMEDIATE

“ I like CCI because I can see how fast I improve my English. My teacher is professional and fun, and makes the class very dynamic and enjoyable.  
I like this school! ”

- Emilie Chelin, MAURITIUS ISLAND



## GENERAL ENGLISH

CRICOS CODE: 070205G

The General English course is designed to develop core skills (reading, writing, speaking, and listening) so that students can speak confidently and communicate practically in everyday situations. Levels range from Elementary to Advanced, and students are expected to transition to upper levels every 12 weeks.

**DURATION:** Minimum 2 weeks - maximum 50 weeks total

**ENROLMENT:** Any Monday

**ENTRY REQUIREMENTS:**

- 18 years of age or more when commencing the course
- An **English Placement Test** and oral interview to be done the Friday prior to the commencement day

**ASSESSMENTS:** Examinations are conducted monthly and include reading, writing, speaking and listening tests. The assessment is based on the modules studied within the four-week periods. The test is hand-written, except for speaking, which includes presentations, dialogues and peer evaluations. Teachers conduct face-to-face interviews after each test to provide feedback on progress.

1

### ELEMENTARY LEVEL

- Understand short texts on subjects related to immediate needs
- Produce short simple sentences on familiar topics e.g. weather and holiday
- Maintain a simple conversation on a familiar topic, ask and answer simple questions
- Understand and use a basic range of grammar and vocabulary

2

### PRE-INTERMEDIATE LEVEL

- Understand and write with short and simple texts about topics of interest in everyday life
- Maintain longer conversations and develop flexibility in speech delivery, making sure word and tense are correct in short sentences
- Understand and respond correctly in areas that are familiar and follow routine instructions
- Understand and use a higher range of grammar and vocabulary

3

### INTERMEDIATE LEVEL

- Understand texts and be confident in comprehending topics which are unfamiliar and specific
- Write texts needed for everyday life with more confidence
- Communicate in most social situations, understand some jokes and convey meaning accurately
- Understand and use a more sophisticated range of grammar and vocabulary

4

### UPPER-INTERMEDIATE LEVEL

- Understand general texts and newspaper items with confidence about unfamiliar topics
- Write everyday texts and short essays
- Communicate confidently in most situations, understand jokes and colloquial expressions
- Understand and use a wide range of grammar and vocabulary

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### ADVANCED LEVEL

- Understand complex texts from specialised magazines, newspapers, and the like
- Write comfortably high-level texts like reports and business letters
- Communicate confidently in all scenarios from everyday life to business presentations and meetings
- Comprehend and use rich vocabulary, including phrasal verbs, idioms, colloquial expressions, and synonyms as per different social needs



## ENGLISH FOR ACADEMIC PURPOSES (EAP)

CRICOS CODE: 070208D

The EAP course is designed for international students seeking to gain admission into academic centres of different levels, where English is the first language. This course is focused on presentational, writing and referencing skills that are needed to excel in your studies.

**DURATION:** Minimum 4 weeks - maximum 12 weeks in total

**ENROLMENT:** Any Monday

### ENTRY REQUIREMENTS:

- 18 years of age or more when commencing the course
- English Proficiency of IELTS 5.5 or Upper-Intermediate
- An English Placement Test and oral interview to be done the Friday prior to the commencement day

**ASSESSMENTS:** Assessment is ongoing, and is a combination of formative and summative testing. Students are encouraged to produce examples of different kinds of writing throughout the course and to organise this work into a student portfolio. In addition, students are also encouraged to keep a learning journal which operates as a tool for reflection. Students are assessed on their presentation skills, ability to participate in a group discussion, use of essay construction techniques, reading and listening skills.

### STUDENTS WILL BE ABLE TO...

- ✓ Understand lectures and participate in tutorials easily
- ✓ Write essays, reports and understand academic texts
- ✓ Conduct research on complex topics efficiently
- ✓ Give developed spoken and written opinions on global issues
- ✓ Provide a written description of complex graphs and tables
- ✓ Write short essays and well structured reports
- ✓ Learn and use vocabulary specific to different academic fields



## ENGLISH FOR ACADEMIC PURPOSES

“Coming to Australia was the best decision I ever made, it is such a beautiful country! CCI is full of friendly people from different cultures, and classes are very enjoyable which makes me learn super fast. It is a unique life experience!”

- Aitor Navas, SPAIN

The IELTS Exam has become the most preferred English-language proficiency test for non-native speakers. The College's IELTS Preparation Program has been carefully developed following the advice of experienced IELTS teachers, to ensure the program best serves the wide needs of students arriving in Australia.

**DURATION:** Minimum 4 weeks - maximum 16 weeks in total

**ENROLMENT:** Any Monday

**ENTRY REQUIREMENTS:**

- 18 years of age or more when commencing the course
- English Proficiency of IELTS 5.5 or Upper-Intermediate
- An English Placement Test and oral interview to be done the Friday prior to the commencement day

**ASSESSMENTS:** Assessment during the course is conducted monthly. The course programme incorporates sample practice IELTS tests and tasks to guarantee an authentic IELTS test experience. Each test consists of four components: reading, writing, speaking and listening.

**STUDENTS WILL BE ABLE TO...**

- ✓ Understand of the IELTS exam's structure
- ✓ Learn to apply strategies to succeed in the IELTS exam
- ✓ Give developed spoken and written opinions on global issues
- ✓ Provide a written description of complex graphs and tables
- ✓ Write short essays and well-structured reports
- ✓ Learn vocabulary and idioms specific to different academic fields



**IELTS General Module**

Meant for those planning to undertake non-academic training or gain work experience.



**IELTS Academic Module**

Intended for those wishing to enrol in universities and other higher education institutions.



**IELTS PREPARATION**

“ We would recommend CCI to any international student because it has great teachers and very friendly staff ”

- Phornnat Sariman & Krystle, THAILAND & PHILIPPINES





# VET PROGRAMS



## CERTIFICATE III IN BUSINESS BSB30115 | CRICOS 086806F

This is the perfect course if you see yourself starting or building a career in office administration, where you will eventually provide technical advice and support to a team. The Certificate III in Business is suitable for all ages and will provide you with a range of skills and knowledge required for employment in general business operations.

We provide skills including basic finance, communicating in business, using business technology, and producing workplace documentation. The learning is practical and hands-on, giving you useful workplace skills and more increased confidence in a wide area of business applications.

## COURSE KEY FEATURES

**DURATION:**  
26 weeks full-time (including 6 weeks holidays)

- ENTRY REQUIREMENTS:**
- 18 years of age or more when commencing the course
  - English proficiency IELTS 5.5 OR equivalent
  - Year 12 OR equivalent

### POSSIBLE JOB OPPORTUNITIES

- Receptionist
- Customer Service Advisor
- Administration Assistant
- Data Entry Operator
- Payroll Officer
- Typist
- Office Junior
- Clerical Worker
- General Clerk

### CODE UNITS

BSBWHS302	Apply knowledge of WHS legislation in the workplace
BSBITU302	Create electronic presentations
BSBWRT301	Write simple documents
BSBCUS301	Deliver and monitor a service to customers
BSBITU306	Design and produce business documents
BSBITU304	Produce spreadsheets
BSBADM311	Maintain business resources
BSBFLM303	Contribute to effective workplace relationships
BSBINN301	Promote innovation in a team environment
BSBDIV301	Work effectively with diversity
BSBCMM301	Process customer complaints
BSBWOR301	Organise personal work priorities and development



## CERTIFICATE IV IN BUSINESS BSB40215 | CRICOS 086879M

This course will give you the basic skills and knowledge in how to plan, organize, and operate a small business. Students learn how to research business opportunities, and manage the business' basic legal and financial requirements. These skills are necessary to successfully operate and manage small businesses.

What's absolutely required is a passion to broaden your horizons and learn skills that you'll be using even ten years from now.

# COURSE KEY FEATURES

### DURATION:

39 weeks full-time (including 9 weeks holidays)

### ENTRY REQUIREMENTS:

- 18 years of age or more when commencing the course
- English proficiency IELTS 5.5 OR equivalent
- Year 12 OR equivalent

### POSSIBLE JOB OPPORTUNITIES

Administrator

Customer Service Advisor

General Clerk

Team Leader

Receptionist

Sales Team Coordinator

Project Officer

Payroll Officer

Administration Assistant

### CODE UNITS

BSBWHS401

Implement and monitor WHS policies, procedures and programs to meet legislative requirements

BSBITU402

Develop and use complex spreadsheets

BSBMGT402

Implement operational plan

BSBRES401

Analyse and present research information

BSBMKG413

Promote products and services

BSBREL401

Establish networks

BSBLDR403

Lead team effectiveness

BSBWRT401

Write complex documents

BSBMGT403

Implement continuous improvement

BSBFIA402

Report on financial activity



## CERTIFICATE III IN BUSINESS

“ Cambridge College International offers very good equipment for a very reasonable price. Also, you get the opportunity to meet a lot of different people and learn from their life experiences ”

- Sandro Serafino, ITALY



This course will train you to manage yourself and others effectively for business. Giving you communicational and motivational strategies and skills to support individuals and teams to meet organisational and enterprise requirements.

You will learn to plan, design and apply business and project plans. Evaluate solutions to possible problems, work under a budget, organise and monitor own workflow and the workflow of others. Display initiative, seek and develop business opportunities.

## COURSE KEY FEATURES

### DURATION:

65 weeks full-time (including 15 weeks holidays)

### ENTRY REQUIREMENTS:

- 18 years of age or more when commencing the course
- English proficiency IELTS 5.5 OR equivalent
- Year 12 OR equivalent

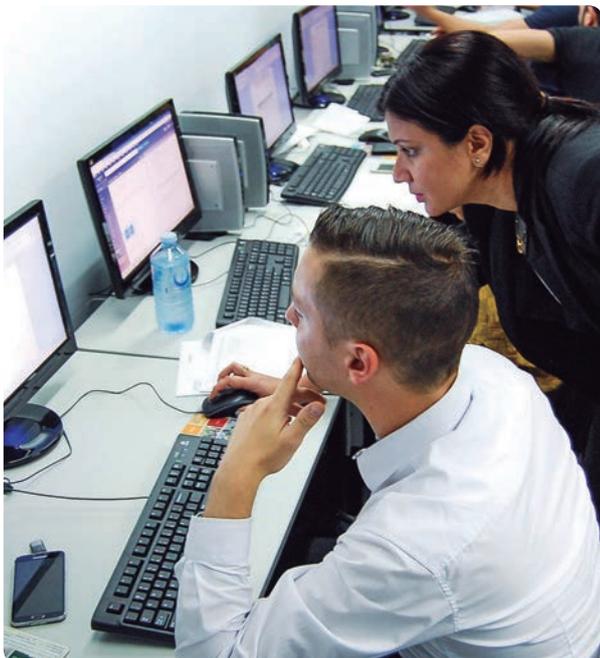
### POSSIBLE JOB OPPORTUNITIES

Business Manager

Human Resource Manager

Sales Team Manager

Corporate Manager



### CODE UNITS

BSBLDR501	Develop and use emotional intelligence
BSBLDR502	Lead and manage effective workplace relationships
BSBWOR502	Lead and manage team effectiveness
BSBMGT517	Manage operational plan
BSBMGT502	Manage people performance
BSBADM506	Manage business document design and development
BSBRSK501	Manage risk
BSBFIM501	Manage budgets and financial plans
BSBCUS501	Manage quality customer service
BSBWH501	Ensure a safe workplace
BSBHRM506	Manage recruitment selection and induction processes
BSBFIM502	Manage payroll



# ADVANCED DIPLOMA OF LEADERSHIP AND MANAGEMENT

BSB61015 | CRICOS 088799F

For those who already possess leadership and management skills, the Advanced Diploma of Leadership and Management is the next step in expanding these skills, providing students with an understanding of strategic planning and other business tactics. You will learn how to manage resources efficiently, how to shape, foster, and control organisational change, and how to create and sustain a culture of continuous improvement in the workplace.

This course creates a strong pathway to university for students who wish to continue with further study.



## COURSE KEY FEATURES

### DURATION:

65 weeks full-time (including 15 weeks holidays)

### ENTRY REQUIREMENTS:

- 18 years of age or more when commencing the course
- English proficiency IELTS 5.5 OR equivalent
- Year 12 OR equivalent

### POSSIBLE JOB OPPORTUNITIES

Business Manager

Corporate Manager

Sales Team Manager

Human Resource Manager

### CODE UNITS

BSBINN601	Lead and manage organisational change
BSBMGT605	Provide leadership across the organisation
BSBFIM601	Manage finances
BSBMGT617	Develop and implement a business plan
BSBINM601	Manage knowledge and information
BSBMKG608	Develop organisational marketing objectives
BSBADV602	Develop an advertising campaign
BSBRISK501	Manage risk
BSBMGT616	Develop and implement strategic plans
BSBDIV601	Develop and implement diversity policy
BSBMKG609	Develop a marketing plan
BSBSUS501	Develop workplace policy and procedures for sustainability



### DIPLOMA OF LEADERSHIP AND MANAGEMENT

“ I'm having a really good time at CCI, making new friends from different backgrounds. Teachers and staff are also very kind, always willing to help as much as they can! ”

- Laura Cruz, COLOMBIA



## ADVANCED DIPLOMA OF MARKETING AND COMMUNICATION BSB61315 - CRICOS 095312J

This program gives you the skills and marketing training to understand the important role that marketing plays in the success of an organisation. You will examine industry trends, develop integrated marketing communications concepts, understand consumer needs, and identify

opportunities in the marketplace. The Advanced Diploma of Marketing is an extremely useful tool to formalize existing marketing or business experience, or as a pathway into Bachelor courses.

# COURSE KEY FEATURES

### DURATION:

65 weeks full-time (including 15 weeks holidays)

### ENTRY REQUIREMENTS:

18 years of age or more when commencing the course

English proficiency IELTS 5.5 OR equivalent

- Year 12 OR equivalent
- 
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### POSSIBLE JOB OPPORTUNITIES

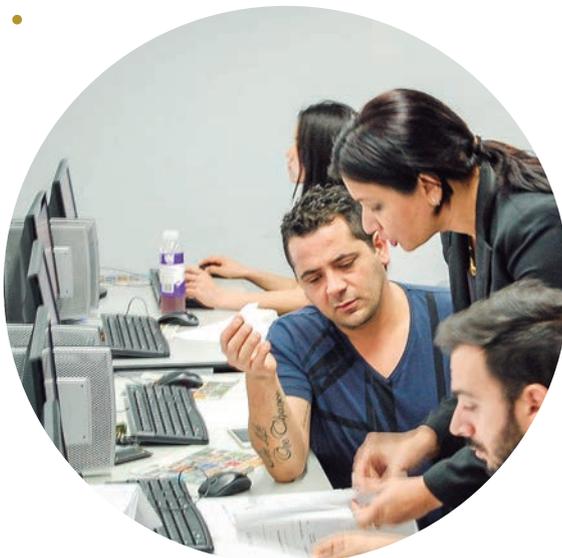
Marketing Director

Marketing Strategist

National Marketing Manager

Global Marketing Manager

Regional Marketing Manager



### CODE UNITS

BSBADV602	Develop an advertising campaign
BSBMKG609	Develop a marketing plan
BSBMGT616	Develop and implement strategic plans
BSBINM601	Manage knowledge and information
BSBINN601	Lead and manage organisational change
BSBMKG607	Manage market research
BSBMKG523	Design and develop an integrated marketing communication plan
BSBMGT605	Provide leadership across the organisation
BSBMGT615	Contribute to organisation development
BSBMKG603	Manage the marketing process
BSBMKG608	Develop organisational marketing objectives
BSBFIM601	Manage finances

 **DIPLOMA OF INFORMATION TECHNOLOGY**  
ICT50115 | CRICOS 086599G

This qualification provides the skills and knowledge for an individual to administer and manage Information and communications technology (ICT) support in small-to-medium enterprises (SMEs) using a wide range of general ICT technologies. Persons working at this level provide a broader rather than specialised ICT support function, applying a range of higher level technical skills in ICT areas such as networking, IT support, database development, programming, and web development.



# COURSE KEY FEATURES

**DURATION:**

52 weeks full-time (including 12 weeks holidays)

**ENTRY REQUIREMENTS:**

- 18 years of age or more when commencing the course
- English proficiency IELTS 5.5 OR equivalent
- Year 12 OR equivalent

**POSSIBLE JOB OPPORTUNITIES**

IT Office Manager

IT Systems Administrator

Office Systems Administrator

Systems Manager

Information Systems Office Manager

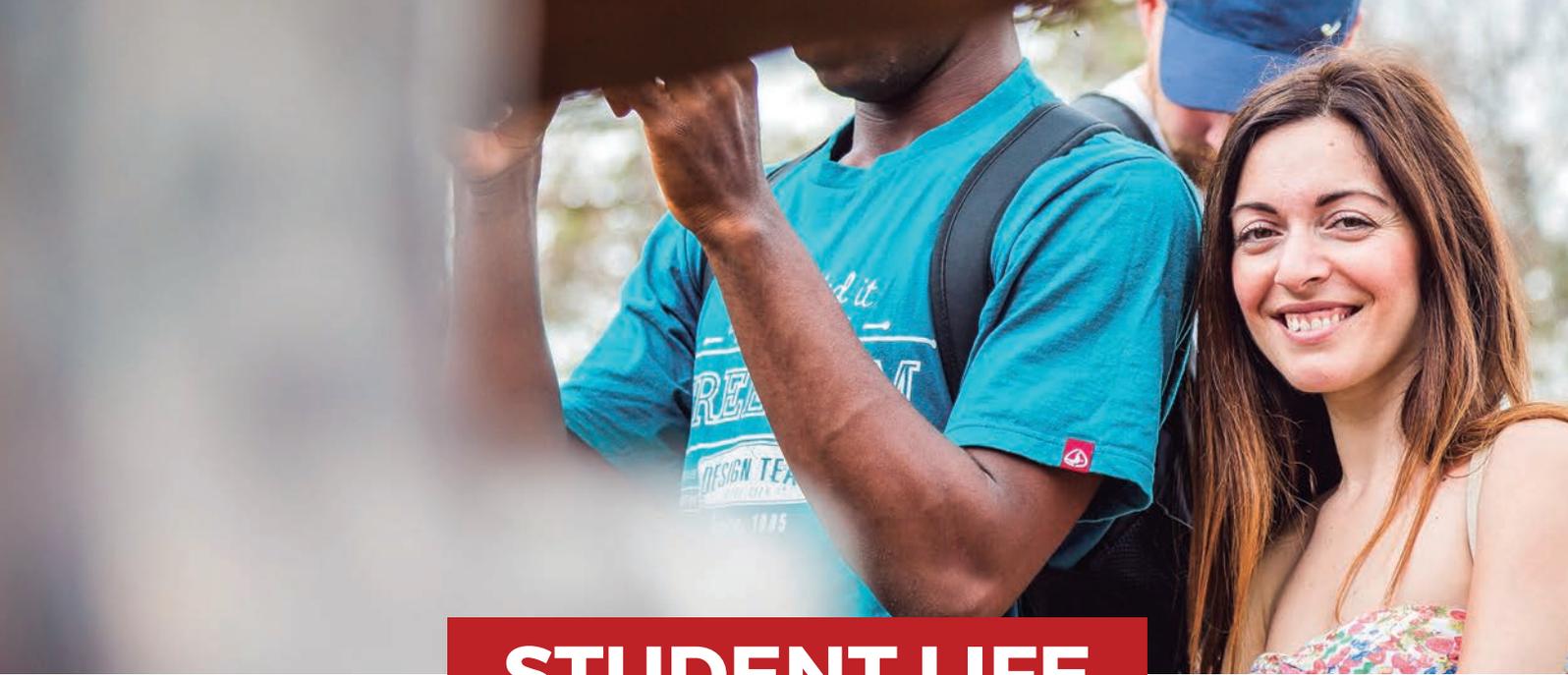


**CODE UNITS**

BSBSUS501	Develop workplace policy and procedures for sustainability
BSBWHS501	Ensure a safe workplace
ICTICT509	Gather data to identify business requirements
ICTICT511	Match ICT needs with the strategic direction of the enterprise
ICTPMG501	Manage ICT projects
ICTWEB411	Produce basic client- side script for dynamic web pages
ICTWEB502	Create dynamic web pages
ICTWEB501	Build a dynamic website
ICTWEB506	Develop complex cascading style sheets
ICTWEB510	Analyse information and assign meta tags

**CODE UNITS**

ICTICT501	Research and review hardware technology options for organisations
ICTSAS502	Establish and maintain client user liaison
ICTSAS513	Develop detailed test plans
ICTSAS503	Perform systems tests
ICTSAS504	Develop and conduct client acceptance test
ICTPRG527	Apply intermediate object- oriented language skills
ICTPRG501	Apply advanced object- oriented language skills
ICTPRG523	Apply advanced programming skills in another language
ICTPRG524	Develop high-level object- oriented class specifications
ICTPRG525	Build Java applets



# STUDENT LIFE



**SOCIAL LIFE AT CCI**  
MAKE THE MOST OF YOUR EXPERIENCE!



## EDUCATION FIELD TRIPS

Students can apply the theory learnt in the classroom to everyday life scenarios. Trips are organised in advance, taking into consideration students' budget. One day a month students have the opportunity to explore iconic areas such as **Sydney Aquarium, Bondi Beach, the Sydney Opera House, the Blue Mountains, and the Hunter Valley**, amongst many other attractions.



## WORKSHOPS

Workshops and seminars are an invaluable way to learn about an interesting subject. Cambridge College invites industry experts and guest speakers to deliver workshops and talks on topics such as migration and entrepreneurship. This helps our students to gain industry insight and learn about trends in business.



## BBQ & FOOD FESTIVALS

### Sharing is caring!

In CCI we think that there is no better way to learn about other cultures and traditions than through food. That's why we regularly organise BBQ and food festival events, so that students can share Australian food as well as traditional dishes from their own countries. In doing so, students can practice their English under the supervision of their teachers while learning about other cultural customs in a fun and friendly environment.



**At CCI,  
we understand that  
education is more than  
classrooms, teachers,  
and learning outcomes.**

For this reason, we  
integrate cultural and  
social activities into our  
education curriculum.





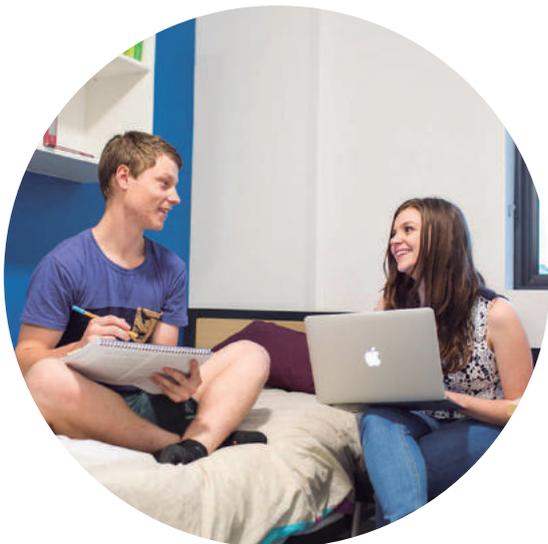
## COUNSELLING SERVICE

The Counselling Service allows students to openly discuss with a professional counsellor in a confidential setting any concerns and problems they may be experiencing. For many students, moving home and studying in a new country can be a big step. Our Student Counsellor is here to help students learn strategies to cope with such challenges, to get the most out of their studies and life in Australia. The services provided are free of charge and students are welcome to see the Counsellor regarding a variety of areas including:



For more information email:  
[studentservices1@cci.nsw.edu.au](mailto:studentservices1@cci.nsw.edu.au)

- Studying in a new country
- Difficulties with living arrangements
- Loneliness and separation anxiety
- Self-esteem
- Physical abuse and trauma
- Procrastination
- Family issues
- Interpersonal conflicts
- Relationship advice
- Depression
- Finding Employment
- Cultural or ethnic concerns
- Achievement conflicts
- Problems with drugs & alcohol



## ACCOMODATION SERVICES

CCI has partnerships with various accommodation providers, ranging from Homestay to House-share.

Homestay involves living in an Australian household and enables students to get a closer experience in the Australian lifestyle and to practice the English language routinely. A variety of single and twin rooms are available.

House-share is the preferred option for those who already have experience living on their own or are seeking more independence. House rental prices depend on whether students opt for a single or a shared-room. As Sydney is one of the most multicultural cities worldwide, students are likely to share a house with at least two or three different nationalities at a time.

For more information, visit our website [www.cci.nsw.edu.au](http://www.cci.nsw.edu.au) or contact [marketing@cci.nsw.edu.au](mailto:marketing@cci.nsw.edu.au)



## WORK WHILE YOU STUDY

Cambridge College International regularly invites recruitment agencies to conduct on-campus presentations. Paid hospitality internship opportunities are available, subject to passing the interview. The internship is a combination of onsite training and related theoretical instruction. As a part of the internship training program, students are placed in a 3-5 star hotels.

Additional, CCI can advice on the most suitable mechanisms to find employment in Sydney.





## APPLICATION AND ADMINISTRATION FEES

- **Standard application fee of \$200** (includes processing of application form, E-CoE, Letter of Offer, and receipts)
- **Learning material fee** (Administration fee) of \$50 per vocational course includes all learning materials
- **Learning material fee of \$100** per English course or level (12 weeks) includes textbook and daily photocopies
- **Extra administration fees of \$40** will apply whenever an applicant wishes to amend enrolment details, which requires the creation of a new COE



## ENTRY DATES AND ORIENTATION SESSIONS

### BUSINESS & MANAGEMENT INTAKE DATES

2017	4 AUG - 29 SEP - 3 NOV
2018	5 JAN - 9 FEB - 4 APR - 11 MAY - 6 JUL - 10 AUG - 5 OCT - 9 NOV

### IT INTAKE DATES

2017	25 AUG - 13 OCT - 10 NOV
2018	5 JAN - 2 FEB - 2 MAR - 13 APR - 11 MAY - 8 JUN - 27 JUL - 24 AUG - 5 OCT - 9 NOV

Orientation takes place on the Friday before course commencement on the following Monday.



## RECOGNITION OF PRIOR LEARNING

RPL is an assessment process that enables any student applying to study at CCI to gain recognition of skills and knowledge regardless of how they were achieved. This may include formal or informal learning, work experience, or general life experience.

The evidence to demonstrate competency in the units of the course may include:

- ✓ Certificate
- ✓ References from past employers
- ✓ Testimonials from clients and work samples

Where RPL is granted you do not have to participate in further training and assessment for skills and knowledge that you already possess. There is a fee for RPL assessment and further information regarding RPL is available on request.



**LOCATION** Levels 5-10, 140 Elizabeth Street, Sydney NSW 2000





**CAMBRIDGE COLLEGE**  
**INTERNATIONAL**  
We enrich the lives of people

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Sydney NSW 2000

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[instagram.com/cambridge\\_college\\_int](https://instagram.com/cambridge_college_int)



**ENGLISH & VOCATIONAL**  
GENERAL ENGLISH / EAP / IELTS  
BUSINESS / MANAGEMENT / MARKETING / IT



[www.cci.nsw.edu.au](http://www.cci.nsw.edu.au)



**CAMBRIDGE COLLEGE INTERNATIONAL**

CRICOS: 00159K RTO: 90069

ABN: 49 001 124 152

Version 2017.2