



10366NAT Certificate IV in Spoken & Written English – Employment

INFORMATION BOOKLET

“The code, title and current status of Eagle Academy courses can be found by visiting the National Register, www.training.gov.au and entering the course code into the search field.”



10366NAT Certificate IV in Spoken & Written English - Employment Information Sheet

10366NAT Certificate IV in Spoken and Written English – Employment provides a general education curriculum framework for English as an additional language (EAL) language and literacy education primarily targeted to overseas Students, migrants and refugee’s who need to develop higher level language skills to obtain and maintain employment in their fields of training and expertise. It focuses specifically on the development of spoken language and literacy skills to obtain employment and effectively engage in work.

10366NAT Certificate IV in Spoken and Written English –Employment is an advanced course for learners who have developed some competence in English and literacy skills and who have had a fair degree of formal or informal exposure to English.

Course Length: 12 months (52 weeks, made up of 40 weeks tuition, and 12 weeks holiday). Students may commence study with induction on any Monday as approved by the Director, & general classes operate all weeks except holiday periods (see The Academy’s Academic Calendar).

Cost: (See Payment Options info. sheet).

*Payment arrangement’s available

*Discounts may apply (Check online or call us for more information on current specials and payment options).

*Funding may be available for Domestic Students, See funding Info at: <http://eagleacademy.com.au/downloads/>

Price Beat Guarantee: Have a look at our fees. Given our inclusions, and the facilities you get to use, you’ll see that no competitor can match our prices for value. If you don’t agree, bring us a competitor’s offer in writing, and we feel confident we can beat it for you. *Conditions apply

Inclusions: This course is available at Brisbane and Gold Coast locations. More course and campus information can be found on the All Course and Campus Quick Guide. Students can commence any Monday of an Academic term. The fees include everything that students require to complete the course.

Pre-requisites:

- We accept external English Language test results from IELTS, TOEFL & PTE as well as our own internal test results. Internally we will assess your results on a case by case basis. If you can communicate & understand English well then you would be suitable for this course.
- Students can apply for Recognition of Prior Learning, or Direct Credit. This may reduce course time. See Student Handbook for details.

Students must study all 6 modules below to gain a full Certificate.

Module	Code	Module title
Core	SWEPSE401A	Pronunciation skills for employment
Elective	SWEWSJ404A	Writing skills for job seeking documents
Elective	SWESSJ405A	Speaking skills for job seeking
Elective	FSKOCM08	Use oral communication skills to facilitate workplace negotiations
Elective	FSK0CM07	Interact effectively with others at work
Elective	BSBCUS201B	Deliver service to customers

All Visa students please note:

ATTENDANCE IS NOT RECORDED OR MONITORED FOR VISA COMPLIANCE PURPOSES. However, students are expected to attend 15 hours per week, with a further 5 hours per week delivered as Distance Education (Study done at home in the form of completion of set tasks or Workbooks). **Failure to attend regularly will see progress suffer, and students may be reported for unsatisfactory progress.**

PROGRESS IS MONITORED FOR VISA COMPLIANCE PURPOSES:

The Academy has implemented the DEEWR-DIAC Course Progress Policy and Procedures. More detail is available in the Student Handbook Part 2, but basically a student will be reported if they fail to gain competency in half of the units completed in consecutive study periods. Competency for each Unit is determined by three or four methods. Each occurs on a weekly/ fortnightly basis, hence regular attendance is important:

- Knowledge tests;
- Observation of skills, and oral questioning;
- Completion of activities.
- Completion of Workbooks

Visa students should be aware that agents can act on our behalf to recruit students. These agents are listed on our website.

All Domestic and VISA students please note:

You have rights with regards to refunds, complaints and appeal processes. These rights are outlined in detail, in the Student Handbook, and you MUST acquaint yourself with them prior to enrolment.

The refund policy will also cover what your rights are should we, as the RTO, or a third party training organisation closes, or ceases to deliver any part of the training product that you were enrolled in. In short, we would make arrangements suitable to yourself, to access another provider delivering that training, OR we offer you a refund.

All Domestic students please note:

FUNDING: Some of our courses have Government funding available. To find out if you are eligible for funding, please read the information sheets on the download page of our website <http://eagleacademy.com.au/downloads/> or contact info@eagleacademy.com.au.