



Mount Isa Institute of TAFE

# Fact Sheet

## 90990NSW – Certificate IV in Spoken & Written English – Further Study

### What career options do I have?

The Certificates in Spoken and Written English are Certificates that give competency in the English language enabling the participants to access the Community organisations, gain confidence in conversation and give help to find necessary information in society and in different situations as well as gaining English qualifications that can help in gaining entry into University through QTAC. They also help to become job ready. From these courses, other courses can be enrolled in at TAFE to go on for further study.

### What will I learn?

Students learn conversation skills as well as listening skills, telephone skills and letter writing skills and reading for information skills as well as grammar for further study and how to write assignments.

### What qualification will I receive?

Certificate IV in Spoken and Written English, or a Statement of Attainment for competencies successfully achieved.

### Where will I train?

Students will attend classes three mornings a week at Mount Isa Institute of TAFE.

Distance learning through Metropolitan South Institute of TAFE is also available – for enquiries please call 1300 657 613.

### How long will the training take?

The duration of study will depend on the stream/pathway selected and your method of study and the number of competencies that you undertake at a time.

### How will the training take place?

The training will take place in the classroom using the modern computerised programs as well as face-to-face training with a teacher.

### What assessment methods will be used?

Assessment methods generally vary according to skills content of competency. May include: short answer responses, observations, demonstrations, projects, discussions, group participation and written assignments.

### Is there anything I need to bring?

A notebook and pen would be beneficial.

### Am I eligible?

Prior to enrolment consider contacting the Client Information Centre to discuss your personal preferences for training outcomes. Your call will assist in matching your preferences to entry and exit points in a qualification. An interview with the AMEP teacher and an initial test will be given to find out which Certificate level is the best entry point for the qualification.

### Is what I already know taken into account?

Each student is tested using the ISLPR rating to check levels of English. Consideration is given to your life and work experiences as well as formal and informal training. The material used in the class will reflect the student's interest.

### When can I start?/How do I apply?

The course is run throughout the year with a rolling enrolment so that students with the correct visas can enrol at any time after assessment by the qualified teacher.

The course is also available for those who have non-eligible visas on a fee for service basis. Contact the Client Information Centre for more information.

### Can I go onto further training?

Once the certificate is completed students can apply to QTAC for options in further courses at University.

### What else might I find useful?

Financial assistance with fees may be available through concessions, or via 'Time to Pay' payment plan. This and other information such as Student Support, Study and Library Assistance, Student Responsibilities, is found in the Mount Isa Institute of TAFE Student Guide/ Handbook.

The Australian Government provides the English courses for migrants with the eligible visas for 510 free hours.

There is fee free translation of documents for migrants who have arrived since 2005 for settlement reasons.

The AMEP is Commonwealth funded through the Department of Immigration & Citizenship (DIAC)

### Where can I find more information?

Contact our friendly Client Information Centre staff on 4744 9999 or Christine Rhodes on 4744 9920.

### What is the program structure?

To be eligible for this qualification, 4 compulsory modules are required to be completed, comprising of 16 learning outcomes.

#### Core units

MOOC4EA0120	Can recognize the generic structures and language features of a range of texts
MOOC4EA0220	Can build appropriate noun groups
MOOC4EA0220	Can combine grammatical features in a paragraph
MOOC4EA0450	Can write a relevant text for a further education context
MOOC4EC0120	Can use a range of study and research skills
MOOC4EC0220	Can read a diagrammatic text
MOOC4EC0350	Can critically read a persuasive text
MOOC4EC0450	Can extract information from an electronic database
MOOC4ED0120	Can prepare an assignment/essay plan
MOOC4ED0220	Can write an assignment/essay plan
MOOC4ED0320	Can use bibliographic and referencing conventions appropriately
MOOC4ED0420	Can write a critical evaluation of a research paper/article
MOOC4EE0120	Can prepare for tests and examinations
MOOC4EE0320	Can write responses to short answer questions
MOOC4EE0420	Can read and interpret multiple choice questions



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