

Course Information 2016

Certificates in Spoken and Written English

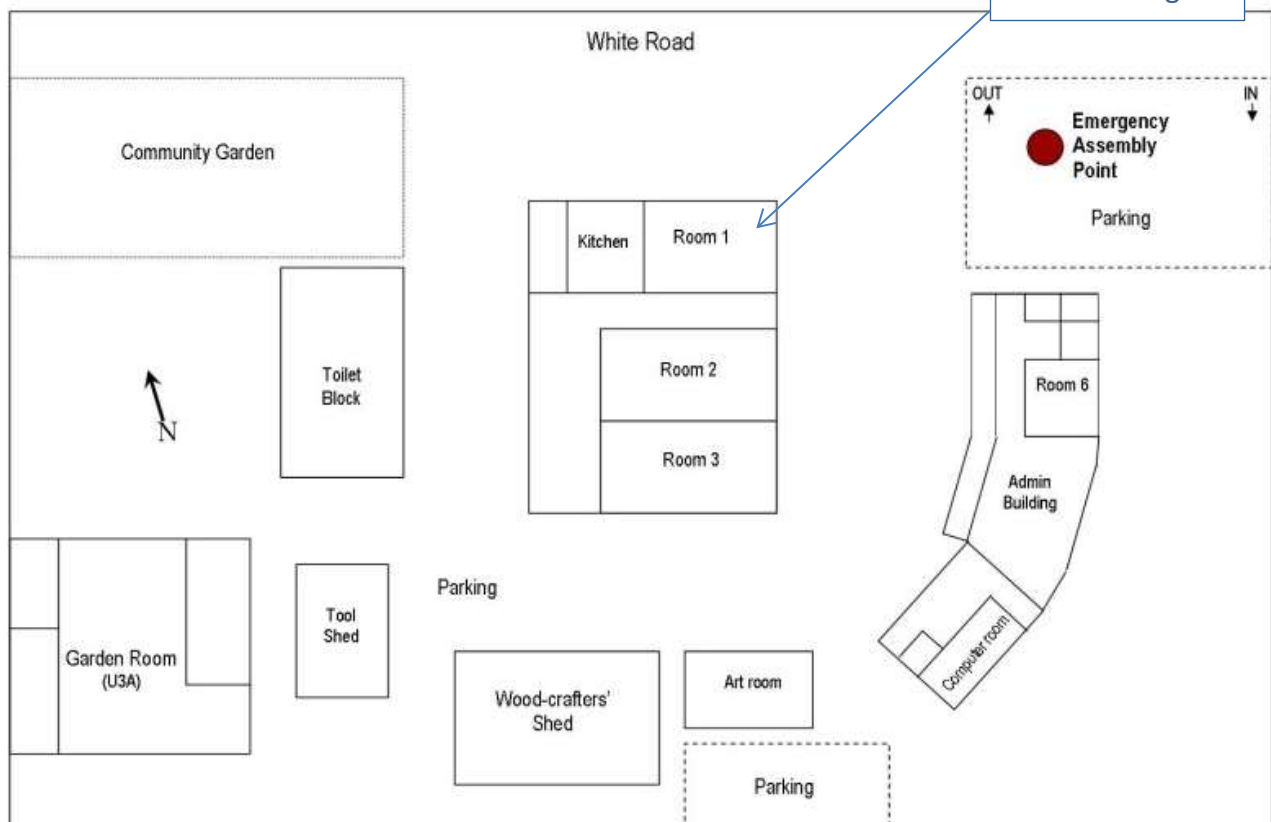
Timetable

These certificates run all year, over four (4) terms. There are no classes over normal school holidays. Study is part time. The schedule of classes is below.

All classes are in Room 1 at Bass Coast Adult Education Centre,
 239 White Road, Wonthaggi

Courses	Day	Day time	Evenings
Higher levels	Mondays	10.00 am to 2.30 pm	
Early levels	Tuesdays	10.00 am to 2.30 pm	
Mixed levels	Tuesdays		4.00 pm to 6.30 pm
Other			
Computers	Wednesdays	9.30 am to 12.00 pm	
Pre accredited	Wednesdays	1.00 pm to 3.00 pm	

Map of Bass Coast Adult Education Centre



2016 Fees – for the full year, one full course

Course Name/Level	AMES eligible	CONCESSION FEE	FULL FEE
10361NAT Course in Preliminary Spoken and Written English	No cost	\$100	\$500
10362NAT Certificate I in Spoken and Written English	No cost	\$100	\$500
10363NAT Certificate II in Spoken and Written English	No cost	\$100	\$500
10364NAT Certificate III in Spoken and Written English	No cost	\$100	\$500

Centrelink concession card holders will pay the concession fee. You may be eligible for fee assistance if you satisfy particular criteria.

Refund Policy

- If a course is cancelled by BCAEC for any reason, participants will receive a full refund.
- Cancellation by the participant up to three (3) days before the course start date will result in a full refund, but shorter notice than three days (3) may incur an administrative fee of \$20.
- Certificates will not be awarded until fees have been fully paid.

If you have any questions about the course, your enrolment, or the fees, please come and talk with us or ring us during office hours.

Office Hours: Monday to Thursday, 9 am–5 pm and Friday, 9 am–4 pm

(Answering service available after hours – 5672 3115)

Pathways

The certificates in Spoken and Written English aim to teach the English language to students for whom English is a second language. They are staged in levels which commence at very beginner (no English at all) to Certificate 3, which is written specifically towards preparation for either further study or employment.

The curriculum aims to teach students many aspects of life in Australia, and therefore prepare them for further education, community—and family—participation, and employment. Students are advised to continue their English studies, however, until they are fully conversant in the English language and this may take a number of years.

Curriculum

Following below is a list of the modules you will undertake as part of your course. The course level most suited to you will be determined at your interview, by your previous learning experiences, and by your teacher.

CSWE Qualifications and Units

		Units	Hours
10361NAT	Course in Preliminary Spoken and Written English	7	500
10362NAT	Certificate I in Spoken and Written English	7	500
10363NAT	Certificate II in Spoken and Written English	7	500
10364NAT	Certificate III in Spoken and Written English	9	500

10361NAT	Course in Preliminary Spoken and Written English	Hours	Starts
PA/SWELRN001A	Preliminary learning strategies	50	11-Jul
PB/SWEDEC002A	Decoding words and simple sentences	75	1-Feb
PC/SWELTR003A	Recognising and writing letters	75	11-Apr
PD/SWENUM004A	Recognising and writing numbers	75	3-Oct
PE/SWESYM005A	Recognising common visual symbols and signs	75	1-Feb
PG/SWETIM007A	Understanding time and money	75	11-Apr
PH/SWEPRN008A	Giving basic personal information	75	3-Oct
10362NAT	Certificate I in Spoken and Written English	Hours	Starts
1A/SWELRN101A	Basic learning strategies	20	1-Feb
1E/SWECON105A	Comprehending and participating in short conversations	80	1-Feb
1H/SWEINS108A	Comprehending written instructions and completing a short form	80	11-Apr
1I/SWEDES109A	Comprehending and composing written descriptions	80	1-Feb
1J/SWEREC110A	Comprehending and composing written recounts	80	11-Jul
1C/SWETRA103A	Comprehending and participating in short transactional exchanges	80	11-Jul
1N/SWEMSR114A	Comprehending and using the metric system of measurement	80	11-Apr
10363NAT	Certificate II in Spoken and Written English	Hours	Starts
2A/SWELRN201A	Intermediate learning strategies	20	1-Feb
2B/SWECAS202A	Comprehending and participating in routine casual conversations	80	1-Feb
2F/SWEINS206A	Comprehending and giving spoken instructions	80	1-Feb
2H/SWEFOR208A	Comprehending written instructions and completing formatted texts	80	11-Apr
2K/SWENEW211A	Comprehending news and information texts	80	11-Jul
2M/SWEOPI213A	Comprehending and composing opinion texts	80	11-Jul
2N/SWEJOB214A	Comprehending and composing job-seeking texts	80	11-Apr
10364NAT	Certificate III in Spoken and Written English	Hours	Starts
3A/SWELRN301A	Advanced learning strategies	20	1-Feb
3B/SWECON302A	Comprehending and participating in casual conversations	60	1-Feb
3C/SWEEXC303A	Comprehending and negotiating complex exchanges	60	11-Apr
3E/SWEPRE305A	Comprehending and conducting presentations	60	11-Apr
3F/SWEDIS306A	Comprehending and participating in discussions	60	11-Jul
3I/SWENAR309A	Comprehending and composing narrative texts	60	11-Jul
3M/SWEADS313A	Comprehending news stories and advertisements	60	1-Feb
3N/SWEINS314A	Comprehending and giving complex instructions	60	3-Oct
3O/SWEJOB315A	Language skills for jobseeking	60	3-Oct