

# COURSE FACT SHEET

## 10363NAT – Certificate II in Spoken and Written English

CRICOS Course Code: 092188K

### Global Business College of Australia:

We are a vocational education and training provider committed to improving students' practical application abilities and skills, by providing students with high quality international education services to better prepare them for the workforce.

**GBCA Values:** Innovative Minds, Caring Hearts, Global Skills

### Course Description:

The Certificate II in Spoken and Written English provides a general framework for learners to develop English language and literacy skills to undertake further education and training, seek and maintain employment and participate in the general community.

Graduates of CSWE II will be able to apply the knowledge gained from this qualification for simple everyday transactional and limited social needs, but provides the necessary foundation upon which graduates can continue their language, literacy and numeracy development.

The courses contained within the CSWE framework may be aligned to Australian Core Skills Framework (ACSF), International Second Language Proficiency Rating (ISLPR) and International English Language Testing System (IELTS).

The levels which equate to CSWE II are:

- ACSF 2
- ISLPR 1
- IELTS 4
- TOEFL internet based score 30 or TOEFL 397 paper based

**Course duration:** 24 weeks (including holidays)

**Course schedule:** 21 hours per week

**Delivery mode:** Face to face training

**Campus location and delivery site:** Level 1&2, 337-339 La Trobe Street, Melbourne 3000 VIC

## Entry requirements:

### Age requirement:

GBCA has a requirement that students who enrol in this course must be at least 18 years of age or Over 18 years of age OR

International students under the age of 18 is required to have guardianship and accommodation arrangements in place and provide all supporting evidence to GBCA for approval. Upon approving the arrangements, GBCA will issue a CoE and the Confirmation of Approved Accommodation and Welfare (CAAW) Letter to the student. The letter is to be presented to the Department of Immigration and Border Protection (DIBP) when the student applies for a student visa.

### English requirement:

To participate in CSWE II, the student must have completed either

- 10362NAT – Certificate I in Spoken and Written English or
- IELTS general 3 or
- TOEFL internet based score 25 or TOEFL 377 paper based

OR

- GBCA's internal placement test

## Course Structure:

Module Code	Module Name
SWELRN201A	Intermediate learning strategies
SWEINF204A	Comprehending and giving spoken information
SWETEL205A	Comprehending and participating in telephone exchanges
SWEINT207A	Comprehending and participating in simple interviews
SWEFOR208A	Comprehending written instructions and completing formatted texts
SWENEW211A	Comprehending news and information texts
SWEOP1213A	Comprehending and composing opinion texts

## Assessment methods:

A variety of assessment methods will be used throughout the course, including: Homework activity book, Portfolio of Work, Activity, Observation, Oral questions, Written questions

**Tuition and Non- Tuition fees:** Please refer to the Fee Schedule.

GBCA is responsible for providing compliant training and assessment, and for issuance of AQF certification documentation, for qualifications detailed in its scope of registration on the National Training Register (training.gov.au).

### **Student Support:**

GBCA is committed to providing students with a rewarding study and learning experience. GBCA has a range of support services in place to assist students in successfully completing their qualification, balancing their study and life schedules and addressing their concerns. Support services include learning support, mentor support, soft skills workshops, library services, counselling services and IT support.

**1. Language, Literacy and Numeracy (LLN):**

All students are required to complete the LLN test on the orientation day. GBCA will provide LLN supports to students who have any skill/s in their spiky profile that is lower than the spiky profile of the intended course.

**2. Learning Support**

The teaching staff of GBCA are available to assist students in need with their studying and homework. This support may vary depending on identified needs. Students are encouraged to talk to their trainer when assistance is required to ensure satisfying academic performance. Students who require additional assistance can schedule appointments with their trainer. There will be support available to assist students in meeting their course requirements and maintaining attendance, such as:

- Additional individual or group tutorial/academic guidance
- Soft Skills Workshops (see below)
- Counselling Services (see below)

**3. Soft Skills Workshops**

GBCA offers a range of workshops to improve students' soft skills, which may include but not limited to:

- Time Management
- Communication Skills
- Problem Solving Skills
- Presentation Techniques
- Writing Skills

**4. Library Corner**

The library corner provides a supportive learning environment for your study and consists of range of accounting and business related books. Computers with access to internet, MS office and MYOB Educational Edition installed are available as well as printing, photocopying and scanning.

**5. Counselling Services**

Staff at GBCA are available to provide confidential counselling services. International students may seek advice assistance with matters such as cross-cultural issues or adjusting to life in Australia. We are committed to ensure that every student has a positive experience while studying at GBCA.

**6. IT Support**

GBCA IT Support Officer will assist students with any computer related issues such as problems with connecting to the wireless network, setting up software or login.

All support services provided by the GBCA are FREE of charge to students. If special or intensive assistance is required, the student will be referred to an appropriate external service. GBCA will not charge any reference fee however any cost associated with the external service will be at students' own expense. The student support officer will provide assistance to students if necessary when attempting to contact external services.

**Facilities and resources available to students:**

- Classroom
- Whiteboards
- Printers
- Student lounge
- Kitchen
- Bathrooms (including disabled toilet)
- Library corner with a variety of books
- Wi-Fi network

**Overseas Student Health Cover:**

Students are required to purchase Overseas Student Health Cover (OSHC) prior to commencing studies at GBCA.

There are various Overseas Student Health Cover (OSHC) providers and a comparison of the prices could be found on the website: <https://oshcaustralia.com.au/en>

**Course enquiries:**

If you have any enquiries, please contact: [admissions@gbca.edu.au](mailto:admissions@gbca.edu.au)

**Student support service contact:**

Student Support Officer

E: [Studentsupport@gbca.edu.au](mailto:Studentsupport@gbca.edu.au)

T: 9041 3050

**This factsheet should be read in conjunction with our Student Handbook and website [www.gbca.edu.au](http://www.gbca.edu.au).**

