

#### How do I Enrol?

- Through your local Education Agent  
- Email AGB at:  
international@agb.edu.au  
Visit the [www.agb.edu.au](http://www.agb.edu.au) for more information.

#### Payment Options:

*If a student enrolls into a second program, AGB will waive the Application Fee and the Administration Fee for the second program, a saving of \$600 dollars 50% of the Tuition Fee and Application Fee must be paid prior to the issuing of the Confirmation of Enrolment. Two weeks prior to the commencement of the program where applicable the amenities and resources fee must be paid.*

#### AGB Training currently offers Certificate IV in Spoken and Written English – Employment.

This course focuses specifically on the development of spoken language and literacy skills to obtain employment and effectively engage in work.

This program is targeted to overseas trained migrants and refugees who need to develop higher level language skills to obtain and maintain employment in their fields of training and expertise.

An advanced course for learners who have developed some competence in English language and literacy skills and who have had fair degree of formal or informal exposure to English.

#### Mode of Delivery:

Classroom, Blended, Workplace

#### Assessment:

Methods of assessment may include:

- Knowledge Evidence
- Direct demonstration and observation
- Portfolios
- Projects
- Role plays, case studies and presentations

#### Pathways:

After successful completion of this program students will be issued with a certificate of qualification and statement of attainment of the units as per this program and can pathway into Paid work or Volunteer work or Further training. Students who have successfully completed the program can apply to enrol in a variety of other certificates, diploma and degrees.

**Course Duration:** 12 weeks

#### Course Fees:

**Application Fee:** \$100

**Amenities:** \$200

**Administration:** \$500

**Resources:** \$200

**Tuition:** \$2,000

**Total Fees:** \$3,000

#### Entry Requirements:

There are no AQF Pre Requisites for this qualification. The applicant will be required to successfully complete a Language Literacy and Numeracy (LLN) assessment and a Pre-Training Review. Students are required to have a minimum Year 10 English score or for international students a minimum 5.5 International English Language Testing System (IELTS) score. 18 years and over, Equivalent to Year 10 Australian levels or mature age student, Intermediate English - ISLPR 1+2, IELTS 4-5, TOEFL 500.

For current policy, procedures, fees and funding eligibility relating to this course please visit our website [www.agb.edu.au](http://www.agb.edu.au)

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**Packaging Rules:**

To achieve this qualification, the candidate must demonstrate a competency in 7 units of competency (1 core units and 6 elective units)

**Course Program****Prepare for Work**

Core	SWEPSE401A	Pronunciation skills for employment
Elective	SWEWSJ404A	Writing skills for job seeking documents
Elective	SWESSJ405A	Speaking skills for job seeking
Elective	SWELCE402A	Language and culture of employment in Australia
Elective	FSKLRG10	Use routine strategies for career planning
Elective	FSKOCM10	Use oral communication skills for complex workplace presentations

**RPL and Credit Transfer:**

For information about Recognition of Prior Learning (RPL) and/or Credit Transfers please contact AGB Training or visit our website. <https://www.agb.edu.au/international-students/enrol>

**Modes of Delivery/Training Locations**

31 Barwon Terrace, South Geelong, Vic 3220

Extra - These units are above the minimum requirements for this course. They have been selected in consultation with industry to meet needs for industry.

**Disclaimer:** AGB Training has endeavoured to ensure that the information contained in this publication is correct at the time of printing. This information may be subject to corrections or change without notice. AGB Training reserves the right to alter, change or discontinue programs without notice.