

How do I Enrol?

- Visit our Training Office
 - Call to make an appointment
 - attend an information and enrolment session
- Visit the www.agb.edu.au for more information.

Payment Options:**Fee for Service Students**

Deposit of 10% or no less than \$200 whichever is the greater is required prior to commencement of course.

Fortnightly or monthly payments must be paid as per direct debit payment schedule. Payment must be made in full eight (8) weeks prior to course completion date.

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, 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 **Duration inclusive of Holidays up to:** 25 weeks

Course Fees:

Fee for Service Admin Fee: \$2,000

Text Book Fee: \$94.50

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. 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

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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 jobseeking documents
Elective	SWESSJ405A	Speaking skills for jobseeking
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.
<http://www.agb.edu.au/local-training-courses/recognition-of-prior-learning>

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.