Certificate IV in Spoken and Written English - Further Studies

Course Code: 91419NSW
Campus: Casuarina
Duration: 400 hours (nominal)

General Description
Certificate IV in Spoken and Written English – Further Studies assists students who need to develop higher level language skills to enter higher education or higher-level training.

Course structure
Successful completion of Cert IV Spoken and Written English – Further Studies requires the successful completion of 6 modules:

- 1 core module (25 hours)
- 5 elective modules (5 x 75 hours)

Modules to be studied will be selected from below:

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CORE</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cert IV CSWE(FS) A</td>
<td>Learning strategies for further study</td>
<td>25 hours</td>
</tr>
<tr>
<td>ELECTIVES</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cert IV CSWE(FS) B</td>
<td>Reading skills for further study</td>
<td>75 hours</td>
</tr>
<tr>
<td>Cert IV CSWE(FS) C</td>
<td>Written skills for presenting point of view in essays</td>
<td>75 hours</td>
</tr>
<tr>
<td>Cert IV CSWE(FS) D</td>
<td>Written skills for analytical or scientific reports</td>
<td>75 hours</td>
</tr>
<tr>
<td>Cert IV CSWE(FS) E</td>
<td>Listening and taking notes in lectures/presentations</td>
<td>75 hours</td>
</tr>
<tr>
<td>Cert IV CSWE(FS) F</td>
<td>Spoken and written skills for presentations</td>
<td>75 hours</td>
</tr>
<tr>
<td>Cert IV CSWE(FS) G</td>
<td>Spoken skills for tutorials and group-work discussions</td>
<td>75 hours</td>
</tr>
</tbody>
</table>

Module not included in Semester 2 2013.

Length of course
Three modules per term are offered. Each module is taught over a ten week period with two 3.5 hour sessions per week except for module A.

One semester full-time or 2 semesters part-time.
Delivery strategy
This module will be delivered face to face at Casuarina campus.

Resources
Students are given learning material relevant to each module.
Students should provide exercise books, pens, pencils, USB and dictionaries.

Learner Pathways
Pathways through this qualification may include:

- Full-time or part-time study with an RTO
- Face-to-face study.
- Recognition of prior learning (RPL)

Admission Requirements
To be eligible for this course you require an initial assessment of 2+ across the four language macro skills of listening, speaking, reading and writing using the International Second Language Proficiency Rating (ISLPR) - this is equivalent to an IELTS score of 5 across the four bands.

NOTE: You may need to attend an interview before enrolling in this course so that your current language levels can be assessed.

To enrol or to book an interview, see Sharon Gilbert
P: 8946 7149
E: sharon.gilbert@cdu.edu.au

How to gain your qualification faster
Students are granted recognition of prior learning where they can demonstrate that they fulfill the assessment criteria for a particular learning outcome or module.

Previous studies recognition
Do you already have a qualification, statements of attainment or academic statements for units completed at another registered training organisation? ‘National recognition’ is all about recognising these previous studies. Where units of competency have the same national code but were awarded by another Registered Training Organisation, CDU will recognise these to assist you in completing this qualification. Simply present your original documentation – i.e. qualification, statements of attainment or academic statements – to the Course Coordinator who will verify the authenticity of these and arrange for a copy to be placed on file for later reference. There is no cost for recognition of these units.
Fees
Course fees are charged at $2.10 per hour allocated to the unit for domestic students. This course has a total of 400 hours so the course cost is $840.

For temporary visa-holders (e.g. 457) fees for the main visa holder are international student fees ($17.10 per nominal hour). For any dependant, normal VET fees apply ($2.10 per nominal hour).

For more information on fees contact CDU on phone: 1800 061 963 or refer to the following link:

Term 3 2013
Timetable at Casuarina Campus
23 July to 27 September 2013 2013

<table>
<thead>
<tr>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
</tr>
</thead>
<tbody>
<tr>
<td>9.00 – 11.30</td>
<td>9.00 - 1.00</td>
<td>9.00 - 1.00</td>
<td>9.00 - 1.00</td>
<td>9.00 - 1.00</td>
</tr>
<tr>
<td><strong>Module A</strong>*</td>
<td><strong>Module F</strong>*</td>
<td><strong>Module F</strong>*</td>
<td><strong>Module B</strong>*</td>
<td><strong>Module B</strong>*</td>
</tr>
<tr>
<td>Learning strategies for further study</td>
<td>Spoken and written skills for presentations</td>
<td>Spoken and written skills for presentations</td>
<td>Reading skills for further study</td>
<td>Reading skills for further study</td>
</tr>
</tbody>
</table>

*All classes will run subject to sufficient enrolments being received.

MODULE A: Learning strategies for further studies

25 nominal hours

Module purpose
This module covers the strategies required to be an effective language learner in further study contexts. It includes the skills required to effectively study within formal educational environments using independent study skills.

Summary of learning outcomes
A1 Participate in and contribute to the formal educational environment
A2 Develop and use independent learning strategies
LEARNING OUTCOME: 1
Participate in and contribute to the formal educational environment

Assessment criteria

1.1 Participate in and contribute to a range of learning activities.
1.2 Manage study time effectively in order to meet institutional requirements
1.3 Participate in assessment tasks, evaluate own performance and ask for lecturer/trainer/teacher feedback
1.4 Understand and follow cultural conventions of Australian further study contexts, eg questioning different points of view, acknowledging sources, avoiding plagiarism
1.5 Access study resources, eg Internet, library databases
1.6 Participate in and lead group/tutorial discussions

LEARNING OUTCOME: 2
Develop and use independent learning strategies

Assessment criteria

2.1 Manage study time and learning resources effectively in order to meet personal goals
2.2 Monitor own learning and address weaknesses through self-assessment techniques, eg use correction codes on written work, record self on tape
2.3 Develop skills required for analysis, critical thinking and problem solving, eg selecting reliable sources, comparing different approaches to an issue
2.4 Transfer skills to own further study context, eg engineering, accounting
2.5 Develop study strategies, eg categorising, using own preferred learning style.

MODULE B: Reading skills for further studies

75 nominal hours

Module purpose
This module covers the skills required to locate, critically read and record a wide range of academic texts. It includes research skills, critical understanding of academic written and graphic texts, and strategies to take notes appropriate to academic contexts. It also develops the skills to interpret examination questions.

Summary of learning outcomes
B1 Undertake library and Internet searches
B2 Demonstrate understanding of written texts
B3 Interpret diagrammatic texts
B4 Use note-taking strategies
LEARNING OUTCOME: 1
Undertake library and Internet searches

Assessment criteria
1.1 Extract at least 6 references from a range of library and other information sources, eg catalogues, indexes, databases
1.2 Identify at least 6 reliable Internet sources

LEARNING OUTCOME: 2
Demonstrate understanding of written texts

Assessment criteria
2.1 Identify main idea and purpose of 2 written academic texts, eg explanation, report, discussion, exposition
2.2 Demonstrate in-depth understanding of a specific topic
2.3 Critically read text for suitability and accuracy of evidence
2.4 Demonstrate understanding of vocabulary, eg technical terms

LEARNING OUTCOME: 3
Interpret diagrammatic texts

Assessment criteria
3.1 Identify purpose of diagrams and graphs
3.2 Extract and interpret specific information from a range of graphic texts
3.3 Demonstrate understanding of accompanying text

LEARNING OUTCOME: 4
Use note-taking strategies

Assessment criteria
4.1 Write an overview of a written text using headings, bullet points, appropriate abbreviations, etc
4.2 Mark and annotate text for relevant points
4.3 Summarise and paraphrase relevant information

MODULE F: Spoken and written skills for presentations

75 nominal hours

Module purpose
This module covers the skills to deliver a presentation within an academic context. It includes preparing to deliver the presentation, preparing visual aids to support the presentation and the delivery of the presentation.
Summary of learning outcomes
F1 Prepare to deliver an oral presentation
F2 Create appropriate visual aids to support presentation
F3 Deliver a presentation

LEARNING OUTCOME: 1
Prepare to deliver an oral presentation

Assessment criteria
1.1 Interpret question/task
1.2 Prepare appropriate structure of presentation to achieve purpose
1.3 Identify areas to be supported by accompanying materials
1.4 Prepare notes summarising main points and mark notes with prompts

LEARNING OUTCOME: 2
Create appropriate visual aids to support presentation

Assessment criteria
2.1 Identify the visual resources appropriate for use in presentation, eg PowerPoint presentation, handouts, models
2.2 Select information for use
2.3 Design and prepare visual aids
2.4 Use appropriate layout, text, language and visuals
2.5 Plan the integration of visual aids into presentation Visual aids may be in different modes, eg PowerPoint presentation, paper handouts, models.

LEARNING OUTCOME: 3
Deliver a presentation

Assessment criteria
3.1 Deliver a well-structured, coherent 10-minute presentation
3.2 Use appropriate staging according to purpose of presentation
3.3 Use visual aids effectively to support presentation
3.4 Deliver clear facts/statements/viewpoints with substantiation
3.5 Respond to questions appropriately
3.6 Link main ideas cohesively and logically using appropriate signposting, reformulation, conjunction and reference
3.7 Use appropriate technical vocabulary for further study context
3.8 Use grammatical structures that reflect required level of formality of spoken language in a further study context
3.9 Pronounce utterances intelligibly so that delivery does not impede comprehension, or use strategies such as reformulation or repetition to clarify meaning
3.10 Use pausing, stress and intonation to communicate meaning and to engage audience
3.11 Use pace and volume to deliver presentation effectively
CDU FACILITIES AND SERVICES

Student Cards
All students can get a student card from the Info Shop. You need a student card to:
• obtain free bus travel: part-time and full-time student cards are recognised by the Darwin Bus Company and Buslink; and
• use the CDU Library and computing laboratories.

Places to eat
Casuarina campus has a student cafeteria opposite the Library.

Public Transport

Bookshop
The bookshop at Casuarina Campus is open from 8.30 am – 4.00 pm on weekdays and from 8.30am to 6.00pm on Wednesdays.

Library Information
There is a library at Casuarina campus. Your student card is also your library card.

Equity and Student Access Services
Phone: 8946 6288
This is in the Uni Info Shop.
They provide:
• career support
• personal counselling
• equity information and support
• study skills assistance

Safety
The First Aid Officer, Betty Batuk, has a First Aid Kit at the AMEP reception. If you have an accident, please tell your teacher. Your teacher will help you during Fire Practice drills.

Parking
There is a free car park over the bridge at Casuarina; otherwise you have to pay for on-campus parking. You can either buy a Semester parking permit or pay for a parking voucher daily.

<table>
<thead>
<tr>
<th>Duration</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pay and display parking</td>
<td></td>
</tr>
<tr>
<td>1 hour</td>
<td>50¢</td>
</tr>
<tr>
<td>3 hours</td>
<td>$1.00</td>
</tr>
<tr>
<td>All day</td>
<td>$1.50</td>
</tr>
<tr>
<td>Parking permits</td>
<td></td>
</tr>
<tr>
<td>Per Semester</td>
<td>$55.00</td>
</tr>
<tr>
<td>All year</td>
<td>$110.00</td>
</tr>
</tbody>
</table>
**Student rights and responsibilities**

Charles Darwin is committed to providing both an excellent education and experience for students. Please refer to the VET Student Guide for detailed information.


**For more information contact**

<table>
<thead>
<tr>
<th>Name</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sharon Gilbert</td>
<td>8946 7149</td>
<td><a href="mailto:sharon.gilbert@cdu.edu.au">sharon.gilbert@cdu.edu.au</a></td>
</tr>
<tr>
<td><strong>Team Leader - ESL</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Claire Dougan</td>
<td>8946 6526</td>
<td><a href="mailto:claire.dougan@cdu.edu.au">claire.dougan@cdu.edu.au</a></td>
</tr>
<tr>
<td><strong>VET Customer Service Officer - ESL</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>