



10364NAT

Certificate III in Spoken and Written English

*“The art of communication is
the language of leadership”.*

- James Humes

Our Mission

At IIPD, we always strives to become a Centre of Excellence in the delivery of training and assessment services within its scope of registration.

Available Support Services

IIPD strives to meet the particular needs of each learner and to provide support and welfare services to students which are useful, efficient, timely, and effective. IIPD provides no additional cost advice, support and welfare services to students to assist them with issues that may arise during their study. These support and welfare services are not limited to academic issues and encompass a range of issues related to student welfare and to adjustment to life in Australia.

Why study with IIPD

IIPD aims to achieve its vision by meeting the objectives through –

- Becoming a technologically advanced leading-edge institution
- Recruiting well qualified and highly experienced trainers and assessors
- Fully complying with all state and commonwealth legislative and regulatory requirements
- Maintaining active industry and professional contacts
- Creating creative and interactive training and assessment environments



INTERNATIONAL INSTITUTE FOR PROFESSIONAL DEVELOPMENT

Seluna Pty Ltd has been operating as a Registered Training Organisation (RTO) in Victoria since 2001.

IIPD provides quality training and assessment services to international and domestic students, focusing on the fields of Accounting and Business, English Language Courses, Horticulture and Hospitality and other Short Courses.

IIPD always cater to emerging education markets for international and domestic students with offering a nationally recognised training.

10364NAT

Certificate III in Spoken and Written English

This qualification is intermediate in nature that intends to deliver basic knowledge of English.

The key students for IIPD's 10364NAT Certificate III in Spoken and Written English are people who wish to acquire an AQF level 3 qualification prior to entering the workforce or who are currently in the workforce and wish to acquire a relevant AQF qualification. While some clients require the qualification for entry level employment, or to further their employment prospects, some will utilise it as a pathway to further study.



COURSE DETAILS

Course Code	10364NAT
CRICOS Code	085182G
Course Structure	This course requires you to successfully complete 9 units of competency, out of which 1 unit is core and 8 units are electives. (See page# 5)
Delivery Method	Face to Face in class, Online/ Distance Learning
Course Duration	31 weeks*
Assessments	All assessments are to be submitted electronically unless otherwise stated by your trainer.
Qualification Level	Certificate III
Nationally Recognised	Yes

CAREER PATHWAYS

There is an excellent range of career and employment opportunities if you know basic english i.e. to converse and write.

What are the Course entry Requirements?

For Domestic Student

N/A

IIPD preferred entry requirements are:

- ✓ Over 18 years old at the time of enrolment
- ✓ successful completion of Year 12 in Australia, or of an equivalent overseas qualification
- ✓ successful completion of IIPD's language, literacy and numeracy assessment
- ✓ ability to demonstrate core skills and capabilities to a level appropriate to the course.

For an International Student

- ✓ IELTS 4.5 / TOEFL 32 / PTE Academic 30 / CAE 36 / OET Pass / TOEFL PBT 450 or equivalent
- ✓ Students seeking admission must have completed year 12 or equivalent Australian qualifications in their country.
- ✓ 18 years or above at the time of enrolment

Visa requirements:

See Department of Immigration and Border Protection website:

<http://www.border.gov.au> for more details on assessment level requirements for your country.

Scholarships

For International Students SCHOLARSHIPS may be available which can be up to \$2000.

Pathways Information

Pathways into the qualification

- ✓ No Formal entry requirements

Pathways from the qualification

- ✓ The primary pathway from this qualification is you will be able to speak English as a second language and participate confidently in the border community.
- ✓ A further learning pathway utilising qualifications such as Certification IV in Spoken and Written English would support career progression.

Certification

You will be awarded 10364NAT Certificate III in Spoken and Written English after successful completion of this course.

On Campus Training Locations

- ✓ Parramatta Campus (Sydney, NSW)
- ✓ Fairfield Campus (Sydney, NSW)
(For Domestic Students only)
- ✓ Footscray Campus (Melbourne, VIC)
- ✓ Surfers Paradise Campus (Gold Coast, QLD)
(For Domestic Students only)
- ✓ Rockhampton Campus (QLD)
(For Domestic Students only)
- ✓ Townsville Campus (QLD)
(For Domestic Students only)

Fees:

For the full fee paying students the Course Fee would be AU \$7250. However funding may be available for the Domestic Students. Please see "IIPD Course fees and Charges" on www.iipd.edu.au or speak with one of our friendly staff member. Student can pay the initial enrolment fee \$250 to confirm their admission towards the course. IIPD also gives 10 days of cooling-off period in case the student changes their mind & wish not to continue with their enrolment & wish to withdraw from the course.

Funding Opportunity

Domestic Students may be eligible for State or Commonwealth funding such as,

For QLD state- Under the Certificate 3 Guarantee program, eligible students may study this course with subsidised-rate: Students Co-contribution fees would be only \$50 for concession & \$100 for Non-concession students.

Eligibility for Higher Level Skills:

- ✓ be aged 15 years or over and no longer at school
- ✓ permanently reside in Queensland
- ✓ be an Australian citizen, Australian permanent resident (includes humanitarian entrant), temporary resident with the necessary visa and work permits on the pathway to permanent residency, or a New Zealand citizen

- ✓ not hold, and not be enrolled in, a certificate III or higher-level qualification, not including qualifications completed at school and foundation skills training.

Students wishing to apply for the Certificate 3 Guarantee must meet the Eligibility Requirements, [click here to](#) view the full Criteria.

Things you need to know about this course

Course Structure

This course requires you to successfully complete 9 units of competency, out of which 1 unit is core and 8 units are electives.

What is the duration of the course?

The duration for this course is 31 weeks (*). The duration is inclusive of term breaks, Domestic students will be provided with a proposed timetable after enrolment. Proposed timetables can be amended as per the students convenience, please speak to our friendly staff if the need arises. Student has (1– 2 years) to complete the course, this is the volume of learning which is consistent with the AQF volume of learning indicator for a qualification at the Cert III level.

Refund Policy

Kindly refer [IIPD's student handbook](#) available on website.

What units am I gaining knowledge in?

Code	Title	Core/ Elective
Module A		
SWELRN301A	Advanced learning strategies	Core
1	Contribute to formal learning environment	
2	Demonstrate capacity for independent learning	
Module B		
		Elective
SWECON302A	Comprehending and participating in casual conversations	
1	Demonstrate understanding of a casual conversation with topic changes	
2	Participate in a casual conversation with topic changes	
Module C		
		Elective
SWEEXC303A	Comprehending and negotiating complex exchanges	
1	Demonstrate understanding of a complex spoken exchange	
2	Negotiate a complex spoken exchange	
Module E		
		Elective
SWEPRE305A	Comprehending and conducting presentations	
1	Demonstrate understanding of a spoken presentation	
2	Deliver a short spoken presentation	
Module G		
		Elective
SWECOR307A	Composing formal correspondence and completing formatted texts	
1	Write a formal letter / email	
2	Complete a complex formatted text	

Module H		Elective
SWEINF308A	Comprehending and composing complex information texts	
1	Demonstrate understanding of a complex written information text	
2	Write a report	
Module J		Elective
SWEDSN310A	Comprehending and composing discussions	
1	Critically read a discussion	
2	Write a discussion	
Module K		Elective
SWEEXP311A	Comprehending and composing expositions	
1	Critically read an exposition	
2	Write an exposition	
Module M		Elective
SWEADS313A	Comprehending news stories and advertisements	
1	Demonstrate understanding of a news article	
2	Interpret an advertisement	

What can I do with On-line learning?

- Through IIPD's Online Portal you will:
 - Access your learning materials and assessments
- undertake and upload assessments for the trainer to mark
- engage and interact with your trainer and assessor
- access your assessment grades and feedback

What learning resources are included in this course?

Your learning material for this course includes:

- learner workbooks
- Assessment tools to be provided and explained by the Trainer/assessor.

How is the course assessed?

To successfully gain this Certificate you must do assessments as per IIPD's assessment requirements for this qualification. The assessments may include role play, case study, Scenario Analysis, Projects, presentation, practical demonstration, written tests, assignment and oral questions. These assessments could be generally completed within the class contact hours.

What if I have a prior working experience to apply for (RPL)?

Prior study, together with work and life experiences, may have provided an applicant for enrolment or a student with competence in the outcomes prescribed in a Training Package. Applicants for

enrolment or enrolled IIPD students may apply for recognition of prior learning (RPL).

IIPD will ensure that all applicants for enrolment and all students have access to the recognition of prior learning (RPL) policy and procedures.

Applications for RPL will be managed efficiently by appropriately qualified assessors, using a process which is valid, fair, sufficient and authentic.

An applicant for RPL is responsible for the provision of suitable evidence, with guidance available from IIPD staff.

IIPD's RPL assessment process, including the design and function of the RPL assessment tool, will be subject to a regular validation process to ensure that it is consistent with the principles of assessment and the rules of evidence.

What if I have already completed the same units & want to seek Credit Transfer?

IIPD recognises qualifications issued under the Australian Qualifications Framework and Statements of Attainment issued by other Registered Training Organisations.

Educational outcomes for 10364NAT Certificate III in Spoken and Written English are intermediate skills in:

- ✓ learning strategies to study in formal learning environments
- ✓ comprehending and participating in casual spoken exchanges
- ✓ comprehending and negotiating complex exchanges
- ✓ participating in interviews

- ✓ comprehending and conducting presentations
- ✓ comprehending and participating in discussions
- ✓ composing formal correspondence
- ✓ completing formatted texts
- ✓ comprehending and composing narrative texts
- ✓ comprehending and composing information texts
- ✓ comprehending and composing discussions and expositions
- ✓ comprehending and composing job seeking texts

Enrolments acceptance through Approved Agents & other third party representatives

IIPD also accepts student

Enrolments/Admissions recruited by IIPD's approved agents and Third Party representatives. You may contact an approved agent for enrolling in to the course with IIPD. The list is available on IIPD's website under "[Agents](#)" tab.

Minimum Computing Requirements

You may need access to a computer and the internet and have intermediate computing skills.

Minimum specifications for your computer are:

- Microsoft Office 2007 or equivalent
- broadband internet connection
- 2GB of RAM
- CD-ROM or DVD drive

- Adobe Reader X or equivalent
- Printer and associated software
- Scanner and associated software
- File compression software equivalent.

Specific requirements for Windows users:

- Microsoft Windows 7 or higher (Windows 8 recommended)
- 1 gigahertz (GHz) or faster processor (2GHz or faster recommended)
- Adobe Flash Player 10 or higher

Specific requirements for Mac OS users:

- Mac OSX v10.5 or higher (Mac OSX v10.6 recommended)
- 1 gigahertz (GHz) or faster Intel processor (2GHz or faster recommended)

invest in
yourself
it pays

www.iipd.edu.au



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