

COURSE OUTLINE



Certificate I, II, III and IV in English Proficiency

1. Aims

The Certificate I through to Certificate IV courses in English Proficiency are designed to provide skills and knowledge in use of the English language for general purposes. It includes academic purposes but is not limited to such purposes. The Certificate IV level course provides students the opportunity to focus on particular areas of English relevant to the student's interest.

2. Course Outcomes

These courses in ESL (English as a Second Language) provide students with the necessary English skills for the following purposes:

- To facilitate attainment of educational, vocational and social goals
- To facilitate access to employment
- To enhance the learner's ability to function effectively in the Australian community
- As a precursor to undertaking other studies at Unity College Australia.
- To meet English language requirements for cross cultural organisations including Christian mission organisations.
- As a precursor to studies at other educational institutions within Australia.

3. Overview

These qualifications are fully competency-based and will provide a comprehensive range of English skills necessary to live and work in Australian society. The courses will involve classroom-based delivery, but will utilise a wide range of teaching-learning methods, as language learning is best achieved through communicative activities. Students will be given suitable opportunities to interact with Australian society in a range of circumstances. This will be done at a level appropriate to the level of English being studied and under appropriate supervision.

4. Duration

Each of the four English Proficiency courses (Certificate I, II, III and IV) are studied over a semester which involves two 10 week periods of formal tuition as well as a two week mid semester break.

There are general intakes in February and July however students may be accepted at any time depending on their English testing scores.

5. Costs 2010

Application Fee

For students wishing to undertake formal assessed study there is a one off non-refundable enrolment application fee.

Australian students	\$75
International students	\$200

Academic Fees

Semester fees for full-time students of these courses are:

Tuition (for students not wanting to study on an International Student visa)

Certificate I	\$4,400
Certificate II	\$4,400
Certificate III	\$4,400
Certificate IV	\$4,400
Single term course (10 weeks)	\$2,600

International students

Certificate I	\$4,650
Certificate II	\$4,650
Certificate III	\$4,650
Certificate IV	\$4,650
Single term course (10 weeks)	\$2,850

Note: The college reserves the right to alter fees prior to the start of each academic year.

6. Entry Requirements

General requirements for entry are:

- A completed student application form & payment of the application fee.
- Completion of an English language test. The preferred tool for assessing language proficiency is ISLPR where students are able to access this test.
- Minimum entry age is 17 years (18 years for international students).
- International students will be required to complete English testing as per Department of Immigration requirements. Typically this would mean the completion of the IELTS test (some countries use the TOEFL test instead).
- Students should have basic computing skills including the ability to use a word processing package at an elementary level. This can be done as an elective module at Certificate I or II levels.

Minimum entry equivalents are as follows:

	IELTS	TOEFL (computerised)
Certificate I	2.5 and below	below 93
Certificate II	3.0-3.5	93-132
Certificate III	4.0-5.0	133-195
Certificate IV	5.5-6.0	196-231

Students should in good conscience be able to subscribe to the ethic of Unity College Australia which is based on mainstream Christian values. This means that students will:

- respect those who hold Christian values
- respect college authority and other students

- respect college and student property
- comply with cultural and social standards including:
 - modesty of dress
 - honesty and integrity in dealing with others
 - sensitivity to students from cultures different to one's own
 - no consuming of alcohol or non-medicinal drugs, nor being under the influence of the same, while on campus. The college is a non-smoking environment.

7. Training Process

Each qualification (Certificate I to IV) will be taught over a semester with students progressing from one course to the next based on successful completion of the lower level course.

The course entails a minimum of 20 hours of face to face classroom tuition. In addition students will have a range of requirements for out of classroom study and activities.

Unity College Australia used a wide variety of training methods. Training may be conducted through the following options:

Certificate I

- Language learning journal
- Reading Log
- Vocabulary book/ cards
- Word of the Day
- Pronunciation
- Listening to the News
- Presenting a News Item
- Games and other activities to reinforce language skills
- Contacts with English speakers outside the classroom environment

Certificate II/III/IV

- Language learning journal
- Vocabulary book/ cards
- Pronunciation practice
- Word of the Day
- Listening to the News
- Presenting a News Item
- Reading Log
- Study of Australian Culture
- Games and other activities to reinforce language skills
- Contacts with English speakers outside the classroom environment
- Individual Research Projects

Unity College Australia adopts adult-learning principles. Participants in this program are therefore expected to take charge of their own learning process. It is expected that each selected participant will be committed to meeting the requirements of the relevant course and will attend relevant classes and activities and complete all work required for assessment.

8. Course Structure

Each qualification (Certificate I to IV) will be taught over a single semester period with students progressing up the levels based on successful completion of the lower level. Each qualification is split into two ten week terms described as Stage 1 and Stage 2.

Certificate I in English Proficiency

The Certificate I in English Proficiency has the following modules:

Stage 1

1. Orientation to Study Preliminary
2. Speaking and Listening (Personal and Cooperative) Preliminary
3. Speaking and Listening (Procedural and Technical) Preliminary
4. Reading and Writing (Personal and Cooperative) Preliminary
5. Reading and Writing (Procedural and Technical) Preliminary
6. Australian Systems and Society Preliminary

These modules will be taught through a range of topics including orientation, introductions, local area, shopping, food and family.

Stage 2

1. Orientation to Study 1
2. Speaking and Listening (Personal and Cooperative) 1
3. Speaking and Listening (Procedural and Technical) 1
4. Reading and Writing (Personal and Cooperative) 1
5. Reading and Writing (Procedural and Technical) 1
6. Australian Systems and Society 1

These modules will be taught through a range of topics including health, home, transport, leisure and life in Australia

Certificate II in English Proficiency

The Certificate II in English Proficiency has the following modules:

Stage 1

1. Orientation to Study 2A
2. Speaking and Listening (Personal and Cooperative) 2A
3. Speaking and Listening (Procedural and Technical) 2A
4. Reading and Writing (Personal and Cooperative) 2A
5. Reading and Writing (Procedural and Technical) 2A
6. Australian Systems and Society 2A

These modules will be taught through a range of topics including orientation, introductions, shopping, occupations, family, culture and life in Australia.

Stage 2

1. Orientation to Study 2
2. Speaking and Listening (Personal and Cooperative) 2
3. Speaking and Listening (Procedural and Technical) 2
4. Reading and Writing (Personal and Cooperative) 2
5. Reading and Writing (Procedural and Technical) 2
6. Australian Systems and Society 2

These modules will be taught through a range of topics including who am I, inventions, it takes all types, travel, culture and life in Australia.

Certificate III in English Proficiency

The Certificate III in English Proficiency has the following modules:

Stage 1

1. Orientation to Study 3A
2. Speaking and Listening (Personal and Cooperative) 3A
3. Speaking and Listening (Procedural and Technical) 3A
4. Reading and Writing (Personal and Cooperative) 3A
5. Reading and Writing (Procedural and Technical) 3A
6. Australian Systems and Society 3A

These modules will be taught through a range of topics including likes and dislikes, the local community, holidays, friends, technology, the media and society.

Stage 2

1. Orientation to Study 3
2. Speaking and Listening (Personal and Cooperative) 3
3. Speaking and Listening (Procedural and Technical) 3
4. Reading and Writing (Personal and Cooperative) 3
5. Reading and Writing (Procedural and Technical) 3
6. Australian Systems and Society 3

These modules will be taught through a range of topics including introductions, careers, lets laugh, places and parties.

Certificate IV in English Proficiency

The Certificate IV in English Proficiency has the following core modules:

1. Orientation to Advanced Learning 4
2. Speaking and Listening 4
3. Reading and Writing 4
4. Oral Presentations 4
5. Preparation for Field Experience
6. Field Experience

A selection of elective modules will also be taught from the following list:

- Advanced Reading Skills
- Advanced Writing Skills
- Grammar for Formal Purposes
- Listening Skills Extension
- Punctuation for formal purposes
- Reading and Writing for General Purposes
- Spelling for Formal Purposes
- Understanding the Media
- Vocabulary for formal purposes

The selected modules will be taught through a range of topics including a new country, news and the media, art and artists, love and romance, money and wealth, health and wellbeing, celebrities, people and the land, technology old and new, work and lifestyles.

Field experience can be taken in the context of other Unity College Australia courses for example Certificate II or III in Information Technology, Certificate III or IV in Ministry or Theology or Certificate IV in Creative Ministries.

9. Nationally Recognised Competencies

Australia has a system of national standardisation of training for many industry areas. This system is implemented through the use of training packages (groups of courses) and individual units of competency.



NATIONALLY RECOGNISED
TRAINING

As there are no nationally recognised competencies developed for English as a Second Language at this point in time these courses have no such competencies allocated to them.

Students studying at the Certificate IV in English Proficiency however are able to include nationally recognised competencies in their elective studies. These can be discussed with the students' course coordinator.

10. Assessment overview

A wide range of assessment tools are used including:

- attendance and class participation
- meaningful real life activities in Australian society involving the student
- practical research and fieldwork
- computerised learning tools
- written assignments, exercises, presentations and/or tests
- journal/process diary completion

Competency-based assessment criteria apply to grading. The final Academic transcript will show the following results for each subject.

C	Competent
NYC	Not Yet Competent

Students who successfully complete the following requirements will be recommended for graduation:

- Satisfactory completion of all relevant academic requirements
- Payment of all outstanding fees owing to Unity College Australia
- Return of all college resources including library books
- Maintained a satisfactory level of conduct during his/her time at College
- Completion of any co-curricular requirements

11. Pathways

Commencement of any tertiary studies requiring English language skills including all courses offered at Unity College Australia.

12. RPL & Recognition of Past Studies

Students are offered to apply for Recognition of Prior Learning (RPL) on the strength of formal or informal learning and experience for all Unity College Australia courses.

As mentioned above entry to each of the Certificate I, II, III and IV in English Proficiency courses require an English language entry test. This entry test is considered to be equivalent to an RPL application as students are given recognition for their prior English Language knowledge based on their test results by being enrolled in the appropriate level course.

Relevant qualifications or units of competency studied at other Registered Training Organisations will be automatically recognised at no cost to the student.

Refund Policy

If you have already paid your tuition fees, Unity College Australia will refund all or part of your fees on the following basis.

Firstly where a student wishes to withdraw from a subject of study or a course, a 'Notification of Withdrawal' form must be completed and submitted to the Unity College office linked to your study. The date of withdrawal is the date in which written notification is received by the Unity College office.

Once initial payment has been made the amount of 50% of first semester's fees is non refundable. This is to take account of the commitment the college has to make to trainers in deciding if subjects have sufficient numbers of students enrolled to proceed.

Students can start a subject/course a maximum of two weeks after the commencement date. There is no refund for late commencements. No refunds will be provided in relation to application fees, retreat fees and/or international supplements.

Otherwise refunds will be made less the following withdrawal costs:

- prior to the cut off enrolment date for each term (Thursday before first week of term) - 10% of subject fees if payment has already been made.
- up to the first teaching week of term - 25% of the subject fee except where you have already been notified that a class for an optional subject will be running. In this case the full term fee is payable.
- after the first teaching week - no refund is payable.

The Principal of the local campus of Unity College will make the final decision about refunds. Refunds will normally be made in Australian dollars even if the initial payment was made in another currency. The student is responsible for any currency conversion costs.

Full refunds of all relevant fees will be paid where the college defaults in its delivery (eg where a course doesn't run). This is in line with the provisions of the ESOS Act 2000 and the ESOS regulations 2001 which apply to international students.

14. Other Courses

Unity College Australia offers a wide range of other courses covering areas such as Creative Ministries, Music, Christian Ministry & Theology, Information Technology and Training and Assessment. For the most up to date information please visit our web site www.unity.edu.au

15. Course Dates:

2010 Semester 1

Orientation	Monday 1 February - Friday 5 February
Term 1	Monday 1 February - Friday 9 April
Term 2	Tuesday 27 April - Friday 2 July

2010 Semester 2

Orientation	Monday 19 July
Term 3	Monday 19 July - Friday 24 September
Term 4	Monday 11 October - Friday 10 December
Graduation	Thursday 16 December

2011 Semester 1

Orientation	Monday 7 February - Friday 11 February
Term 1	Monday 7 February - Thursday 15 April
Term 2	Monday 2 May - Friday 8 July