

# COURSE OUTLINE

## *Certificate I, II, III and IV in English Proficiency*

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### 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 2011

#### ***Application Fee***

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

Australian students	\$100
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	\$4,600
Certificate II	\$4,600
Certificate III	\$4,600
Certificate IV	\$4,600
Single term course (10 weeks)	\$2,800

International students

Certificate I	\$4,900
Certificate II	\$4,900
Certificate III	\$4,900
Certificate IV	\$4,900
Single term course (10 weeks)	\$3,000

*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.
- 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 or TOEFL test.
- 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:

	<b>IELTS</b>	<b>TOEFL (computerised)</b>
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.

These courses entail 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

Certificate I in English Proficiency (40620SA)  
Certificate II in English Proficiency (40621SA)  
Certificate III in English Proficiency (40622SA)  
Certificate IV in English Proficiency (40623SA)

Each qualification (Certificate I to IV) is taught over a single semester with students progressing up the levels based on successful completion of the lower level.

Ten week study terms are available for students requiring ELICOS.

### *Certificate I in English Proficiency*

The Certificate I in English Proficiency has the following core Units (totalling 180 hours):

HCEA - Develop a basic understanding of Australian systems & society
HCED - Develop a basic understanding of studying in Australia
HCEG - Read and write basic personal texts
HCEL - Read and write basic public texts
HCEP - Speak and listen to basic personal texts
HCET - Speak and listen to basic public texts

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

Elective Units totalling 180 hours will be selected by the trainers according to needs of each group of students. A sample of elective options is listed below:

HCFL - Build topic vocabulary
HCFX - Read simple narrative texts
HCGB - Write short prose texts
HCGH- -Basic computing skills for ESL - Preparatory
HCEF - Develop a basic understanding of studying in Australia - Preparatory
HCEK - Read and write basic personal texts - Preparatory
HCEN - Read and write basic public texts - Preparatory
HCES - Speak and listen to basic personal texts - Preparatory
HCEX - Speak and listen to basic public texts - Preparatory

*These units 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 core Units (totalling 180 hours):

HCGR - Develop a simple understanding of Australian systems & society
HCGS - Develop a simple understanding of studying in Australia
HCGW - Read and write simple personal texts
HCGY - Read and write simple public texts
HCHA - Speak and listen to simple personal texts
HCHC - Speak and listen to simple public texts

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## Certificate I, II, III & IV in English Proficiency



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

Elective Units totalling 180 hours will be selected by the trainers according to needs of each group of students. A sample of elective options is listed below

HCFL - Build topic vocabulary
HCFX - Read simple narrative texts
HCGB - Write short prose texts
HCHM - Read and write simple formal letters
HCHN - Participate in a casual conversation
ARYC - Applied numeracy
HCGH- -Basic computing skills for ESL - Preparatory
HCHS - Use computers for ESL learning

*These units 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 core Units (totalling 180 hours):

HCHZ - Deliver oral presentations on everyday topics
HCKB - Develop an understanding of studying and learning in Australia
HCKD - Read and write everyday personal texts
HCKF - Read and write everyday public texts
HCKH - Speak and listen to everyday personal texts
HCKL - Speak and listen to everyday public texts

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

Elective Units totalling 180 hours will be selected by the trainers according to needs of each group of students. A sample of elective options is listed below:

HCFL - Build topic vocabulary
HCHM - Read and write simple formal letters
HCHN - Participate in a casual conversation
HCKP - Understand the media
HCKY - ESL and the internet

*These units 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 Units (totalling 180 hours):

HCLF - Apply advanced learning techniques
HCLG - Speak and listen to complex texts
HCLH - Read and write complex texts
HCLK - Present information orally
HCLL - Prepare for a field placement
HCLM - Undertake a field placement

Elective Units totalling 220 hours will also be selected by the trainers according to needs and desired training outcomes of each group of students. A sample of elective options is listed below:

HCFL - Build topic vocabulary
HCKY - ESL and the internet
RYFP - Australian literature
RYFR - Australian studies
HCLB - Demonstrate and understanding of workplace safety in Australia
HCLS - Work effectively in an Australian Workplace

The selected units 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 Christian Ministry and 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.



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. Final assessment for each subject/unit studied will be shown as:

C      Competent  
NYC    Not Yet Competent

Final Academic Transcripts will show results only for subjects/units assessed as Competent.

Students will be recommended for graduation once the following requirements are met:

- 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 may 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 previously, 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 RPL 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.

### 13. 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.

The refund policy takes into account the commitment the college has to make to trainers in deciding if courses/subjects have sufficient numbers of students enrolled to proceed.

Refunds of monies paid in the following manner:

International students:

- Once initial payment has been made and a study visa granted the first semester's course fees are non-refundable.
- Ongoing payments are treated as follows.

Other full-time students:

- Prior to the cut-off enrolment date for each semester (2 weeks prior to the first Monday of semester) - full refund less 10% of relevant semester subject fees.
- After the cut-off date - no refund is payable.
- Outstanding monies still owing within the current semester will remain payable.

Students can start a subject/course a maximum of two weeks after the commencement date. There is no refund for late commencements.

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.

Notwithstanding the above 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 & Assessment. For the most up to date information please visit our web site [www.unity.edu.au](http://www.unity.edu.au)

#### **15. Course Dates:**

##### **2012 Semester 1**

Term 1	Monday 6 February - Friday 13 April
Term 2	Monday 30 April - Friday 6 July

##### **2012 Semester 2**

Term 3	Monday 23 July - Friday 28 September
Term 4	Monday 15 October - Friday 14 December
Graduation	Tuesday 18 December

##### **2013 Semester 1**

Term 1	Monday 4 February - Friday 12 April
Term 2	Monday 29 April - Friday 5 July

##### **2013 Semester 2**

Term 3	Monday 22 July - Friday 27 September
Term 4	Monday 14 October - Friday 13 December
Graduation	Tuesday 17 December