An intermediate English language course for work skills

This qualification will build your confidence in English language-related 'work skills' including presentations, résumé writing, in-depth conversations and report writing. You will also learn about syntax and grammar, giving you the ability to enter the workforce, or move on to further study.

LOCATION/S
Bundamba, Chinchilla, Dalby, Inala, Kingaroy, Nurunderi, Roma, Toowoomba, Warwick

DURATION
Part time: Varies
Full time: Varies

Entry requirements
You will be required to undergo an initial pre-training interview to determine which course to enter into this programme with TAFE...

Resources required
- personal stationery (pen and paper)
- a valid email address is also recommended

ARE YOU READY TO TAKE THE NEXT STEP ON YOUR PATH TO GREAT?
Enrol today to secure your spot in this course.

HOW TO ENROL
Apply now
Are you ready to enrol? Wonderful!
Read the student rules and refund policy
Contact us and make great happen!
Make your future happen
Connect with TAFE on Facebook

Units
The successful achievement of this Certificate requires you to complete 9 units in total, including 1 core unit and 8 elective units from the list below. At least 2 spoken text electives and 2 written text electives must be selected.

Compulsory
SWELRN301A Advanced learning strategies Core

Spoken text electives
- SWECON302A Comprehending and participating in casual conversations Elective
- SWEEXC303A Comprehending and negotiating complex exchanges Elective
- SWEINT304A Comprehending and participating in interviews Elective
- SWEPRE305A Comprehending and conducting presentations Elective

Outcome
10364NAT Certificate III in Spoken and Written English

Job prospects
- Further education at TAFE or University

Accurate as at 16 February 2018. For the latest information see:
tafesouthwest.edu.au/course/15012

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<tr>
<th>Units</th>
<th>Description</th>
<th>Elective</th>
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<td><strong>Written text electives</strong></td>
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<tr>
<td>SWEDIS306A</td>
<td>Comprehending and participating in discussions</td>
<td>Elective</td>
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<tr>
<td>SWECOR307A</td>
<td>Composing formal correspondence and completing formatted texts</td>
<td>Elective</td>
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<tr>
<td>SWEINF308A</td>
<td>Comprehending and composing complex information texts</td>
<td>Elective</td>
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<tr>
<td>SWENAR309A</td>
<td>Comprehending and composing narrative texts</td>
<td>Elective</td>
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<tr>
<td>SWEDSN310A</td>
<td>Comprehending and composing discussions</td>
<td>Elective</td>
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<tr>
<td>SWEEP311A</td>
<td>Comprehending and composing expositions</td>
<td>Elective</td>
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<tr>
<td>SWEVIS312A</td>
<td>Comprehending and composing visual texts</td>
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<tr>
<td>SWEADS313A</td>
<td>Comprehending news stories and advertisements</td>
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<td><strong>Mixed text electives</strong></td>
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<tr>
<td>SWEINS314A</td>
<td>Comprehending and giving complex instructions</td>
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<td>SWEJOB315A</td>
<td>Language skills for jobseeking</td>
<td>Elective</td>
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<td><strong>Numeracy electives</strong></td>
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<td>SWECAL316A</td>
<td>Comprehending and performing multiple-step calculations</td>
<td>Elective</td>
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<tr>
<td>SWEMAT317A</td>
<td>Applying and interpreting mathematical information</td>
<td>Elective</td>
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**Disclaimer**

The elective units available may vary between locations, delivery modes and intakes.