

10366NAT
Certificate IV in Spoken and Written English - Employment



HELLO THERE, OUR DREAM IS TO HELP YOU MAKE GREAT HAPPEN

- Industry endorsed
- Payment options
- Student satisfaction

OVERVIEW

Become job ready

Get the English communication skills you need to get a job in Australia. If you are from a non-English speaking background this qualification will give you the competitive edge in the job market. You will learn writing and pronunciation, be taught telephone and interview techniques as well as gaining the skills needed to undertake exams. In addition to general English classes, you have the choice of special focus classes in English grammar, conversation, English and the internet, and English and Australian law.

 LOCATION/S South Bank	 DURATION Full time: up to 12 months Part time: up to 3 years
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COURSE DETAILS

Course delivery options

WORKLOAD	LOCATION	DELIVERY
Part time	South Bank	Classroom
Full time	South Bank	Classroom

Key dates

For key start dates for each location visit the online brochure for this course (under the course details tab).
tafebrisbane.edu.au/course/10344

Entry requirements

This qualification has no formal entry requirements however all students are required to [...more online](#)

Resources required

No specific resources are required to successfully complete this course. It is recommended that students have access to [...more online](#)

COSTS

What are my payment options

No matter what your circumstances, TAFE Queensland Brisbane has a payment option to suit you. If you are unsure of what's right for you, call us on 1300 712 007. We're here to help.

[...more online](#)

FULL FEE | \$3,600

This is the total cost of the course.

Got a question?
[Enquire about your full fee study options](#)

OUTCOMES

Outcome

10366NAT Certificate IV in Spoken and written English - Employment

At the completion of this course, you will be able to competently speak English as a second language and participate

ARE YOU READY TO TAKE THE NEXT STEP ON YOUR PATH TO GREAT?

confidently in the broader community.

Units

The successful achievement of this qualification requires you to complete a number of units from the list below. Call us on 1300 712 007 for further information.

Group A - Job Seeking

SWEWSJ404A	Writing skills for job seeking documents	Core
SWESSJ405A	Speaking skills for jobseeking	Core

Group B - Workplace Communication

FSKOCM04	Use oral communication skills to participate in workplace meetings	Core
FSKWTG10	Write complex workplace texts	Core
FSKRDG11	Read and respond to complex workplace information	Core

Electives

SWEWSP403A	Writing skills for public sector applications	Elective
SWESST406A	Speaking skills for workplace texts	Elective
SWELCE402A	Language and culture of employment in Australia	Elective
FSKLRG10	Use routine strategies for career planning	Elective
BSBCUS201B	Deliver a service to customers	Elective
FSKOCM07	Interact effectively with others at work	Elective
FSKOCM08	Use oral communication skills to facilitate workplace negotiations	Elective
FSKOCM10	Use oral communication skills for complex workplace presentations	Elective
SWEPSE401A	Pronunciation skills for employment	Core

Disclaimer

Not all electives available at all campuses

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