

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.

 <b>LOCATION/S</b> South Bank	 <b>DURATION</b> 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](http://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

<b>SWEWSJ404A</b>	Writing skills for job seeking documents	Core
<b>SWESSJ405A</b>	Speaking skills for jobseeking	Core

### Group B - Workplace Communication

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

### Electives

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