

■ TAFE

# English Language and Study Skills

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SWINBURNE  
UNIVERSITY OF  
TECHNOLOGY

[swinburne.edu.au](http://swinburne.edu.au)

BRIDGING SCIENCE  
ENGLISH AS A  
SECOND LANGUAGE  
GENERAL EDUCATION  
IT  
MULTIMEDIA  
VCAL  
WORK EDUCATION

# Skills for life and learning

Swinburne's English language and study skills programs are for students who have had little formal education. They are also helpful for anyone from a non-English speaking background.

Courses are available in a range of areas and at a variety of levels. They will improve your confidence and help you prepare for further education. They can also improve your employment opportunities.

## An English language or study skills course might suit you if:

- you have not had any formal further education
- you have been unemployed for a long time
- you need to improve your English language skills
- you want to improve your maths or learn computer skills
- you want to improve your learning performance
- you want to learn how to set realistic study goals.

## A Swinburne language or study skills course can help you with:

- reading English
- writing English
- speaking English
- listening skills
- maths skills
- progressing to higher levels of study
- progressing to the workforce
- general study skills
- career planning
- foundation accounting skills
- foundation computer skills.

## Courses at a glance

KEY							
ATAR		CAMPUSES		DURATION		APPLY	
RC	Range of criteria	C	Croydon	Courses are full-time or part-time in years, unless specified as weeks.		V	VTAC
		H	Hawthorn	w	Weeks	D	Direct
		L	Lilydale	F	Full-time		
		P	Prahran	P	Part-time		
		W	Wantirna				

STUDY AREA	COURSE	ATAR	PREREQUISITES	CAMPUS	DURATION	APPLY
<b>ENGLISH LANGUAGE AND STUDY SKILLS PROGRAMS</b>						
<b>Bridging Science</b>	Certificate IV in Science	RC	None	H	1F 2P	D or V
<b>English Language</b>	Certificate I/II/III in Spoken and Written English	RC	English is not first language	C, H, L, P, W	30wF	D
	Certificate III in ESL (Access)	RC	English is not first language	W	19wF 38wP	D
	Certificate IV in ESL (Further Study)	RC	English is not first language	H, P	19wF 38wP	D
<b>General Education for Adults</b>	Course in Initial General Education for Adults	RC	Must speak English	C, L, W	20wF 40wP	D
	Certificate I in General Education for Adults (Introductory)	RC	Must speak English	C, L, P, W	20wF 40wP	D
	Certificate I/II/III in General Education for Adults	RC	Must speak English	C, L, P, W	20wF 40wP	D
	Certificate I/II in General Education for Adults (Youth stream)	RC	15–17 years of age	C, W	1F	D
<b>Information Technology</b>	Certificate I in Information Technology	RC	None	C, L, W	1P	D
	Certificate II in Information Technology	RC	Certificate I in Information Technology	C, L, W	1P	D
<b>Learning Links/Study Skills</b>	Course in Concurrent Study	RC	Undertaking Swinburne diploma, certificate or degree	C, H, L, P, W	Varies	D
<b>Multimedia</b>	Certificate II in Creative Industries (Media)	RC	None	L	1P	D
<b>Transition Education</b>	Certificate I in Transition Education	RC	16 years of age	H, W	1F	D
<b>VCAL</b>	Victorian Certificate of Applied Learning – Intermediate and Senior Level	RC	Year 10 and 16–19 years	C, L, P, W	1F	D
<b>Work Education</b>	Certificate I in Work Education	RC	At least 16 years	H, L, W	2F	D

# TAFE

**Whether you are a young person preparing for your first job or an older person looking to re-train or take the first step in a career change, TAFE could be the right choice for you. TAFE courses help you to build the practical skills and technical expertise that make you employable.**

At Swinburne, we offer TAFE practicality with the support of a top-ranking university environment. And with flexible study options including online, blended learning programs (a combination of on- and off-campus study), workplace delivery and part-time study, our TAFE courses can fit in with your life and work.

## Choosing the right qualification

The course you choose depends on your current level of knowledge and what you want to achieve. It is also possible to pathway between levels as your skills and knowledge grow.

### Foundation level

If you left school before completing Year 12 or missed out on the basics, a foundation course may suit you.

### Certificate I and II

Courses at this level provide basic training in a specific industry area. The courses aim to get you started in an industry or provide the specific skills your employer wants. Many Certificate I and II courses are pre-apprenticeships.

### Certificate III and IV

Certificate III and IV courses provide entry into various trades, traineeships or other jobs that require skills and knowledge beyond a basic level.

### Diploma and advanced diploma

Courses at this level help you to progress to a university degree or get started in a paraprofessional job. Or they might give you the skills to get a promotion, or the confidence to handle increased expectations at work.

## Preparation for your career

Swinburne's TAFE graduates are in demand by employers because they are industry ready. During your course, you'll work to real-world expectations, using the equipment and technology you'll encounter once you start your job.

All of our programs have work-based elements, which can include work placements and projects, work scenarios and simulations to ensure you are work ready.

## University study skills

If you decide to progress from a TAFE diploma or advanced diploma course to a university degree, to help you make a successful transition Swinburne offers a program in Advanced University Study Skills. The program is designed to help you familiarise yourself with the typical study skills needed to best manage the pressures and challenges of degree-level study.

For more information visit [www.swinburne.edu.au/uniskills](http://www.swinburne.edu.au/uniskills)

## Dr Elena Verezub Language and Academic Skills Adviser

"I started teaching at Swinburne in 2004 after completing my PhD. I enjoy every day of my work as a Language and Academic Skills Adviser for international students.

It is great to see how my teaching helps students improve their language and academic skills, as well as increasing their confidence when communicating orally and in writing."



## Course information

### Bridging Science

#### Certificate IV in Science

**Campus:** Hawthorn

**Duration:** One year full-time or equivalent part-time

**Prerequisites:** There are no formal entry requirements, apart from basic capability in literacy and numeracy

**Application:** Direct (all intakes) or VTAC (February start)

**VTAC code:** 77021 (VGF), 77024 (FTDP)

Through this course you will gain skills in the areas of mathematics, sciences, computing and communication. These skills may be required to undertake further studies, to fulfil career aspirations or to improve employment opportunities.

#### Major study areas

- Mathematics and its applications
- Physics, biology, chemistry, genetics
- Introductory use of computers
- Building researching skills
- Investigating science-based learning resources

#### Career opportunities

Improved access to career fields such as applied science, information technology, engineering, nursing, paramedical and alternative medicine. You will also be well prepared for further study.

#### Sabahat Ahmed Certificate III in Spoken and Written English

"When I joined the course I was very shy and frightened to speak up and it was very hard for me to understand the Australian accent. Now I can speak well and my understanding of the Australian accent has improved. I like the environment at Swinburne – it's very friendly and welcoming. I found the teachers very supportive and encouraging; they are always ready to help the students, even after hours."



### English as a Second Language

#### Certificate I/II/III in Spoken and Written English

**Campus:** Croydon, Hawthorn, Lilydale (Certificates I and II only), Prahran, Wantirna

**Duration:** Up to 30 weeks full-time (varies according to certificate level)

**Prerequisites:** English is not the first language

**Application:** Direct

These courses focus on general language development, oral and written skills related to a range of contexts from beginner to post-beginner and pre-intermediate levels. They also focus on settlement issues. Certificate III has greater focus on further study or work preparation.

#### Certificate III in ESL (Access)

**Campus:** Wantirna

**Duration:** Nineteen weeks full-time to 38 weeks part-time

**Prerequisites:** English is not the first language

**Application:** Direct

As a student from a non-English speaking background, you will develop upper-intermediate levels of English listening, speaking, reading and writing skills, enabling you to progress to employment or further vocational training. Electives relating to the Australian workplace, career planning and computing relevant to employment and further training are incorporated into the course. Course availability is subject to sufficient student numbers.

#### Certificate IV in ESL (Further Study)

**Campus:** Hawthorn, Prahran

**Duration:** Nineteen weeks full-time or 38 weeks part-time

**Prerequisites:** English is not the first language

**Application:** Direct

As a student from a non-English speaking background, you will develop upper-intermediate to advanced levels of English in listening, speaking, reading and writing skills relating to further study or employment. You can undertake electives related to the Australian workplace, basic accounting or computing. Course availability is subject to sufficient student numbers.

### General Education for Adults

#### Course in Initial General Education for Adults

##### Certificate I in General Education for Adults (Introductory)

##### Certificate I/II/III in General Education for Adults

**Campus:** Course – Croydon, Lilydale, Wantirna;

*Certificate I (Introductory)/I/II/III* – Croydon, Lilydale, Prahran, Wantirna

**Duration:** Up to 20 weeks full-time; part-time available

**Prerequisites:** Students may enter at a range of skill levels; however, they must be able to speak English

**Application:** Direct

These courses focus on improving your skills in reading, writing, oral communication, maths and computing. There is also a strong emphasis on improving self-confidence, developing further training and vocational pathways, and preparing for employment or further study.

#### Certificate I/II in General Education for Adults (Youth Stream)

**Campus:** Croydon, Wantirna

**Duration:** One year full-time

**Prerequisites:** Applicants should be aged 15 to 17 years

**Application:** Direct

This course focuses on improving your skills in reading, writing, oral communication, maths and computing. There is also a strong emphasis on improving self-confidence, developing further training and vocational pathways, and preparing for employment.

## Course information

### Information Technology

#### Certificate I in Information Technology\*

#### Certificate II in Information Technology\*

**Campus:** Croydon, Lilydale, Wantirna

**Duration:** Up to one year part-time

**Prerequisites:** *Certificate I* – None;

*Certificate II* – Certificate I in Information

Technology or basic computing skills

**Application:** Direct

Certificate I is suitable for those who require basic knowledge of Microsoft Office products. It provides training in word processing, spreadsheets, databases, PowerPoint and using the internet.

Certificate II is for those who use computer software packages in a business or at home, but lack formal qualifications needed for entry to more advanced courses.

Note: There are some variations in the program content at different campuses and when the program is studied in different modes.

#### Major study areas

- Operating a personal computer
- Using Microsoft applications: Word, Excel, Access and PowerPoint
- Using the internet
- Advanced features of Word, Excel and Access
- Basic computer hardware
- Installing software
- Maintaining system integrity
- Communication skills
- Workplace safety

\* The title of this course may change in 2012.

### Learning Links / Study Skills

#### Course in Concurrent Study

**Campus:** Croydon, Hawthorn, Lilydale, Prahran, Wantirna

**Duration:** Equal to the duration of any mainstream TAFE course

**Prerequisites:** Permanent residents enrolled in a TAFE diploma or certificate course are eligible for study skills, language, literacy and mathematics support. Higher Education (degree) students are also eligible for study skills support.

**Application:** Direct

This course supports you in pursuing your mainstream course with confidence. It includes learning how to read and take notes more efficiently, becoming more competent in mathematics, identifying the key elements of work requirements, planning and presenting written and oral reports, managing study time, setting realistic study goals, working well in groups and using a variety of resources. For most students study support is available throughout the year free of charge.

### Multimedia

#### Certificate II in Creative Industries (Media)

**Campus:** Lilydale

**Duration:** One year part-time

**Prerequisites:** There are no formal entry requirements

**Application:** Direct

You will be given a basic foundation in multimedia design and related interactive multimedia studies.

#### Major study areas

- 2D animation
- Video and audio
- Computer basics
- Industry knowledge
- Web design

#### Career opportunities

Employment may be found in the areas of multimedia design, web design, new media arts, 2D animation, visual art studio practice and the screen arts industries. Graduates are also eligible to apply for the Certificate IV in Interactive Digital Media.

### Transition Education

#### Certificate I in Transition Education

**Campus:** Hawthorn, Wantirna

**Duration:** One year full-time

**Prerequisites:** Applicants must be at least 16 years of age

**Application:** Direct

This course, for students with special learning needs, provides an introduction to the TAFE environment and encourages students to pursue further vocational training and/or supported or volunteer employment.

### VCAL

#### Victorian Certificate of Applied Learning – Intermediate and Senior Level

**Campus:** Croydon, Lilydale, Prahran, Wantirna

**Duration:** One year full-time

**Prerequisites:** Applicants should be aged 16 to 19 years and have completed Year 10

**Application:** Direct

The VCAL program is a senior-school certificate based on vocationally oriented applied learning principles and includes one of the following TAFE certificates\*:

- Carpentry
- Multimedia
- Retail cosmetic
- Automotive
- Business
- Retail

This course will extend your pathways to further education, training and work.

\* Please note: not all TAFE certificates are available at every campus.

### Work Education

#### Certificate I in Work Education

**Campus:** Hawthorn, Lilydale, Wantirna

**Duration:** Two years full-time

**Prerequisites:** Applicants should have special learning needs with a focus on an intellectual and/or learning disability, have the potential for open employment and/or further training, and be at least 16 years of age

**Application:** Direct

This post-school course for students with special learning needs will prepare students to gain mainstream employment involving routine tasks and/or undertake further vocational training. This course includes a practical placement component.

## ■ KEY DATES

21 August 2011  
Swinburne Open Day  
Hawthorn, Lilydale and Prahran  
[swinburne.edu.au/openday](http://swinburne.edu.au/openday)

16–21 December 2011  
Change of Preference period  
[swinburne.edu.au/cop](http://swinburne.edu.au/cop)

## ■ ANY QUESTIONS?

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## ■ CAMPUSES

Hawthorn campus  
John Street, Hawthorn

Prahran campus  
144 High Street, Prahran

Lilydale campus  
Melba Avenue, Lilydale

Croydon campus  
12–50 Norton Road, Croydon

Wantirna campus  
369 Stud Road, Wantirna

Sarawak campus  
Kuching, Sarawak, Malaysia



CRICOS Provider Code: 00111D

The information contained in this course guide was correct at the time of publication, July 2011.

The university reserves the right to alter or amend the material contained in this guide. The information in this guide does not apply to international students. For information about courses for international students please go to: [www.international.swinburne.edu.au](http://www.international.swinburne.edu.au)

Production information:

Printed with vegetable-based inks on paper manufactured under the ISO14001 environmental management systems standard.

SP1255-19-0711