

### Program Description:

This course equips graduates with the essential academic language skills.

It is practically orientated, providing working knowledge of the general administrative skills required in every office environment.

Students, High School leavers can access the program to gain language skill. They may further their study in vocational education or seek work in the field.

International Students can build their language skills to take further education in other vocational or higher education.

Classes are held 5 days a week or unless specified by the timetable.



**Local Information on Brisbane:**  
[www.ourbrisbane.com](http://www.ourbrisbane.com)

### Entry Requirements:

International students may enter the course with 4.5 IELTS score.

### Program Resources:

Students will be supplied with textbooks, course material, stationery, and other items needed for the course.

### Learning pathways:

On successful completion of this course, graduates may consider further study at a higher tertiary level within the vocational education and training sector.

Students may access other programs on completion.

### Topics covered

Language Skills  
Report Writing  
Communication Skills  
Reading Skills  
Formal Writing Skills

### **Recognition of Prior Learning:**

Provides students an opportunity to have their current skills and competencies recognised. These skills and competencies may relate to units you are about to commence and as a result can exempt you from studying these units. However, there is a cost related to obtaining Recognition of Prior Learning. The process requires students to gather evidence confirming their competency. A content specialist will advise you in this task. Enquire if you think you qualify.

If the education provider grants an overseas student RPL, it may impact on student visa conditions through a shortening of the student's course

### **Units of Competency**

AL01	Can recognise the generic structure and language features of a range of texts
AL02	Can build appropriate noun groups
AL03	Can combine grammatical features in a paragraph
AL04	Can write a relevant text for a further education context
BL01	Can understand an oral presentation/lecture
BL02	Can deliver a presentation
BL03	Can participate in a transactional spoken interaction
BL04	Can participate in a discussion
BL04	Can use a range of study and research skills
CL01	Can read a diagrammatic text
CL02	Can critically read a persuasive text
CL03	Can extract information from an electronic database
CL04	Can prepare an assignment/essay plan
DL01	Can write an assignment/essay
DL02	Can use a bibliographic and referencing conventions appropriately
DL03	Can write a critical evaluation of a research paper/article
DL04	
EL01	Can prepare for tests and examinations
EL02	Can interpret test and examination questions
EL03	Can write responses to short-answer questions
EL04	Can read and interpret multiple-choice questions
FL01	Can use stress, rhythm, linking and intonation features of English accurately
FL02	Can use the phonetic system of English effectively
FL03	Can use a range of strategies to monitor own pronunciation
FL04	Can use strategies for independent Pronunciation learning

### **Delivery Method:**

This course is delivered for a minimum of 20 hours per week over 20 weeks, including 1 week holiday. Delivery is a combination classroom delivery, assignments and industry assessment. Competencies will be assessed by a theory test, practical skills and projects. Course is delivered onsite at our Brisbane Campus which includes: Classrooms.

### **Tuition fees; \$3200.00 Inclusive of:**

Course resources such as materials, textbooks, learning guides, initial stationery;

### **Start Dates:**

Continuous Enrollment

### **Enrollment Process:**

Enquire at Intech for a general student handbook, course profile, entry conditions, classroom place availability and fee arrangement on:  
28 Russell Street, South Brisbane, Queensland Australia

Tel: +61 7 3846 7774

Fax: +61 7 3844 7747

Email: [admin@intech.edu.au](mailto:admin@intech.edu.au)

Web: [www.intech.edu.au](http://www.intech.edu.au)

**Please refer to Intech website for latest version of Policies and Procedures that affect your enrollment:**

Web: [www.intech.edu.au](http://www.intech.edu.au)

## **International Students**

There are specific requirements for international students. Please refer to the Intech website under

international students for information regarding:

- Refund Policy,
- Grievance and Appeals,
- Critical Incidents, Attendance and course
- Course Progress Policy
- Special Requirements if you are under 18
- Transfer between Registered Providers
- Completion of your course on time
- Deferring, suspending or cancelling enrolment
- Course Cross credit
- Formalization of enrolment
- Attendance Policy
- Complaints and Appeals

**For further info on ESOS please refer to:**

<http://aei.dest.gov.au/AEI/ESOS/QuickInfo/default.htm>

if you are using an agent make sure the agent has a valid agreement with Intech to offer you the course. Please email us or call for information on agents.