

# AUSTRALIAN INSTITUTE OF TESOL

*TESOL can take you anywhere.*

Start your journey with us today.

**TEACHING ENGLISH TO SPEAKERS  
OF OTHER LANGUAGES**

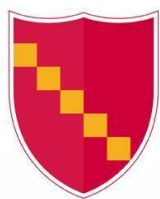
**2017 / 2018 COURSE INFORMATION**

# BRISBANE COLLEGE



## **Brisbane College of Australia**

Accounting Courses  
Business Courses  
Early Childhood Education  
and Care  
Community Services  
Hospitality  
Animal Technology  
TESOL Courses (AIT)  
Training and Assessment



## **Australian Institute of TESOL**

TESOL Courses



## **Brisbane College of English**

Business English  
Intensive General English  
Preparation for IELTS  
English for Academic Purpose

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# About TESOL > Teaching English to Speakers of Other Languages

Want a qualification that you can travel with and open doors to a colourful and diverse career?

Our certificate IV and Diploma of Teaching English to Speakers of Other Languages is both nationally and internationally recognised. Have a rewarding career by teaching and helping others whilst gaining cultural and life experiences overseas.

*Our specialised Certificate IV in Teaching English to Speakers of Other Languages delivers ten units of competency which cover the essentials to teaching English to speakers of other languages.*

*Our highly specialised Diploma of Teaching English to Speakers of Other Languages delivers nine core units and five specialisation units to provide students with a comprehensive understanding across a broad range of competencies for teaching and assessing English as a second language.*

*Want to know what our past students have said about our courses? Check out the following link.*

<http://bc.edu.au/testimonials.htm>

# CERTIFICATE IV IN TEACHING ENGLISH TO SPEAKERS OF OTHER LANGUAGES (TESOL)

## About this course

Certificate IV in Teaching English to Speakers of Other Languages (TESOL) is a course specifically designed for people wishing to teach English to speakers of other languages in Australia or Internationally. This course covers the essential elements to teaching English to speakers of other languages and is highly practical with a major emphasis on practice teaching, which will be delivered through a combination of workshops, lesson observation and lesson delivery.

## Career and study pathway

**Certificate IV in TESOL is considered equivalent to the Cambridge / RSA Certificate in English Language Teaching to Adults (CELTA), which are recognized internationally as a qualification for teaching English as a foreign or second language (TEFL or TESL).**

## Learning Outcomes

The course involves an introduction to techniques of classroom management and assessment, and a more thorough introduction to presentation techniques, lesson preparation and analysing language for communicative purposes.

## Program Structure

Our specialised program integrates theory and practical modules that have been comprehensively developed to provide students with the foundation skills to develop and deliver classes to speakers of other languages. Students have the opportunity to apply theory by practicing teaching and class observation.



### ENTRY REQUIREMENTS

#### INTERNATIONAL STUDENTS

The pre-requisite for entering this course is:

- Satisfactory completion of General English at Advanced (GE5) or IELTS score of 6.0 (or higher) or undergo the BCE placement test
- High school certificate OR copy of highest level of qualification

#### DOMESTIC STUDENTS

The pre-requisite for entering this course is:

- High school certificate (or equivalent) OR copy of highest level of qualification

### COURSE COST AND DURATION

Please refer to our tuition page or application forms for latest course cost and duration.

<http://bc.edu.au/tuition>

### COURSE DELIVERY

Internal - Brisbane City Campus

External – Online Learning or Correspondence/Distance Learning (Domestic Students)

### APPLY

Download our application form at our website:

<http://www.bc.edu.au/forms.htm>

Send your application with the required documents to:  
[study@bc.edu.au](mailto:study@bc.edu.au)

## Units of Competency

Students must complete 10 units of competency (9 compulsory units and 1 elective unit) to successfully complete the Certificate IV in TESOL.

### Core Units

TESACL401A	Analyse culture and learning
TESATE401A	Analyse and teach English language
TESTEG402A	Teach English grammar
TESTSP402A	Teach spelling and pronunciation
TESTSE402A	Teach speaking
TESTLE402A	Teach listening
TESTRE402A	Teach reading
TESTWE402A	Teach writing
TESDRF402A	Develop resource files

### Elective Unit

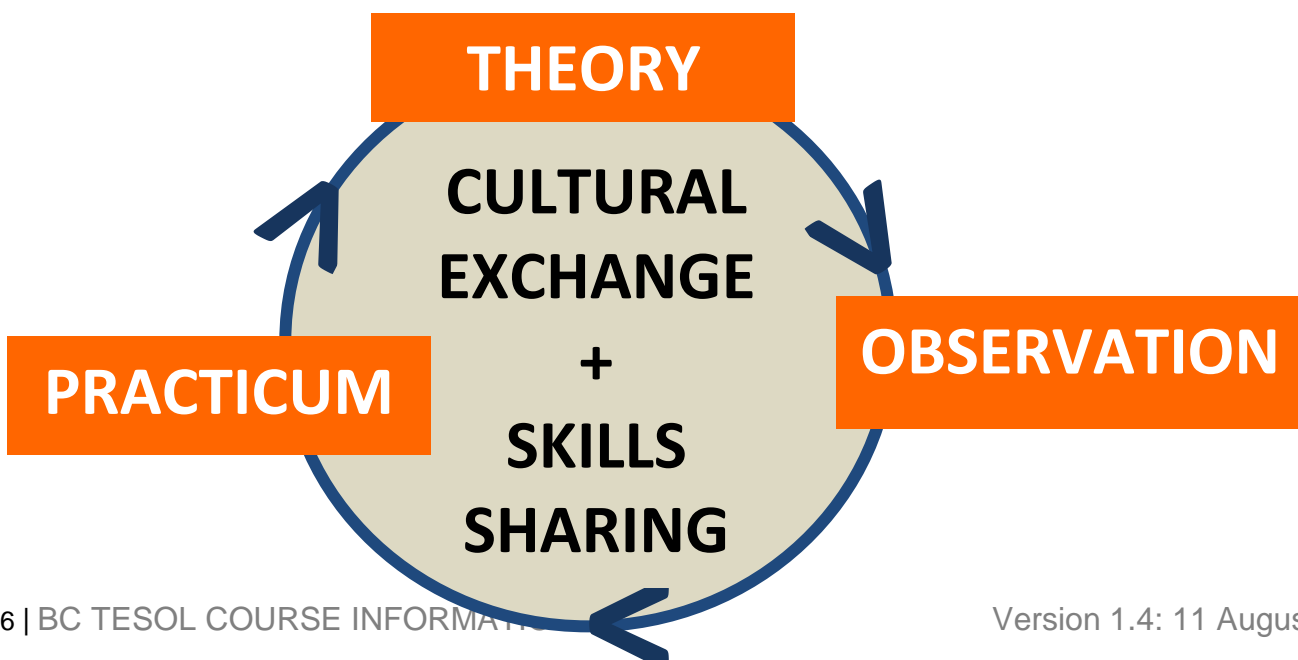
TESTEC403A	Use technology to assist ESL learning
TESECL403A	Teach ESL to early childhood learners
TESCBC403A	Establish community based English classes

## WHO IS THIS COURSE FOR?

The course is for people who have a genuine interest in teaching English to speakers of other languages. Our students come from a diverse multicultural and professional backgrounds. This course is designed to equip students with the knowledge and skills to teach English.

## HOW IS THE COURSE TAUGHT?

The course integrates theory, observation and practice. Studying with both Domestic and International Students gives our TESOL Students a well-grounded understanding of learning in and teaching within a multicultural environment.



# DIPLOMA OF TEACHING ENGLISH TO SPEAKERS OF OTHER LANGUAGES (TESOL)

## About this course

The Diploma of Teaching English to Speakers of Other Languages (TESOL) is a course specifically designed for people wishing to teach English to speakers of other languages in Australia or Internationally. This course covers a broad range of knowledge, skills and generic and specific concepts for teaching English to speakers of other languages. The course is highly practical with a major emphasis on practice teaching, which will be delivered through a combination of workshops, lesson observation and lesson delivery.

## Career and study pathway

**The Diploma of TESOL is considered equivalent to the Cambridge / RSA Diploma in English Language Teaching to Adults (DELTA), which are recognized internationally as an advanced qualification for teaching English as a foreign or second language (TEFL or TESL).**

## Learning Outcomes

The course is designed to equip students with a broad knowledge base of theoretical concepts as well as practical skills for teaching English to speakers of other languages. The course provides introductory knowledge of techniques of classroom management and assessment, as well as a more thorough introduction to presentation techniques, lesson preparation and analysing language for communicative purposes. This course also qualifies individuals to undertake advanced skilled work as a pathway for future learning.

## Program Structure

Our specialised program integrates theory and practical modules that have been comprehensively developed to provide students with the foundation skills to develop and deliver classes to speakers of other languages.

Students have the opportunity to apply the theory by practicing teaching and class observation.



### ENTRY REQUIREMENTS

#### INTERNATIONAL STUDENTS

The pre-requisite for entering this course is:

- Satisfactory completion of General English at Advanced (GE5) or IELTS score of 6.0 (or higher) or undergo the BCE placement test
- High school certificate OR copy of highest level of qualification

#### DOMESTIC STUDENTS

The pre-requisite for entering this course is:

- High school certificate (or equivalent) OR copy of highest level of qualification

### COURSE COST AND DURATION

Please refer to our tuition page or application forms for latest course cost and duration.

<http://bc.edu.au/tuition>

### COURSE DELIVERY

Internal - Brisbane City Campus

External – Online Learning or Correspondence/Distance Learning (Domestic Students)

### APPLY

Download our application form at our website:

<http://www.bc.edu.au/forms.htm>

Send your application with the required documents to:  
study@bc.edu.au

## Units of Competency

Students must complete 14 units of competency (9 core units and 5 specialisation units) to successfully complete the Diploma of TESOL.

### Core Units

TESACL401A	Analyse culture and learning
TESATE401A	Analyse and teach English language
TESTEG402A	Teach English grammar
TESTSP402A	Teach spelling and pronunciation
TESTSE402A	Teach speaking
TESTLE402A	Teach listening
TESTRE402A	Teach reading
TESTWE402A	Teach writing
TESDRF402A	Develop resource files

### Specialisation Units

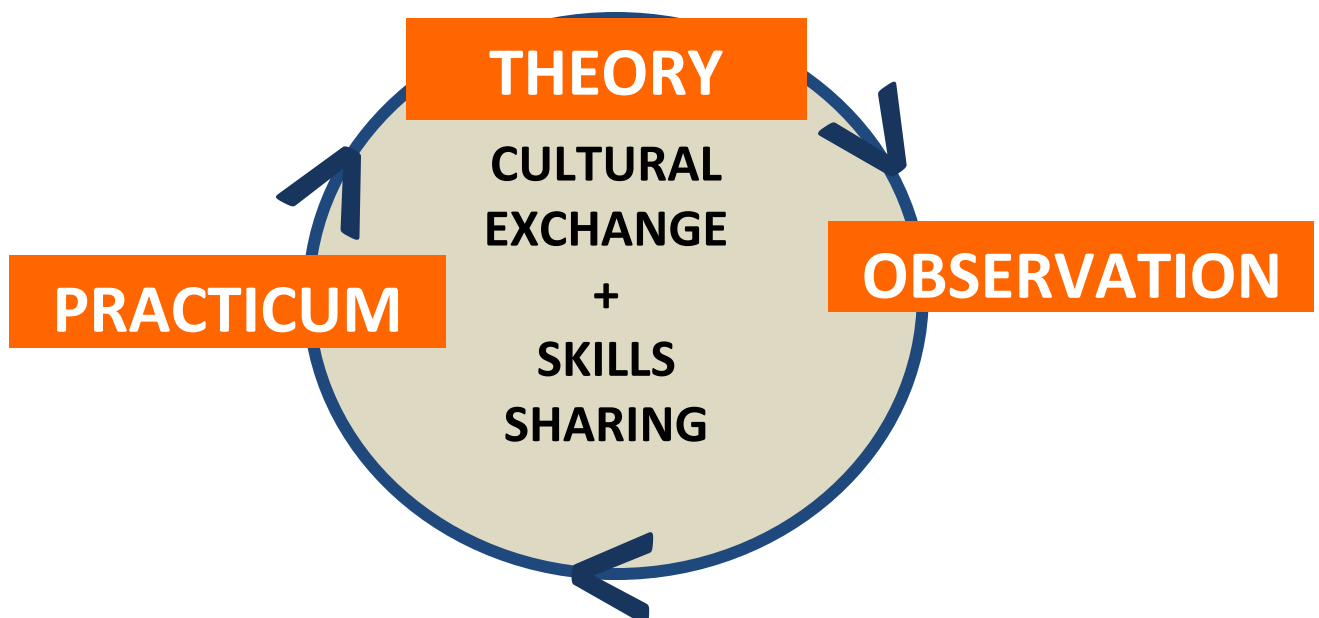
TESAMT501A	Apply approaches and methods in TESOL
TESDES502A	Design ESL syllabus
TESAEL502A	Assess ESL learning
TESEAP502A	Teach English for academic purposes
TESESP502A	Teach English for specific purposes

## WHO IS THIS COURSE FOR?

The course is designed for individuals who have a genuine interest in teaching English to speakers of other languages. Our students come from diverse multicultural and professional backgrounds.

## HOW IS THE COURSE TAUGHT?

The course integrates theory, observation and practice. Studying with both Domestic and International Students gives our TESOL Students a well-grounded understanding of learning in and teaching within a multicultural environment.





# Online Study

Online study is available for the Certificate IV in TESOL and Diploma of TESOL courses. Online study involves completing your course work externally through an online student system. You can even complete the work at home or anywhere else in the world.

## Who is online study for?

The online study option is for those who are looking to study while working full time or looking for a flexible option for studying. It also gives you the opportunity to study and learn at your own pace.

## Is support still available while I study?

There is still study support available for this mode of study through a designated Trainer who will respond to any questions or queries you have during your studies. Correspondence is generally through email. The Administration team is another point of contact for any general enquiries or concerns whilst completing the online course.

## How does online study work?

Students will receive access to an online student system where they can view all learning material and complete assessment. Students will receive a copy of the textbook by email as well as a Study Guide and Teaching Practice information booklet.

There is a maximum duration set for each course where the Assessment requirements for each Unit of Competency must be submitted and marked competent within the maximum time frame to complete the course. This requires prioritising your time so that you can complete all the Units within the maximum time frame. If you need more time to complete your studies, we can look at options to extend your course end date.

## What happens when I complete my course?

Once you complete the course requirements and have confirmation from the College that you have completed your course requirements, you will be sent a Course Completion Form. Once that Form has been filled out and returned to the College, you will be issued your Certificate and Academic Transcript up to 14 days from the date we finish processing your Form.

# Distance Study

Distance study is available for the Certificate IV in TESOL and Diploma of TESOL course. Distance study is done by completing your course work externally, from home or anywhere else in the world.

## Who is distance study for?

The distance study option is for those who are looking to study while working full time or looking for a flexible option for studying. It also gives you the opportunity to study and learn at your own pace. Distance study is ideal for individuals with limited access to internet connection.

## Is support still available while I study?

There is still study support available for this mode of study through a designated Trainer who will respond to any questions or queries you have during your studies. Correspondence is generally through email. The Administration team is another point of contact for any general enquiries or concerns whilst completing the course via distance.

## How does distance study work?

Students will receive their learning materials and course content on a USB which is sent via post.

There is a maximum duration set for each course where the Assessment requirements for each Unit of Competency must be submitted and marked competent within the maximum time frame to complete the course. This requires prioritising your time so that you can complete all the Units within the maximum time frame. If you need more time to complete your studies, we can look at options to extend your course end date.

## What happens when I complete my course?

Once you complete the course requirements and have confirmation from the College that you have completed your course requirements, you will be sent a Course Completion Form. Once that Form has been filled out and returned to the College, you will be issued your Certificate and Academic Transcript up to 14 days from the date we finish processing your Form.

# Key dates and information

## 2017 / 2018 COURSE STARTING DATES

21 Aug 17	9 Oct 17	5 Feb 18	16 April 18	16 July 18	8 Oct 18
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## 2017 / 2018 ACADEMIC CALENDAR

TERM	DATES	HOLIDAYS
Term 3 2017	17 July 2017 – 22 September 2017	24 September 2017 – 6 October 2017
Term 4 2017	9 October 2017 – 15 December 2017	18 December 2017 – 26 January 2018
Term 1 2018	5 February 2018 – 29 March 2018	2 April 2018 – 13 April 2018
Term 2 2018	16 April 2018 – 22 June 2018	25 June 2018 – 13 July 2018
Term 3 2018	16 July 2018 – 21 September 2018	24 September 2018 – 5 October 2018
Term 4 2018	8 October 2018 – 14 December 2018	17 December 2018 - 25 January 2019

## INTERNATIONAL STUDENT INFORMATION

### OVERSEAS STUDENT HEALTH COVER

LENGTH OF POLICY	SINGLE	COUPLES	FAMILY
Up to 3 months	\$152	\$430	\$627
Up to 6 months	\$303	\$860	\$1254
Up to 9 months	\$454	\$1290	\$1881
Up to 12 months	\$605	\$1720	\$2508

### ACCOMMODATION

TYPE	PRICE (\$AU)	PROVIDED
Placement Fees	\$100	N/A
Homestay (4 weeks min)	\$240 p/wk	3 Meals/day & Utilities
Additional Nights	\$35 per night	3 Meals/day & Utilities

### SAMPLE TIMETABLE\*

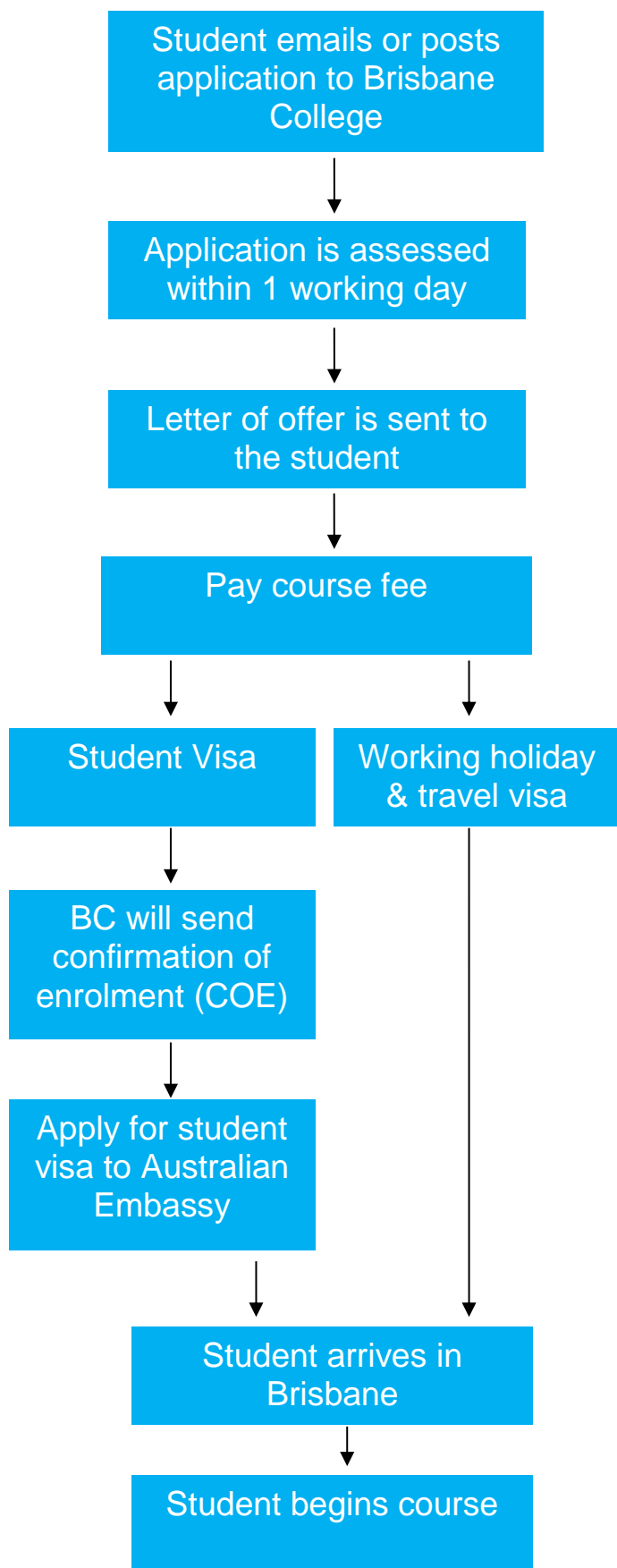
DAY/TIME	Monday	Tuesday	Wednesday	Thursday	Friday
9.00am-1.00pm	TESOL	TESOL		TESOL	

\*Timetable may be adjusted according to student numbers and length of course

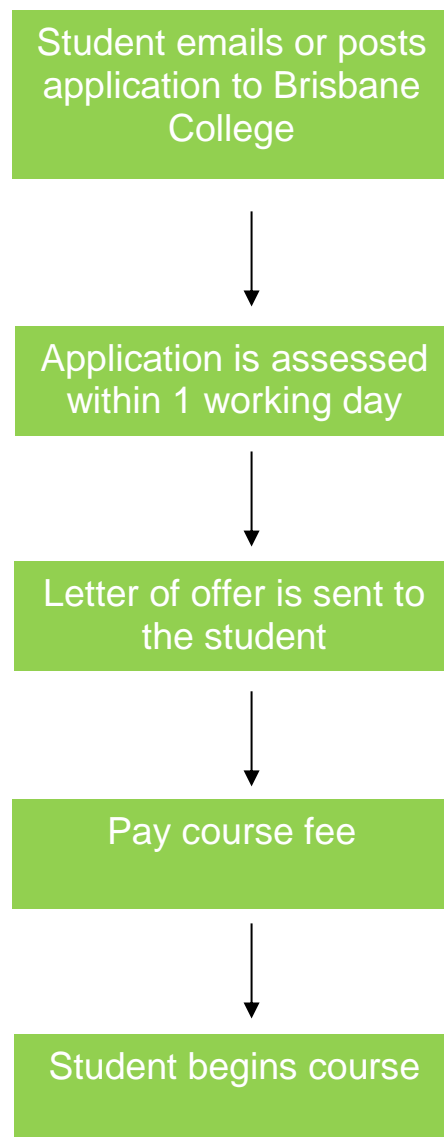
\*The sample timetable is subject to change each Term

# Enrolment procedure

## International Students



## Domestic Students



# APPLICATION CHECKLIST

Prior to submitting your application form, ensure that you have all the supporting documents by completing the application checklist below.

## International Students

- Application Form
- Copy of Passport
- IELTS Test Results
- Copy of High School Certificate or highest level of qualification
  
- Check for course prerequisites

## Domestic Students

- Application Form
- Copy of Passport
- Copy of High School Certificate or highest level of qualification
- Check for course prerequisites

# VISA REQUIREMENTS

BC recommends all that applicants visit the Department of Immigration and Multicultural Affairs website at: [www.immi.gov.au](http://www.immi.gov.au) to find out more details on visa requirements applicable to each applicant.

However, before applying to the Australian Embassy for an Australian visa, students are advised to have:

- Applied to the College
- Paid Course fees
- Obtained Electronic Confirmation of Enrolment (COE) from the College
- Health check
- Paid Overseas Student Health Cover

# TERMS AND CONDITIONS OF ENROLMENT

All Students must read this document carefully before signing the student agreement

## REFUND POLICY

1. The enrolment fee is not refundable under any circumstances.
2. All requests for cancellations, transfers and refunds must be made in writing using and require the presentation of relevant supporting documentation.
3. Upon approval the application will be refunded in accordance with the ESOS regulations.
4. No refunds will be given to students who are expelled for unacceptable behaviour or non-compliance with visa conditions.
5. If, after the full payment of fees a student withdraws an application the following will apply:  
A cancellation fee of the lesser of \$250 or 5% of the total tuition fees received will be deducted from the refund.
  - 5.1 If written notice is received by BC more than 28 days before the commencement of the course a cancellation fee of 30% will be deducted from the fees received.
  - 5.2 If written notice is received by BC less than 28 days before commencement, no refund will be made.
  - 5.3 No refund will be made for that portion of the tuition fee that is payable as counselling fees to the students appointed agent.
6. If the visa is refused by the Australian Authority an administration fee will be deducted and a refund of the tuition fee will be given.
7. If the course has not commenced and BC cannot deliver the course, BC will refund your full tuition fee (including your enrolment fee).
8. If the course has commenced and BC can no longer deliver the course, BC will give a full refund of the tuition fees for all course money paid.
9. Refunds will be payable only to the person or organisation who entered into the agreement with the College. Refunds will not be made to third parties.
10. All bank charges incurred by Brisbane College are to be met by the student.
11. The registered provider's dispute resolution processes do not circumscribe the student's right to pursue other legal remedies.
12. This agreement does not remove the right to take action under Australia's Consumer Protection Laws.
13. BC may provide student information, including enrolment details, visa-related information, academic performance and attendance records, to Australian Commonwealth and State agencies and to the managers of the ESOS Assurance Fund.
14. In the case of a student returning home any refund will only be made after the student ID card is returned and immigration notified.

## GUARANTEE OF TRAINING/ASSESSMENT

Once a student has successfully enrolled and paid for an entire course, BC is under obligation to deliver the training and assessment for that entire course. In the event that BC is unable to deliver the training and assessment for that course, a refund will be given in accordance with BC's Refund Policy.

## ATTENDANCE OBLIGATIONS

Students studying courses in Australia on a student visa are required by law to attend 80% of all classes. It is mandatory to attend 20 hours of lessons per week. BC is under obligation to report to the Department of Immigration and Citizenship if this requirement is not met.

## TRANSFERS

### Transfer to another educational institution

1. Under Student Visa Regulations it is not possible to transfer to another education institution for the duration of any preliminary course and/or the first six months of the principal course, except where:
  - 1.1 The college has ceased to be registered or the course in which the student is enrolled has ceased to be registered.
  - 1.2 A written letter of release has been provided by the College.
  - 1.3 A sanction has been imposed on the College's registration by the Queensland or Australian Government that prevents the student from continuing the principal course.
  - 1.4 Any government sponsor of the student considers the change to be in the student's best interest and has provided written support for that change.
2. Requests for transfer must be made to the Administration Office in writing and be accompanied by a letter of offer from the receiving institution. Evidence of exceptional and/or extenuating circumstances is also required.
3. If approved, any money transferred will be in accordance with BC's Refund Policy.

### Transfer to another course at BC

1. All applications to transfer to another course at BC should be made on the 'Request for Internal Transfer' form available at the Administration Office in consultation with the relevant teaching departments.
2. Where a transfer is granted students must pay an administration fee of AU\$100 plus any additional tuition fees applicable to the new course before starting the new course.

## ACCOMMODATION AND AIRPORT TRANSFER FEE REFUND POLICY

1. If the student's application for enrolment or visa is denied, a full refund is given.
2. Except for in the above instance, the Accommodation Placement and Airport transfer fees are non-refundable.
3. If at least 28 days notice is given for cancellation of accommodation, a full refund will be given. If less than 28 days notice is given, a cancellation equal to 2 weeks rent is incurred. After accommodation has commenced, 2 weeks notice must be given, otherwise the above cancellation charge is incurred.
4. If the College is not notified of any change in flight details at least 48 hours before arrival, another Airport transfer fee may be incurred.

## ACCOMMODATION FEES

Placement Fees:	\$100
Home-stay (at least 4 wks):	\$230 p/wk
Additional Nights:	\$35 per night

*(includes all meals throughout your stay)*



## **BRISBANE COLLEGE OF AUSTRALIA**

**Brisbane Campus** 160 Edward St, Brisbane QLD 4000  
**Ipswich Campus** 14 Hill St, Blackstone QLD 4304

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CRICOS No. 02615G

National Provider No. 31315

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[www.bc.edu.au](http://www.bc.edu.au)