

# AUSTRALIAN INSTITUTE OF TESOL

*TESOL can take you anywhere.*

Start your journey with us today.



**TEACHING ENGLISH TO SPEAKERS  
OF OTHER LANGUAGES**

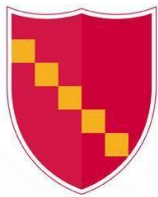
**2020 COURSE INFORMATION**

# 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

# Table of contents

Certificate IV in Teaching English To Speakers of Other Languages (TESOL) .....	5
Diploma of Teaching English to Speakers of Other Languages (TESOL).....	7
Online Study.....	9
Distance Study.....	10
Key Dates and Information.....	11
Enrolment Procedure.....	12
VISA Requirements and Application Checklist.....	13
Terms and Conditions of Enrolment.....	14

## About TESOL > Teaching English to Speakers of Other Languages

Do you dream of a qualification that you can travel with and that will open doors to a colourful and diverse career?

Our Certificate IV and Diploma of Teaching English to Speakers of Other Languages (TESOL) 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 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>

# 097927F / 10695NAT 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 practical 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 recognised 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-Fees>

### COURSE DELIVERY

Internal - Brisbane City Campus

External – Online learning

External- Distance/ correspondence learning (Domestic students only)

### APPLY

Download our application form at our website:

<http://bc.edu.au/Enrolment/Forms->

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

TESCIE001	Create a culturally inclusive learning environment
TESGAE001	Use the genre approach to teach English
TESTEG001	Teach English grammar
TESTSP001	Teach spelling and pronunciation
TESTSE001	Teach speaking
TESTLE001	Teach listening
TESTRE001	Teach reading
TESTWE001	Teach writing
TESDRF001	Develop resource files

### Elective Unit

TESECL001	Teach ESL to early childhood learners
TESMAD001	Use music, art and drama in TESOL
TESTEC001	Use technology to assist ESL learning

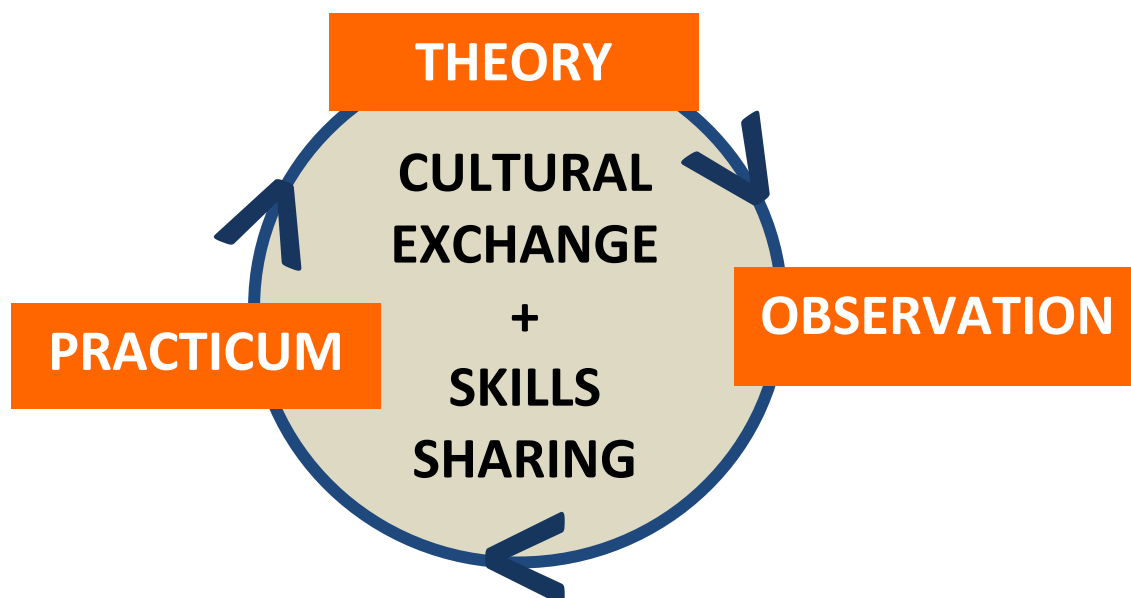
\*Please note that elective unit availability is subject to enrolment numbers.

## WHO IS THIS COURSE FOR?

The course is suited to people who have a genuine interest in teaching English to speakers of other languages. Many of our students come from diverse multicultural and professional backgrounds and is suitable for a wide range of people, whether they wish to pursue a career change, further their teaching experience or want to experience a multicultural teaching experience overseas.

## 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.



# 097928E / 10688NAT 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 recognised 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 engaging in lesson planning, practice teaching lessons 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-Fees>

### COURSE DELIVERY

Internal - Brisbane City Campus

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

### APPLY

Download our application form at our website:

<http://bc.edu.au/Enrolment/Forms->

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

TESCIE001	Create a culturally inclusive learning environment
TESGAE001	Use the genre approach to teach English
TESTEG001	Teach English grammar
TESTSP001	Teach spelling and pronunciation
TESTSE001	Teach speaking
TESTLE001	Teach listening
TESTRE001	Teach reading
TESTWE001	Teach writing
TESDRF001	Develop resource files

### Specialisation Units

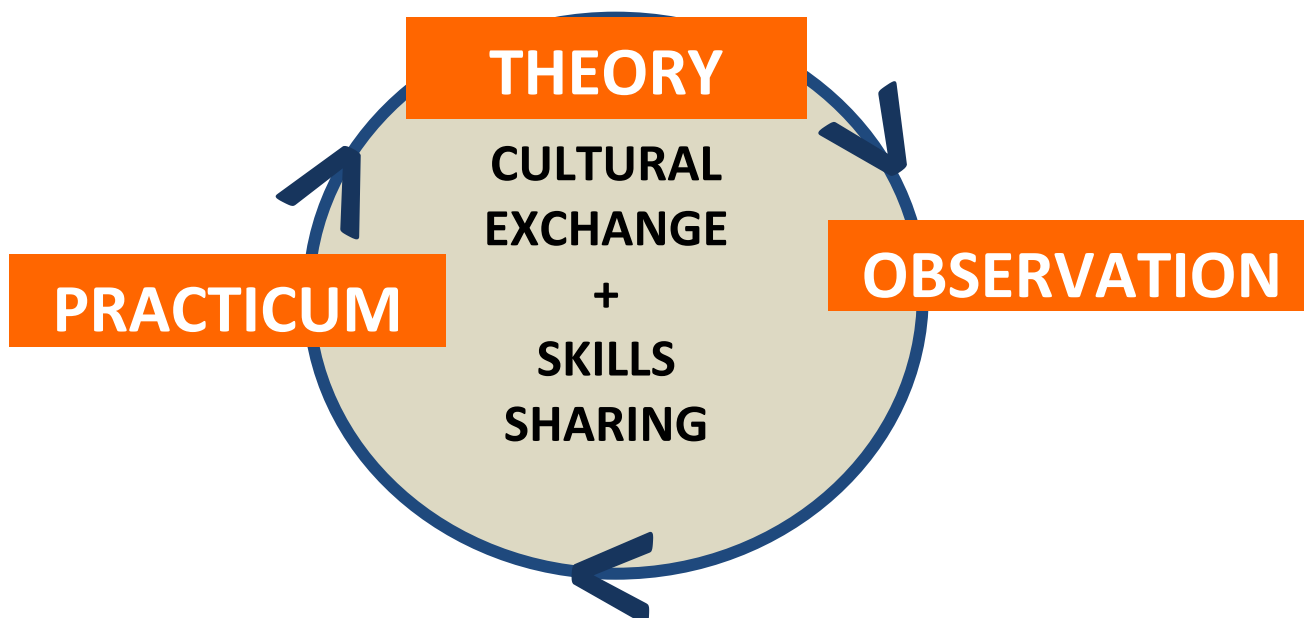
TESAMT001	Apply approaches and methods in TESOL
TESDES001	Design and teach ESL syllabus
TESAEL001	Assess ESL learning
TESEAP001	Teach English for academic purposes
TESESP001	Teach English for specific purposes

## WHO IS THIS COURSE FOR?

The course is suited to people who have a genuine interest in teaching English to speakers of other languages. Many of our students come from diverse multicultural and professional backgrounds and is suitable for a wide range of people, whether they wish to pursue a career change, further their teaching experience or want to experience a multicultural teaching experience overseas.

## 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. This mode of study involves completing your course work externally through an online student system. You can complete the work from the comfort of your own home or anywhere else in the world.

Online study is *not* available for international students studying in Australia on a student visa.

## 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 course of study. Correspondence is generally through email however other forms of communication may be available. 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 access all learning material and assessment content. 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.

Teaching practice is a requirement for the course, however students studying via our online program have the option of completing their teaching practice through an external provider, via video submission or you may arrange a date and time to complete your teaching practice on campus.

## 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. The distance study program allows you to complete your course work externally, from home or anywhere else in the world.

Distance study is *not* available for international students studying in Australia on a student visa.

## 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.

Teaching practice is a requirement for the course, however students studying via the distance program have the option of completing their teaching practice through either an external provider, via video submission or you may arrange a date and time to complete your teaching practice on campus.

## 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

## 2020 COURSE STARTING DATES (subject to change)

3 Feb 20	2 Mar 20	20 Apr 20	8 Jun 20	20 Jul 20	7 Sep 20	12 Oct 20
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## 2020 ACADEMIC CALENDAR

	TERM DATES	HOLIDAY
Term 1 2020	3 February 2020 – 3 April 2020	6 April 2020 – 17 April 2020
Term 2 2020	20 April 2020 – 26 June 2020	29 June 2020 – 17 July 2020
Term 3 2020	20 July 2020 – 25 September 2020	28 September 2020 – 9 October 2020
Term 4 2020	12 October 2020 – 11 December 2020	14 December 2020 – 29 January 2021

## INTERNATIONAL STUDENT INFORMATION

### OVERSEAS STUDENT HEALTH COVER (subject to change)

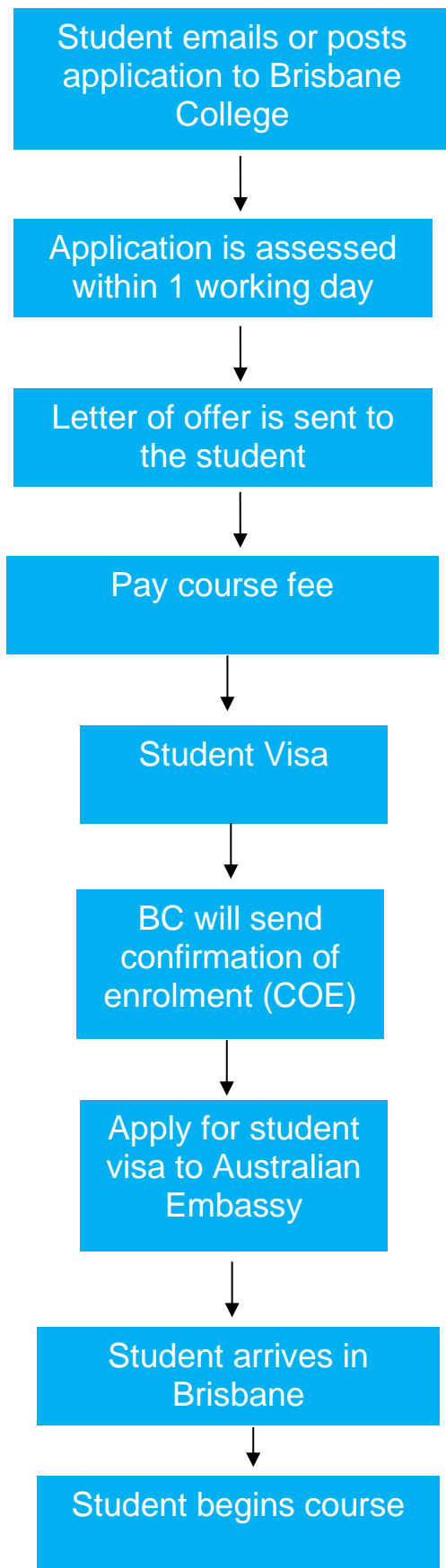
LENGTH OF POLICY	SINGLE	COUPLES	FAMILY
Up to 4 months	\$202	\$643	\$937
Up to 8 months	\$404	\$1,285	\$1,873
Up to 14 months	\$729	\$2,301	\$3,559
Up to 20 months	\$1,041	\$3,287	\$5,085

## ACCOMMODATION

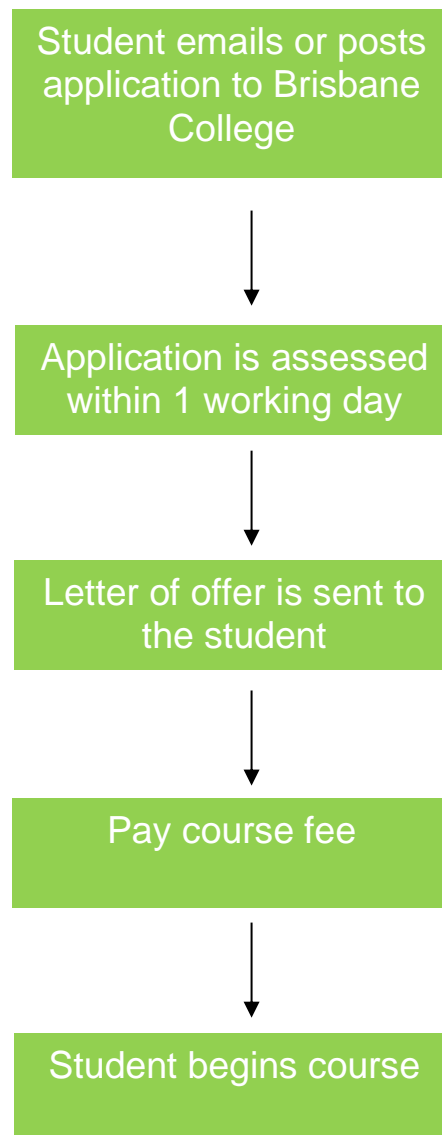
TYPE	PRICE (\$AU)	PROVIDED
Placement Fees	\$100	N/A
Homestay (4 weeks min)	\$240 p/wk	3 Meals/day & Utilities
Additional Nights	\$35 per night	3 Meals/day & Utilities

# 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 \$500 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 are 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

It is Brisbane College policy that students studying courses in Australia on a student visa are to attend 80% of all classes.

## 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. Students will be required to fill out a new application form in order to apply for the new course they wish to study.
3. 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):	\$240 p/wk
Additional Nights:	\$35 per night

*(includes all meals throughout your stay)*

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

## INTERNAL & EXTERNAL COMPLAINTS AND APPEALS PROCESSES

1. Brisbane College will ensure that all complaints and appeals are handled professionally and within a reasonable amount of time in order to achieve a satisfactory outcome for all parties.
2. Student is to discuss the problem with relevant staff and fill out BCA complaint form.
3. If problem is not resolved via discussion, matter can be taken to academic manager.
- 3.1 Student can be represented by a nominee if they so choose.
4. Academic manager will assign a staff member to the responsibility of managing this issue.
- 4.1 If the dispute concerns assessment results, the staff member, in conjunction with the assessor, reviews the initial assessment and/or identifies other assessment methods, and informs the student accordingly.
- 4.2 If the problem is connected with other matters, the staff member will obtain more information, undertake discussions as necessary, and will reach a resolution to the issue, providing a written statement of the resolution to all parties to the dispute.
5. If matter is still unresolved, matter can be referred to the principal administrator.
6. If matter is still unresolved following referral to principal administrator, students are encouraged to contact the Dispute Resolution Branch, Department of Justice and Attorney-General at 363 George Street Brisbane, or call (07) 3239 6269.
7. Students may contact the relevant government department or the national complaints hotline (National Complaints Hotline: 1800 000 674). The relevant government department has the power to suspend or cancel the registration of the Brisbane College of Australia or its courses. Students concerned about the Brisbane College of Australia can be addressed directly to officers of the relevant government department. Students may also pursue legal remedies other than this.  
Or;  
Students who wish to lodge an external appeal or complain about the decision, can contact the Overseas Students Ombudsman (Overseas Students Ombudsman: 1300 362 072). The Overseas Students Ombudsman offers a free and independent service for overseas students who have a complaint or want to lodge an external appeal about a decision made by their private education or training provider.

## SATISFACTORY COURSE PROGRESS OBLIGATIONS

1. Students are required to maintain satisfactory course progress.
2. Satisfactory course progress refers to:
  - 2.1 Timely submission of all assessment items.
  - 2.2 Compliance with the assessment and submission guidelines.
  - 2.3 Compliance with plagiarism policy.
  - 2.4 Competence in and completion of all required course units (and work placement if applicable) by the course completion date.
3. Brisbane College is obligated to report any student who does not comply with the satisfactory course progression policy.

## ESOS FRAMEWORK

The ESOS Framework is the legislation in place in Australia to protect international students. You can learn about your rights as an international student through this link <https://www.studyinaustralia.gov.au/english/australian-education/education-system/esos-act>.

## PRIVACY STATEMENT

Brisbane College of Australia is collecting this information for general student administration as well as for planning, communication, research, evaluation and marketing activities undertaken by the Brisbane College of Australia. Your personal information may be disclosed to Commonwealth and State Government Agencies, or by the Commonwealth including the TPS, or state or territory agencies in accordance with the *Privacy Act 1988*. Your personal information may be disclosed to Bupa and any other entity providing insurance to Brisbane College of Australia for health cover for overseas students. If you are under the age of 18 years your personal information, attendance details, progress and results may be disclosed to your parent/guardian. No further access to your enrolment information will be provided to any other organisation or persons without your consent or, unless authorised or required by law, in accordance with the Information Privacy Principles.



## **BRISBANE COLLEGE OF AUSTRALIA**

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CRICOS No. 02615G

National Provider No. 31315

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