TESOL can take you anywhere.

Start your journey with us today.

TEACHING ENGLISH TO SPEAKERS OF OTHER LANGUAGES

2014 COURSE INFORMATION
Brisbane College of Australia

Accounting Courses
Business Courses
Children’s Services Work
Community Services Work
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
## Table of contents

Certificate IV In Teaching English To Speakers Of Other Languages (TESOL) .............................. 5
Distance Study ................................................................................................................................. 7
Terms And Conditions Of Enrolment ............................................................................................ 11
About 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 in 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 highly specialised Certificate IV in Teaching English to Speakers of Other Languages delivers five units of competency which cover the essential to teaching English to speakers of other languages.

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) 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

DOMESTIC STUDENTS
The pre-requisite for entering this course is:
- High school certificate
- 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
Internal - Blackstone Campus
External – 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 the 5 compulsory below to successfully complete the Certificate IV in TESOL.

Core Units
AABBH Design and deliver an ESL teaching program
AABBK Design and develop an ESL learning framework
AABBM Plan an integrated lesson using communicative language teaching methodology
AABBL Identify and use basic grammatical concepts and traditional met language
AABBG Demonstrate understanding of the basic terminology of traditional grammar

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.
Distance Study

Distance study mode is available for all the Certificate IV in TESOL Course. Distance study is done by completing your course work externally. You can even complete the work at 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.

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.

How does distance study work?

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

### 2014 COURSE STARTING DATES

<table>
<thead>
<tr>
<th>Date</th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>13 Jan</td>
<td>3 Feb</td>
<td>3 Mar</td>
<td>22 Apr</td>
<td>2 Jun</td>
<td>14 Jul</td>
<td>18 Aug</td>
<td>7 Oct</td>
</tr>
<tr>
<td>10 Nov</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### ACADEMIC CALENDAR

<table>
<thead>
<tr>
<th>TERM</th>
<th>DATES</th>
<th>HOLIDAY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Term 1 2014</td>
<td>13 January 2014 – 04 April 2014</td>
<td>05 April 2014 – 21 April 2014</td>
</tr>
</tbody>
</table>

### INTERNATIONAL STUDENT INFORMATION

#### OVERSEAS STUDENT HEALTH COVER

<table>
<thead>
<tr>
<th>LENGTH OF POLICY</th>
<th>SINGLE</th>
<th>COUPLES</th>
<th>FAMILY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Up to 3 months</td>
<td>$124</td>
<td>$310</td>
<td>$447</td>
</tr>
<tr>
<td>Up to 6 months</td>
<td>$248</td>
<td>$619</td>
<td>$894</td>
</tr>
<tr>
<td>Up to 9 months</td>
<td>$372</td>
<td>$929</td>
<td>$1341</td>
</tr>
<tr>
<td>Up to 12 months</td>
<td>$495</td>
<td>$1238</td>
<td>$1788</td>
</tr>
</tbody>
</table>

#### ACCOMMODATION

<table>
<thead>
<tr>
<th>TYPE</th>
<th>PRICE ($AU)</th>
<th>PROVIDED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Placement Fees</td>
<td>$100</td>
<td>N/A</td>
</tr>
<tr>
<td>Homestay (4 weeks min)</td>
<td>$230 p/wk</td>
<td>3 Meals/day &amp; Utilities</td>
</tr>
<tr>
<td>Additional Nights</td>
<td>$33 per night</td>
<td>3 Meals/day &amp; Utilities</td>
</tr>
</tbody>
</table>

### SAMPLE TIMETABLE*

<table>
<thead>
<tr>
<th>DAY/TIME</th>
<th>MONDAY</th>
<th>TUESDAY</th>
<th>WEDNESDAY</th>
<th>THURSDAY</th>
<th>FRIDAY</th>
</tr>
</thead>
<tbody>
<tr>
<td>9:00am -10:20am</td>
<td>TESOL</td>
<td>TESOL</td>
<td>TESOL</td>
<td>TESOL</td>
<td>TESOL</td>
</tr>
<tr>
<td>10:30am – 10:45am</td>
<td></td>
<td></td>
<td></td>
<td>Morning Break</td>
<td></td>
</tr>
<tr>
<td>10:45am – 12:15pm</td>
<td>TESOL</td>
<td>TESOL</td>
<td>TESOL</td>
<td>TESOL</td>
<td>TESOL</td>
</tr>
<tr>
<td>12:15pm – 1:15pm</td>
<td></td>
<td></td>
<td></td>
<td>Lunch</td>
<td></td>
</tr>
<tr>
<td>1:15pm – 3:15pm</td>
<td>TESOL</td>
<td>TESOL</td>
<td>TESOL</td>
<td>TESOL</td>
<td>TESOL</td>
</tr>
</tbody>
</table>

*The sample timetable is subject to change
Enrolment procedure

**International Students**

1. Student emails or posts application to Brisbane College
2. Application is assessed within 1 working day
3. Letter of offer is sent to the student
4. Pay course fee
5. Student Visa
6. BC will send confirmation of enrolment (COE)
7. Apply for student visa to Australian Embassy
8. Student arrives in Brisbane
9. Student begins course
10. Working holiday & travel visa

**Domestic Students**

1. Student emails or posts application to Brisbane College
2. Application is assessed within 1 working day
3. Letter of offer is sent to the student
4. Pay course fee
5. Student begins course

Version 1.3: 18 March 2014
Prior to submitting your application form, ensure that you have all the supporting documents by completing the application checklist below.

### VISA REQUIREMENTS

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

BC recommends all that applicants visit the Department of Immigration and Multicultural Affairs website at: 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
BRISBANE COLLEGE OF AUSTRALIA
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 in any circumstance.
2. All requests for cancellations, transfers and refunds must be made in writing 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:
   - 5.1 If written notice is received by BC for more than 28 days before the commencing of the course a cancellation fee of 15% will be deducted from the fees received.
   - 5.2 If written notice is received by BC up to 28 days, but more than 14 days prior to the course commencing a cancellation fee of 20% will be deducted from fees received.
   - 5.3 If a student withdraws within 14 days of the commencement of the course, no refund will be made.
   - 5.4 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.
   - 6.1 The administration fee will be no more than the lesser of $250 and 5% of the total amount of course money that BC received in respect of the student for the course before the default date.
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. The registered provider’s dispute resolution processes do not circumscribe the student’s right to pursue other legal remedies.
10. This agreement does not remove the right to take action under Australia’s consumer protection laws.
11. 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.
12. 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.

TRANSFER POLICY

1. Under Student Visa Regulations it is not possible to transfer to another educational 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 EDUCATIONAL INSTITUTION

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 AUS$100 plus any additional tuition fees applicable to the new course before starting the new course.

ACCOMMODATION AND AIRPORT TRANSFER FEE

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: $33 per night

(includes all meals throughout your stay)