

1 What is the Certificate II in Professional Communication Skills (International)?

The Certificate is an accredited award in English language and communication skills for qualified or trainee professionals. The certificate is awarded to persons who successfully complete the course leading to the Certificate. The course is registered on the Australian Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS).

The Certificate was originally developed for migrant professionals. It has now been adapted for international students and professionals who wish to develop their English communication skills through

- an intensive language course at an advanced level
- followed by a supervised industry internship in which communication skills are refined through placement in their own professional area.

How long is the course?

The course is twenty weeks. It consists of two parts, ten weeks of intensive English classes in the Language Centre at the Stage 5 (Advanced) Level, and ten weeks in an Industry Internship (Industry Based Learning Practicum).

Who can take the course?

Persons who are not native speakers of English and who are professionally qualified or students who have successfully completed at least two years of a tertiary course in their own country may apply to undertake the course.

What are the entry requirements?

Persons wishing to undertake the course must provide evidence that they have

- an English proficiency entry level equivalent to at least 5.5 on the IELTS (International English Language Testing System) OR 520 (190 electronic test) on TOEFL (Test of English as a Foreign Language), or have satisfactorily passed a Language Centre Stage 4 course.
- a degree from a recognised university, OR a professional tertiary qualification, OR a certificate of completion of at least two years of a course leading to a degree or professional qualification from a recognised tertiary institution, with at least a B average.

What are the fees for the course?

The fees are the same as the fees for other Language Centre courses of twenty weeks. See the current Language Centre brochure for tuition and other fees.

When does the course start?

Students who are accepted into the course can start on any of the course start dates advertised in the current Language Centre brochure.

La Trobe University Language Centre – What makes us different?

- 1 We have taught English to students from around the world since 1974.
- 2 We offer English programs for international students and for migrants to Australia. For many years we have offered programs specially designed for migrants with a professional background, to enable them to work and communicate professionally in English in the Australian workplace.
- 3 Our reputation is based on our
 - professional staff
 - care for students
 - up-to-date facilities including two computer labs with internet access
 - continual investment in resources, facilities and staff skills.
- 4 We offer a full range of courses for study, work, or travel. All courses incorporate computer skills and internet communications.
- 5 Our group programs and study tours for students and professionals combine English studies with a wide range of specialist areas.
- 6 Our main campus is
 - thirty-five minutes from dynamic Melbourne's central business district,
 - on a 200 hectare parkland University campus, with a full life of study, sport and recreation.



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LANGUAGE CENTRE

Certificate II in Professional Communication Skills (International) with Industry Internship

An Introduction for Students

CRICOS provider number:00070G

Information on study and internships in 2002

2 What is an internship?

An internship is a supervised placement of a student or professionally qualified person in business, industry, or company environment.

What is the goal of the internship?

The goal of the internship is to offer international students or professionals an opportunity to apply the theoretical learning and skills of their professional training in a real life situation in an international context, and to refine their professional communication skills.

What are the professional areas of interns?

Successful applicants for the internship program will have completed at least two years of a tertiary qualification in their own country in any one of the following areas:

Science	hospitality studies
Business	food technology
Commerce	events management
Engineering	hospitality management
Design	media studies
Computing	information technology
e-commerce	Human Resources
electronics	computer science
marketing	Management

At the request of employers or applicants for the Certificate II in Professional Communications Skills course, the Language Centre will seek to arrange internships for qualified applicants in other fields.

What is the English language proficiency level of interns?

Before the start of the internship, interns will have completed an intensive 10 week (250 hours) Language Centre course in Business English at an Advanced level. Students who have NOT satisfactorily completed the assessment tasks of this course will NOT be permitted to proceed with an internship.

How long is the internship?

The internship for the Certificate II in Professional Communication Skills (International) is ten weeks. During the internship interns must spend a minimum of 335 hours in a company.

What will the intern do during the internship?

All internships must be pre-planned well before they start, so that the internship experience will be of value to the company as well as a learning experience for the intern.

The intern will undertake a program related to his/her professional training, under the supervision of the intern's

supervisor. The details of the program will be finalised in the form of a Learning Agreement signed by the intern's supervisor and the Language Centre study supervisor. The Learning Agreement will incorporate the meaningful tasks or projects from the position description.

The intern will demonstrate practical learning as well as work achievement during the internship. The intern's performance will be evaluated by the intern's supervisor.

During the internship, interns are required to attend Language Centre seminars, workshops and consultations with the Language Centre supervisor for a minimum of 2 hours per week, and to complete a number of assessment tasks related to professional communication. Satisfactory completion of the communications assessment tasks are a requirement for the award to the Certificate II in Professional Communication Skills (International).

What are the expected outcomes of the internship for the intern?

Satisfactory completion and evaluations of all parts of the internship will be credited towards the award of the Language Centre's Certificate II in Professional Communication Skills, and may, by agreement with a student's home tertiary education institution, be credited towards an award from that institution.

What are the responsibilities of the Language Centre study supervisor?

On receipt of an application for the course

- contact the intern's supervisor to arrange dates, site location and area of placement during the internship.

During the 10 week intensive course

- Provide the student with the contact details of the intern's supervisor
- help the student to develop realistic learning objectives for the internship
- develop and specify "Methods of Evaluation" on the Learning Agreement, taking into account the intern's professional area learning objectives and the assessment requirements of the Certificate.

During the internship:

- be available for contact by the intern either in person, by phone or email
- if possible visit, or contact the intern's supervisor by phone or email

What are the intern's responsibilities?

Before the internship, during the intensive course:

- develop a Learning Agreement with the study supervisor and obtain the intern's supervisor's signature on the Agreement.

- Complete and sign a La Trobe University Confidentiality Agreement to safeguard confidentiality of any information accessed during the internship

During the internship

- complete the responsibilities listed in the Learning Agreement

How does one apply for this course?

Applicants must complete the normal Language Centre application form for enrolment in a Language Centre course (see brochure) and send it to the Language Centre with:

- a letter of application for the Certificate II in Professional Communication Skills.
- curriculum vitae.
- two written references supporting the applicant's suitability to undertake an internship.
- evidence of language proficiency level.
- evidence of at least two years of tertiary education with a minimum B grade average.
- a comprehensive statement of reasons for wishing to enrol in this course, professional skills, the type of work experience sought during the internship, and any other relevant matters in support of the application.
- a non-refundable enrolment fee (\$200).

Applications should be received at least four months before the beginning of the course, so that a suitable internship can be arranged.

When the Language Centre is sure that a suitable internship is available, confirmation of an offer of a place will be sent, with an invoice for the full course fees. Enrolment is confirmed on the receipt of the full fees.

What is the course curriculum and how is it assessed?

The curriculum and competencies to be assessed are contained in the attached "Statement of Competencies and Assessments for the Certificate II in Professional Communication Skills (International)".

In addition the interns performance in meeting the responsibilities of the "Learning Agreement" developed in consultation with the study supervisor and the intern's supervisor form a part of the overall assessment.

The intern's supervisor's evaluation of the intern's performance in the workplace is also part of the assessment for the award of the Certificate.