

## About the Certificates in Spoken and Written English

*Certificates I–IV in Spoken and Written English* provide a framework for learners to develop English language and literacy skills and numeracy skills to undertake further education and training, seek and maintain employment, and participate in the community.

The curriculum framework consists of 6 courses:

Course in Preliminary Spoken and Written English – NTIS code: 91418NSW

Certificate I in Spoken and Written English – NTIS code: 91421NSW

Certificate II in Spoken and Written English – NTIS code: 91422NSW

Certificate III in Spoken and Written English – NTIS code: 91423NSW

Certificate IV in Spoken and Written English – Employment – NTSI code: 91420NSW

Certificate IV in Spoken and Written English – Further Studies – NTIS code: 91419NSW

Since 1992 NSW AMES has developed four versions of the Certificates in Spoken and Written English (CSWE) for accreditation. CSWE seeks to make learning outcomes explicit to students, teachers and other participants in English as a Second Language (ESL) and English as a Foreign Language (EFL) programs.

The Certificates are relevant to a variety of teaching contexts and are currently used widely through Australia in the Adult Migrant English Program (AMEP), the Adult and Community Education (ACE) sector, TAFE colleges, university language programs, Indigenous education, corrective services programs, private language colleges and Intensive English Centres (IECs) in NSW state schools.

The Certificates in Spoken and Written English:

- are accredited, nationally registered and meet the principles of the Australian Qualifications Framework
- provide a common language for describing the characteristics of learners and course provision
- enable a systematic approach to the planning and provision of English language and literacy courses
- allow for variation in learning pace, course length, intensity and delivery mode
- use criterion-referenced assessment to assess learner achievement
- are based on a theory of language which systematically relates language to the contexts in which it is used
- integrate spoken and written language through the study of whole texts
- describe progression in language learning in terms of interacting with increasingly demanding contexts of language use
- support explicit and systematic teaching practice
- can be delivered through face-to-face tuition and by distance print and e-learning modes

**NOTE:** To deliver the Certificates in Spoken and Written English and issue credentials, a licence must be purchased through NSW AMES at [www.ames.edu.au](http://www.ames.edu.au)

## The curriculum framework

The Certificates in Spoken and Written English have been accredited under the Australian Quality Training Framework (AQTF) leading to Australian Qualifications Framework (AQF) qualifications or statements of attainment.

The AQF levels provide a comprehensive, nationally consistent framework for all qualifications in post-compulsory education and training in Australia. The Certificates in Spoken and Written English consist of one course and five certificate levels that align to national framework levels, as outlined in this table.

	Learning focus	Entry level	Nominal hours
<b>Course in Preliminary Spoken and Written English</b>	Develops skills for learners who: <ul style="list-style-type: none"> <li>▪ have no or low levels of formal education</li> <li>▪ have no or very limited literacy skills in English</li> <li>▪ may not have literacy skills in L1</li> </ul>	ISLPR 0	600
<b>Certificate I in Spoken and Written English</b>	Develops skills for learners who have: <ul style="list-style-type: none"> <li>▪ just started learning English</li> <li>▪ had minimal exposure to English</li> </ul>	ISLPR 0	500
<b>Certificate II in Spoken and Written English</b>	Develops skills for learners to satisfy their own simple everyday transactional and limited social needs	ISLPR 1	400
<b>Certificate III in Spoken and Written English</b>	Develops skills for learners to satisfy basic social needs, routine situations for everyday commerce, recreation and linguistically undemanding <i>vocational</i> fields	ISLPR 1+	400
<b>Certificate IV in Spoken and Written English – Employment</b>	Develops skills for learners who wish to participate in a range of vocational contexts	ISLPR 2+	400
<b>Certificate IV in Spoken and Written English – Further Studies</b>	Develops skills for learners to participate in a range of further study contexts	ISLPR 2+	400

## Modules

Each Certificate consists of modules that cover different aspects of language learning.

This modular structure allows for:

- self-paced learning where the emphasis is on flexibility to meet individual learner needs and abilities
- criterion-referenced assessment, which means assessment is made against explicitly stated criteria rather than a group norm
- achievement assessment or assessment of knowledge and skills at the end of a course of study

Modules contain learning outcomes that contribute to the purpose of the module. They define texts or skills with which learners may need to engage, eg casual conversations, written information texts, written reports, learning strategies, working with measurement and calculations. The modules are expressed in general terms and can therefore be adapted to different contexts, such as workplace and study contexts, and applied to a wide variety of learner groups. This table outlines the skill areas covered by the modules.

<b>Learning strategies</b>	This skill area is concerned with the role that learners play in their own language development, including: <ul style="list-style-type: none"> <li>▪ the ability to formulate future language and other learning goals</li> <li>▪ independent learning strategies</li> <li>▪ effective participation in formal learning environments</li> <li>▪ understanding the role of assessment</li> </ul>
<b>Listening and speaking skills</b>	This skill area is concerned with receptive and productive oral language skills in interpersonal and transactional texts.
<b>Reading skills</b>	This skill area is concerned with locating and understanding meanings in texts such as instructions, information texts and news articles.
<b>Writing skills</b>	This skill area is concerned with using appropriate knowledge and language features to construct written texts.
<b>Numeracy skills</b>	This skill area is concerned with the ability to demonstrate understanding and skills in the areas of number, space, measurement and data.

Each Certificate is divided into core modules and elective modules:

- **Core modules:** These modules develop essential skills.
- **Elective modules:** These modules focus on different text-types and skills that can be selected according to the needs of learners or learner groups.

Learners must complete a specified number of elective modules from each of the macroskill areas. This is to ensure that learners cover all macroskills.

## Learning outcomes

Learning outcomes describe what the learner is expected to do at the end of a course of study. The two components of learning outcomes are as follows.

<b>Assessment criteria</b>	Assessment criteria: <ul style="list-style-type: none"> <li>▪ are statements about learner performance in constructing or understanding a language interaction</li> <li>▪ specify the minimal performance required</li> <li>▪ provide information for learners and teachers on what is being assessed and against what standard</li> </ul>
<b>Conditions and methods of assessment</b>	These statements describe: <ul style="list-style-type: none"> <li>▪ the parameters within which assessment is conducted</li> <li>▪ text-types in terms of complexity and length</li> <li>▪ the amount of assistance required</li> <li>▪ the characteristics of the interlocutor</li> <li>▪ suggestions for sample tasks</li> </ul>

# **Section C**

## **Module information**

**Course in Preliminary Spoken  
and Written English**

# Overview of the Certificates in Spoken and Written English

This section provides an overview of *Certificates I–IV in Spoken and Written English*. It does not provide the information necessary for assessment within the framework.

**NOTE:** For translations of CSWE I–III overviews go to the Licences section of the NSW AMES website at [www.ames.edu.au](http://www.ames.edu.au)

## Course in Preliminary Spoken and Written English

All modules in the *Course in Preliminary Spoken and Written English* are core.

Students who do not achieve the full credential can be awarded a Statement of Attainment for successful completion of modules.

### Core modules

<b>CPSWE A</b>	<b>Foundation learning strategies</b>
A1	Demonstrate understanding of simple teaching instructions
A2	Organise and maintain personal learning tools
A3	Participate in the formal learning environment
<b>CPSWE B</b>	<b>Foundation skills for recognition of alphabet and numbers</b>
B1	Demonstrate recognition of the alphabet
B2	Demonstrate recognition of numbers
<b>CPSWE C</b>	<b>Foundation writing skills for alphabet and numbers</b>
C1	Copy letters of the alphabet
C2	Write letters of the alphabet
C3	Copy numbers
C4	Write numbers
<b>CPSWE D</b>	<b>Foundation reading skills for common visual symbols and signs</b>
D1	Recognise common visual symbols
D2	Recognise common signs with text
<b>CPSWE E</b>	<b>Foundation numeracy skills</b>
E1	Read aloud personally relevant numbers
E2	Read and understand time
E3	Read and understand Australian money
<b>CPSWE F</b>	<b>Foundation reading and writing skills for giving personal information</b>
F1	Write personal details
F2	Complete a simplified form
<b>CPSWE G</b>	<b>Foundation speaking skills for short exchanges</b>
G1	Give basic personal information using spoken language
G2	Participate in a basic transactional exchange
G3	Participate in a simple social exchange
<b>CPSWE H</b>	<b>Foundation reading skills for words and simple sentences</b>
H1	Read simple words
H2	Read simple sentences



# CERTIFICATE

in

Spoken and  
Written English

Written English

including a

Course in Preliminary  
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## Certificate I in Spoken and Written English

Successful completion of *Certificate I in Spoken and Written English* requires successful completion of **6 modules**: 3 core modules and 3 elective modules.

Elective modules **must** include either *CSWE 1 G: Beginner reading and writing skills for descriptions* or *CSWE 1 K: Beginner reading and writing skills for recounts*.

Students who do not achieve the full credential can be awarded a Statement of Attainment for successful completion of modules.

### Core modules

<b>CSWE 1 A</b>	<b>Beginner learning strategies</b>
A1	Develop a learning/training plan with support
A2	Participate in the formal learning environment
<b>CSWE 1 B</b>	<b>Beginner speaking and writing skills for giving personal information</b>
B1	Provide personal information using spoken language
B2	Complete a short form
<b>CSWE 1 C</b>	<b>Beginner listening and speaking skills for transactions</b>
C1	Demonstrate understanding of a short spoken transaction
C2	Participate in a short spoken transaction

### Elective modules

<b>CSWE 1 D</b>	<b>Beginner listening and reading skills for information texts</b>
D1	Demonstrate understanding of a spoken information text
D2	Demonstrate understanding of a written information text
<b>CSWE 1 E</b>	<b>Beginner listening and speaking skills for short informal spoken exchanges</b>
E1	Demonstrate understanding of a short informal spoken exchange
E2	Participate in a short informal spoken exchange
<b>CSWE 1 F</b>	<b>Beginner listening and speaking skills for descriptions</b>
F1	Demonstrate understanding of a short spoken description
F2	Give a short spoken description
<b>CSWE 1 G</b>	<b>Beginner reading and writing skills for descriptions</b>
G1	Demonstrate understanding of a short written description
G2	Write a short description
<b>CSWE 1 H</b>	<b>Beginner listening, writing and speaking skills for telephone exchanges</b>
H1	Demonstrate understanding of a simple answering machine message
H2	Write a short telephone message
H3	Leave a short telephone message
<b>CSWE 1 I</b>	<b>Beginner listening and reading skills for instructions</b>
I1	Demonstrate understanding of short spoken instructions
I2	Demonstrate understanding of short written instructions
<b>CSWE 1 J</b>	<b>Beginner listening and speaking skills for recounts</b>
J1	Demonstrate understanding of a spoken recount
J2	Tell a short recount

<b>CSWE 1 K</b>	<b>Beginner reading and writing skills for recounts</b>
K1	Demonstrate understanding of a written recount
K2	Write a recount
<b>CSWE 1 L</b>	<b>Beginner numeracy skills for using numbers in highly familiar contexts</b>
L1	Read and tell time
L2	Read and give date
L3	Identify and use Australian currency amounts
L4	Read and compare weight/volume/capacity
L5	Read and compare length/distance
L6	Read and compare temperature
<b>CSWE 1 M</b>	<b>Beginner numeracy skills for working with space and shapes in highly familiar contexts</b>
M1	Demonstrate understanding of simple graphs/tables/charts
M2	Demonstrate understanding of simple maps/plans
M3	Demonstrate understanding of simple shapes



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## Certificate II in Spoken and Written English

Successful completion of *Certificate II in Spoken and Written English* requires successful completion of 7 modules: 1 core module and 6 elective modules.

Elective modules **must** include 2 modules from the listening and speaking skills electives and 2 modules from the reading and writing skills electives. The 2 remaining modules can be selected from any of the elective modules, including numeracy.

Students who do not achieve the full credential can be awarded a Statement of Attainment for successful completion of modules.

### Core module

<b>CSWE II A</b>	<b>Post-beginner learning strategies</b>
A1	Develop a learning/training plan
A2	Participate in and contribute to the formal learning environment
A3	Develop independent learning skills

### Listening and speaking skills elective modules

<b>CSWE II B</b>	<b>Post-beginner listening and speaking skills for casual conversations</b>
B1	Demonstrate understanding of a casual conversation
B2	Participate in a short casual conversation
<b>CSWE II C</b>	<b>Post-beginner listening and speaking skills for transactional exchanges</b>
C1	Demonstrate understanding of a spoken transaction for information/goods and services
C2	Participate in a spoken transaction for information/goods and services
<b>CSWE II D</b>	<b>Post-beginner listening and speaking skills for information texts</b>
D1	Demonstrate understanding of a spoken information text
D2	Give information in a simple presentation
<b>CSWE II E</b>	<b>Post-beginner listening and speaking skills for telephone exchanges</b>
E1	Demonstrate understanding of a telephone message
E2	Participate in a telephone exchange to leave a message
<b>CSWE II F</b>	<b>Post-beginner listening and speaking skills for instructions</b>
F1	Demonstrate understanding of spoken instructions
F2	Give spoken instructions
<b>CSWE II G</b>	<b>Post-beginner listening and speaking skills for interviews</b>
G1	Demonstrate understanding of a simple interview
G2	Participate in a simple interview

### Reading and writing skills elective modules

<b>CSWE II H</b>	<b>Post-beginner writing skills for formatted texts</b>
H1	Complete a formatted text
H2	Write an accident/incident recount in a formatted text
<b>CSWE III</b>	<b>Post-beginner reading skills for information texts and instructions</b>
I1	Demonstrate understanding of a short written information text
I2	Demonstrate understanding of written instructions

<b>CSWE II J</b>	<b>Post-beginner reading and writing skills for informal texts</b>
J1	Demonstrate understanding of an informal written text
J2	Write an informal text
<b>CSWE II K</b>	<b>Post-beginner reading and writing skills for story texts</b>
K1	Demonstrate understanding of a written story
K2	Write a recount
<b>CSWE II L</b>	<b>Post-beginner reading and writing skills for information reports</b>
L1	Demonstrate understanding of a written information report
L2	Write a short information report
<b>CSWE II M</b>	<b>Post-beginner reading and writing skills for opinion texts</b>
M1	Demonstrate understanding of a written opinion text
M2	Write a short opinion text

#### **Numeracy skills elective modules**

<b>CSWE II N</b>	<b>Post-beginner numeracy skills for dealing with basic calculations and measurements in familiar contexts</b>
N1	Carry out calculations with time
N2	Carry out calculations with money
N3	Read, measure and describe weight/volume/capacity
N4	Read, measure and describe temperatures
<b>CSWE II O</b>	<b>Post-beginner numeracy skills for working with space and shapes in familiar contexts</b>
O1	Interpret and complete simple tables/graphs/charts
O2	Interpret basic maps/plans
O3	Calculate lengths and areas in common shapes
O4	Recognise three-dimensional shapes



# CERTIFICATE

# III

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# SWVE



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SWVE

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## Certificate III in Spoken and Written English

Successful completion of *Certificate III in Spoken and Written English* requires successful completion of **7 modules**: 1 core module and 6 elective modules.

Elective modules **must** include 2 modules from listening and speaking skills electives, 1 module from reading skills electives and 1 module from writing skills electives. The 2 remaining modules can be selected from any of the elective modules, including numeracy.

**NOTE:** Successful completion of the Certificate **must not** include both *CSWE III L: Intermediate writing skills for complex documents* and *CSWE III Q: Intermediate writing skills for jobseeking documents*.

Students who do not achieve the full credential can be awarded a Statement of Attainment for successful completion of modules.

### Core module

<b>CSWE III A</b>	<b>Intermediate learning strategies</b>
A1	Negotiate and develop a learning/training plan
A2	Contribute to the formal learning environment
A3	Demonstrate capacity for independent learning

### Listening and speaking skills elective modules

<b>CSWE III B</b>	<b>Intermediate listening and speaking skills for casual conversations</b>
B1	Demonstrate understanding of a casual conversation with topic changes
B2	Participate in a casual conversation with topic changes
<b>CSWE III C</b>	<b>Intermediate listening and speaking skills for negotiating complex exchanges</b>
C1	Demonstrate understanding of a complex spoken exchange
C2	Negotiate a complex spoken exchange
<b>CSWE III D</b>	<b>Intermediate listening and speaking skills for interviews</b>
D1	Demonstrate understanding of an interview
D2	Participate in an interview
<b>CSWE III E</b>	<b>Intermediate listening and speaking skills for presenting information</b>
E1	Demonstrate understanding of a spoken information text/oral presentation/media interview
E2	Deliver a short spoken presentation
<b>CSWE III F</b>	<b>Intermediate listening and speaking skills for discussions</b>
F1	Demonstrate understanding of a spoken discussion
F2	Participate in a discussion
<b>CSWE III G</b>	<b>Intermediate listening and speaking skills for complex instructions</b>
G1	Demonstrate understanding of complex instructions in a spoken exchange
G2	Give complex instructions in a spoken exchange

### Reading skills elective modules

<b>CSWE III H</b>	<b>Intermediate reading skills for information texts</b>
H1	Demonstrate understanding of a complex written information text
H2	Demonstrate understanding of complex written instructions

- CSWE III I Intermediate reading skills for news and current affairs**  
 I1 Locate news and current affairs articles in media publications  
 I2 Demonstrate understanding of a news article  
 I3 Interpret visual texts
- CSWE III J Intermediate reading skills for persuasive texts**  
 J1 Critically read an opinion text  
 J2 Interpret an advertisement
- CSWE III K Intermediate reading skills for fictional and non-fictional stories**  
 K1 Demonstrate understanding of a biography/autobiography  
 K2 Demonstrate understanding of a narrative

**Writing skills elective modules**

- CSWE III L Intermediate writing skills for complex documents**  
 L1 Write a formal letter/email  
 L2 Complete a complex formatted text
- CSWE III M Intermediate writing skills for reports**  
 M1 Prepare to write a report  
 M2 Write a report
- CSWE III N Intermediate writing skills for narratives**  
 N1 Prepare to write a narrative  
 N2 Write a narrative
- CSWE III O Intermediate writing skills for expositions**  
 O1 Prepare to write an exposition  
 O2 Write an exposition
- CSWE III P Intermediate writing skills for discussions**  
 P1 Prepare to write a discussion  
 P2 Write a discussion
- CSWE III Q Intermediate writing skills for jobseeking documents**  
 Q1 Write a résumé  
 Q2 Write a covering letter

**Numeracy skills elective modules**

- CSWE III R Intermediate numeracy skills for multiple-step calculations and measurements in everyday contexts**  
 R1 Carry out multiple-step calculations  
 R2 Apply measurement techniques to problem solving
- CSWE III S Intermediate numeracy skills for working with space and shapes in everyday contexts**  
 S1 Construct a graph, table or chart to represent data  
 S2 Interpret complex maps/plans  
 S3 Carry out calculations with two-dimensional and three-dimensional shapes