Certificate IV in Spoken and Written English - Further Studies

Course Code: 10365NAT
Campus: Casuarina
Duration: 500 hours + 200 hours of out-of-class study

General Description
Certificate IV in Spoken and Written English – Further Studies assists students who need to develop higher level language skills to enter higher education or higher-level training.

Graduates can develop the following skills: researching, planning and writing essays and reports, understanding lectures and oral presentations, delivering researched and planned oral presentations, participating in academic discussions and group projects, developing in-text and bibliographic referencing skills and developing reading and note taking skills.

Course structure
Successful completion of Certificate IV in Spoken and Written English – Further Studies requires the successful completion of 7 modules:

- 1 core module (20 hours)
- 6 elective modules (6 x 80 hours)

Modules to be studied will be selected from below:

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>COMPULSORY</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SWELRN401A</td>
<td>Learning strategies for further study</td>
<td>20 hours</td>
</tr>
<tr>
<td><strong>ELECTIVES</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SWEKN0402A</td>
<td>Language knowledge</td>
<td>80 hours</td>
</tr>
<tr>
<td>SWEUND403A</td>
<td>Understanding academic culture</td>
<td>80 hours</td>
</tr>
<tr>
<td>SWERE404A</td>
<td>Reading and note-taking skills for further studies</td>
<td>80 hours</td>
</tr>
<tr>
<td>SWEPER405A</td>
<td>Writing skills for persuasive essays</td>
<td>80 hours</td>
</tr>
<tr>
<td>SWEBRA406A</td>
<td>Writing skills for academic reports</td>
<td>80 hours</td>
</tr>
<tr>
<td>SWELIS407A</td>
<td>Listening and taking notes in presentations</td>
<td>80 hours</td>
</tr>
<tr>
<td>SWESPE408A</td>
<td>Speaking and writing skills for presentations</td>
<td>80 hours</td>
</tr>
<tr>
<td>SWEDIS409A</td>
<td>Speaking skills for discussions</td>
<td>80 hours</td>
</tr>
<tr>
<td>SWEPER410A</td>
<td>Pronunciation skills for further studies</td>
<td>80 hours</td>
</tr>
</tbody>
</table>

Modules offered in Term 1 2014.
Length of course
Seven modules are offered over two terms (one semester). Each module is taught over a ten week period with approximately two sessions per week except for the compulsory module.

The course can be completed in one semester full-time or 2 semesters part-time.

Delivery strategy
This module will be delivered face to face at Casuarina campus.

Resources
Students are given learning material relevant to each module.
Students should provide exercise books, pens, pencils, USB and dictionaries.

Learner Pathways
Pathways through this qualification may include:
- Full-time or part-time study with an RTO
- Face-to-face study.
- Recognition of prior learning (RPL)

Admission Requirements
To be eligible for this course you require an initial assessment of 2+ across the four language macro skills of listening, speaking, reading and writing using the International Second Language Proficiency Rating (ISLPR) - this is equivalent to an IELTS score of 5 across the four bands.

NOTE: You may need to attend an interview before enrolling in this course so that your current language levels can be assessed.

To enroll or to book an interview:
Freecall: 1800 019 119
T: 8946 6578
E: migrantesl@cdu.edu.au

How to gain your qualification faster
Students are granted recognition of prior learning where they can demonstrate that they fulfill the assessment criteria for a particular learning outcome or module.

Previous studies recognition
Do you already have a qualification, statements of attainment or academic statements for units completed at another registered training organisation? ‘National recognition’ is all about recognising these previous studies. Where units of competency have the same national code but were awarded by another Registered Training Organisation, CDU will recognise these to assist you in completing this qualification. Simply present your original documentation – i.e. qualification, statements of attainment or academic statements – to the
Course Coordinator who will verify the authenticity of these and arrange for a copy to be placed on file for later reference. There is no cost for recognition of these units.

## Term 1 2014 Timetable

**28 January to 4 April 2014**

<table>
<thead>
<tr>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
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<tbody>
<tr>
<td>9.00am to 1.45pm 30 minute break</td>
<td>9.00am to 2.30pm 30 minute break</td>
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<td>SWEREA404A (D) Reading and note-taking skills for further studies</td>
<td>SWELRN401A (A) Learning strategies for further studies</td>
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<td>Teacher: Garry Griffin</td>
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<td>Teacher: Ann Cox</td>
</tr>
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<td>Room: Blue 1.1.51</td>
<td>Room: Blue 1.1.51 + library workshops</td>
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<td>SWESPE408A (H) Speaking and writing skills for presentations</td>
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*All classes will run subject to sufficient enrolments being received.

**Out-of-class study:**

Students are expected to do 100 hours per term of out-of-class study. This is equivalent to 10 hours per week. Out-of-class study could involve completing homework, researching and practising language skills.
MODULE D

SWERE404A
Reading and note-taking skills for further studies

80 nominal hours

Module purpose
The module covers the skills required to locate, critically read and record a wide range of academic texts. It includes critical understanding of academic written and graphic texts and strategies to take notes appropriate to academic contexts.

Summary of learning outcomes
1 Demonstrate understanding of written texts
2 Interpret diagrammatic texts
3 Use note-taking strategies

LEARNING OUTCOME: 1
Demonstrate understanding of written texts

Assessment criteria
1.1 Identify main idea and purpose of two written academic texts
1.2 Demonstrate understanding of a specific topic in depth in text
1.3 Critically read texts for suitability and accuracy of evidence
1.4 Demonstrate understanding of vocabulary

LEARNING OUTCOME: 2
Interpret diagrammatic texts

Assessment criteria
2.1 Identify purpose of diagrammatic texts
2.2 Extract and interpret specific information from a range of diagrammatic texts
2.3 Demonstrate understanding of accompanying text

LEARNING OUTCOME: 3
Use note-taking strategies

3.1 Write an overview of a written academic text using layout and content features
3.2 Mark and annotate text for relevant points
3.3 Summarise and paraphrase relevant information
RANGE STATEMENT

diagrammatic texts may include but not limited to:
- flowcharts
- tables
- figures
- graphs
- maps
- plots

layout and content features may include but not limited to:
- text structure
- title
- headings
- bullet points
- numberings
- graphics
- abbreviations

MODULE A

SWELRN401A
Learning strategies for further studies

20 nominal hours

Module purpose
This module covers the strategies required to be an effective language learner in further study contexts. It includes the skills required to effectively study within formal educational environments using independent study skills.

Summary of learning outcomes
1 Participate in and contribute to the formal educational environment
2 Develop and use independent learning strategies

LEARNING OUTCOME: 1
Participate in and contribute to the formal learning environment

Assessment criteria
1.1 Participate in and contribute to a range of learning activities in formal learning environments
1.2 Manage study time effectively in order to meet institutional requirements
1.3 Participate in assessment tasks, evaluate own performance and ask for feedback from lecturer/teacher
1.4 Understand and follow conventions of Australian further study contexts
1.5 Access study resources
1.6 Participate in and lead group discussions

**LEARNING OUTCOME: 2**

**Develop and use independent learning strategies**

**Assessment criteria**

2.1 Manage study time and learning resources effectively in order to meet personal goals
2.2 Monitor own learning and address weaknesses through self-assessment techniques
2.3 Develop skills required for analysis, critical thinking and problem solving
2.4 Transfer skills to own further study context
2.5 Develop study strategies

**RANGE STATEMENT**

*formal learning environments* may include but not limited to:
- university
- English language courses for further education

*conventions of Australian further study contexts* may include but not limited to:
- acknowledging sources/referencing
- avoiding plagiarism
- questioning different points of view
- evaluating sources of information

*self-assessment techniques* may include but not limited to:
- use correction codes on written work
- record self on tape
- compare own answers to model answers
- complete self-access tests

*study strategies* may include but not limited to:
- categorising
- using own preferred learning style
- making links between current and past learning tasks
- planning how to use resources
- working in a group
MODULE F

SWEANA406A
Writing skills for academic reports

80 nominal hours

Module purpose
This module develops the skills to write analytical, research or scientific reports.

Summary of learning outcomes
1 Research and plan a report
2 Write a report

LEARNING OUTCOME: 1
Research and plan a report

Assessment criteria
1.1 Interpret task
1.2 Source references
1.3 Write notes and prepare graphics
1.4 Write a plan for an academic report by organising content according to report structure

LEARNING OUTCOME: 2
Write a report

Assessment criteria
2.1 Write a coherent academic report of 750 to 800 words plus graphics, where appropriate
2.2 Use appropriate staging for an academic report as required
2.3 Provide description, explanation, analysis and/or procedures, where appropriate
2.4 Use accessible and explanatory style
2.5 Develop short, concise, cohesive paragraphs using appropriate techniques
2.6 Present evidence using references
2.7 Use appropriate bibliographic and referencing conventions
2.8 Use grammar to reflect formal academic/technical writing
2.9 Use technical and academic vocabulary
2.10 Spell and punctuate accurately

RANGE STATEMENT:

academic report may include but not limited to:
  • research report
**REPORT STRUCTURE** may include but not limited to:
- report layout
- headings
- main points
- graphics
- references

**APPROPRIATE STAGING FOR AN ACADEMIC REPORT** may include but not limited to:
- introduction/hypothesis
- description/explanation of issues
- conclusion
- optional stages of executive summary and recommendations

**APPROPRIATE TECHNIQUES** may include but not limited to:
- topic sentences
- sentence themes
- conjunctive links
- reference

**MODULE H**

**SWESPE408A**

**Speaking and writing skills for presentations**

80 nominal hours

**Module purpose**
This module covers the skills to deliver a presentation within an academic context. It includes preparing to deliver the presentation, preparing visual aids to support the presentation and the delivery of the presentation.

**Summary of learning outcomes**
1 Prepare to deliver a spoken presentation
2 Create appropriate visual aids to support presentation
3 Deliver a presentation

**LEARNING OUTCOME: 1**
Prepare to deliver a spoken presentation

**Assessment criteria**
1.1 Interpret question/task
1.2 Prepare **appropriate staging** of presentation
1.3 Identify areas to be supported by accompanying materials
1.4 Prepare notes summarising main points and mark notes with prompts
LEARNING OUTCOME: 2
Create appropriate visual aids to support presentation

Assessment criteria
2.1 Identify visual resources appropriate for use in presentation
2.2 Select information for use
2.3 Design and prepare visual aids
2.4 Use appropriate layout, text, language and visuals
2.5 Integrate visual aids into presentation

LEARNING OUTCOME: 3
Deliver a presentation

3.1 Deliver a well-structured coherent 10-minute presentation
3.2 Use appropriate staging according to purpose of presentation
3.3 Use visual aids to support presentation
3.4 Deliver clear facts/statements/viewpoints with substantiation
3.5 Respond to questions appropriately
3.6 Use logical and cohesive linking devices for presentations
3.7 Use appropriate technical vocabulary for further study context
3.8 Use grammatical structures that reflect required level of formality of spoken language in a further study context
3.9 Pronounce utterances intelligibly so that delivery does not impede comprehension, or use strategies such as reformulation or repetition to clarify meaning
3.10 Use pausing, stress and intonation to communicate meaning and to engage audience
3.11 Use pace, gesture and volume to deliver presentation effectively

RANGE STATEMENT:

appropriate staging refers to:
- introduction
- body
- conclusion

visuals aids may include but not limited to:
- computer presentation programs
- charts
- graphs
- tables
- maps
- photographs

linking devices for presentations may include but not limited to:
- signposting
- reformulation
- conjunction and reference
Fees

Course fees are charged at $2.30 per hour allocated to the unit for domestic students. This course has a total of 500 hours so the course cost is $1,150.

For temporary visa-holders (e.g. 457) fees for the main visa holder are international student fees ($17.10 per nominal hour). For any dependant, normal VET fees apply ($2.30 per nominal hour).

For more information on fees contact CDU on phone: 1800 061 963 or refer to the following link:

CDU FACILITIES AND SERVICES

Student Cards
All students can get a student card from the Info Shop. You need a student card to:
• obtain concession fares on bus travel: part-time and full-time student cards are recognised by the Darwin Bus Company and Buslink; and
• use the CDU Library and computing laboratories.

Places to eat
Casuarina campus has a student cafeteria opposite the Library.

Public Transport

Bookshop
The bookshop at Casuarina Campus is open from 8.30 am – 4.00 pm on weekdays and from 8.30am to 6.00pm on Wednesdays.

Library Information
There is a library at Casuarina campus. Your student card is also your library card.

Safety
The First Aid Officer, Betty Batuk, has a First Aid Kit at the AMEP reception. If you have an accident, please tell your teacher.
Your teacher will help you during Fire Practice drills.
Parking
There is a free car park over the bridge at Casuarina; otherwise you have to pay for on-campus parking. You can either buy a Semester parking permit or pay for a parking voucher daily.

<table>
<thead>
<tr>
<th>Duration</th>
<th>Cost</th>
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<tbody>
<tr>
<td>Pay and display parking</td>
<td></td>
</tr>
<tr>
<td>1 hour</td>
<td>50¢</td>
</tr>
<tr>
<td>3 hours</td>
<td>$1.00</td>
</tr>
<tr>
<td>All day</td>
<td>$1.50</td>
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<tr>
<td>Parking permits</td>
<td></td>
</tr>
<tr>
<td>Per Semester</td>
<td>$55.00</td>
</tr>
<tr>
<td>All year</td>
<td>$110.00</td>
</tr>
</tbody>
</table>

Student rights and responsibilities
Charles Darwin is committed to providing both an excellent education and experience for students. Please refer to the VET Student Guide for detailed information.

For more information contact

Ann Cox  Ph: 08 8946 6578  E: annmaree.cox@cdu.edu.au
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<td>30 minute break</td>
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</tr>
</tbody>
</table>

- **SWEREA404A (D)** Reading and note-taking skills for further studies
- **SWELRN401A (A)** Learning strategies for further studies
- **SWEANA406A (F)** Writing skills for academic reports
- **SWEANA406A (F)** Writing skills for academic reports
- **SWESPE408A (H)** Speaking and writing skills for presentations

**Teacher:** Garry Griffin  
**Room:** Blue 1.1.51

**Teacher:** Garry Griffin  
**Room:** Blue 1.1.51

**Teacher:** Garry Griffin  
**Room:** Blue 1.1.51

**Teacher:** Ann Cox  
**Room:** Orange 4.1.19

**Thursday**  
1.30pm to 5.00pm

- **SCSPE408A (H)** Speaking and writing skills for presentations

**Teacher:** Ann Cox  
**Room:** Orange 4.1.19
Certificate IV in Spoken and Written English - Employment

Course Code: 10366NAT
Campus: Casuarina
Delivery mode: Face to face
Duration: 400 hours + 200 hours of out-of-class study

General Description
Certificate IV in Spoken and Written English - Employment provides opportunities for learners to develop advanced language and literacy skills that will enable learners to obtain and maintain employment.

The course offers the choice of a Jobseeking specialisation or a Workplace communication specialisation. In 2014, CDU will be offering students the opportunity to study the Workplace communication specialisation.

Course Outcomes
Learner outcomes for the Workplace communication specialisation course include developing:

- pronunciation skills
- spoken language skills required for day-to-day spoken communication at work such as chatting informally with work colleagues, giving instructions, providing spoken information and participating in discussions;
- oral communication skills required to contribute to workplace meetings, such as team meetings, project meetings, and work health and safety (WHS) meetings.
- Oral communication skills to deliver complex workplace presentations
- Written skills to write complex workplace texts such as reports, technical or design briefs, induction manuals, standard operating procedures and instruction manuals.
- Reading skills such as analysing and evaluating organisational plans, training needs analyses, reports, manuals, standard operating procedures, product reviews and flow charts.

Resources
Students are given learning material relevant to each module.
Students are expected to provide exercise books, pens, pencils, USB’s and dictionaries.

Admission Requirements
- To be eligible for this course you require an initial assessment of 2+ across the four language macro skills of listening, speaking, reading and writing using the International Second Language Proficiency Rating (ISLPR) - this is equivalent to an IELTS score of 5 across the four bands.
NOTE: You may be required to attend an interview before enrolling in this course so that your current language levels can be assessed.

To enroll or to book an interview:
Freecall: 1800 019 119
T: 8946 6578
E: migrantesl@cdu.edu.au

How to gain your qualification faster
Recognition of Prior Learning (RPL) takes into account the knowledge and skills you have already gained through your previous education and work. This may be through formal or informal training, paid or unpaid work experience. You may be able to earn credit if relevant to this course. The normal tuition fee applies.

Credit Transfer
Do you already have a qualification, statements of attainment or academic statements for modules/units completed at another registered training organisation? ‘National recognition’ is all about recognising these.

Where units of competency have the same national code but were awarded by another registered training organisation, CDU will recognise these to assist you in completing this qualification. Simply present your original documentation – i.e. qualification, statements of attainment or academic statements – to the Course Coordinator who will verify the authenticity of these and arrange for a copy to be placed on file for later reference. There is no cost for recognition of these units.

Fees
Course fees are charged at $2.30 per hour allocated to the unit for domestic students. This course has a total of 400 hours so the course cost is $920.

For temporary visa-holders (e.g. 457) fees for the main visa holder are international student fees ($17.10 per nominal hour). For any dependant, normal VET fees apply ($2.30 per nominal hour).

For more information on fees contact CDU on phone: 1800 061 963 or refer to the following link:

Course structure
Successful completion of Certificate IV Spoken and Written English – Employment: Workplace communication specialisation requires the successful completion of the following modules / units:

- 1 core module  (80 hours)
- 3 mandatory units  (1 x 80 hours and 2 x 40 hours)
- 2 electives  (2 x 80 hours)
The modules to be studied will be selected from below:

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>CORE</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SWEPSE401A</td>
<td>Pronunciation skills for employment</td>
<td>80 hours</td>
</tr>
<tr>
<td><strong>GROUP B – WORKPLACE COMMUNICATION (MANDATORY)</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>FSKWTG10</td>
<td>Write complex workplace texts</td>
<td>80 hours</td>
</tr>
<tr>
<td>FSKRDG11</td>
<td>Read and respond to complex workplace information</td>
<td>40 hours</td>
</tr>
<tr>
<td>FSKOCM04</td>
<td>Use oral communication skills to participate in workplace meetings</td>
<td>40 hours</td>
</tr>
<tr>
<td><strong>SUGGESTED WORKPLACE COMMUNICATION ELECTIVES</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SWESST406A</td>
<td>Speaking skills for workplace texts</td>
<td>80 hours</td>
</tr>
<tr>
<td>FSKOCM10</td>
<td>Use oral communication skills for complex workplace presentations</td>
<td>80 hours</td>
</tr>
<tr>
<td>FSKOCM08</td>
<td>Use oral communication skills to facilitate workplace negotiations</td>
<td>80 hours</td>
</tr>
<tr>
<td>FSKOCM07</td>
<td>Interact effectively with others at work*</td>
<td>40 hours</td>
</tr>
<tr>
<td>BSBCUS201B</td>
<td>Deliver a service to customers*</td>
<td>40 hours</td>
</tr>
<tr>
<td>Example course</td>
<td></td>
<td>400</td>
</tr>
</tbody>
</table>

BSBCUS201B deliver a service to customers* and FSKOCM07 Interact effectively with others at work* must be taught together. These count as one elective.

**Length of course**
One 80 hour module is offered per term. Each 80 hour module is offered over a ten week period with two sessions per week.

**Course structure for Term 1**
28 January to 2 April 2014

10366NAT Certificate IV in Spoken and Written English - Employment

*Workplace Communication Specialisation*

<table>
<thead>
<tr>
<th>Tuesday and Wednesday</th>
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<tbody>
<tr>
<td>6.00 - 9.15pm</td>
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<td>FSKOCM10</td>
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</tbody>
</table>

Use oral communication skills for complex workplace presentations

*Classes will run subject to sufficient enrolments being received.*
ESSENTIAL OUTCOMES:

1. Plan to deliver complex workplace presentations
2. Deliver complex workplace presentations
3. Review own performance

Information about the FSKOCM10:

Use oral communication skills for complex workplace presentations

80 nominal hours

Purpose
This unit describes the skills and knowledge required to use oral communication skills to deliver complex workplace presentations, such as sales promotion or product launch, presentation at staff development forum, presentation of a proposal, seminar presentations, or leading a focus group.

Delivery strategy
This unit will be delivered face to face at Casuarina Campus.

ESSENTIAL OUTCOME: 1

Plan to deliver complex workplace presentations

Performance criteria
1.1 Identify the audience and purpose of the presentation
1.2 Research and select material for the presentation
1.3 Organise the presentation

ESSENTIAL OUTCOME: 2

Deliver complex workplace presentations

Performance criteria
2.1 Use oral communication strategies to deliver an effective presentation
2.2 Use appropriate grammar, vocabulary and pronunciation
2.3 Use appropriate non-verbal communication to enhance delivery

ESSENTIAL OUTCOME: 3

Review own performance

Performance criteria
3.1 Seek feedback on effectiveness of workplace presentation
3.2 Critically evaluate own performance to identify areas for improvement
CDU FACILITIES AND SERVICES

Student Cards
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- obtain concession fares on bus travel: part-time and full-time student cards are recognised by the Darwin Bus Company and Buslink; and
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Safety
The First Aid Officer, Betty Batuk, has a First Aid Kit at the AMEP reception. If you have an accident, please tell your teacher.
Your teacher will help you during Fire Practice drills and with evacuation procedures for Orange 4 level 1.

Parking
On-campus parking in front of the Orange building 4 is free from 6pm onwards. Also, there is a free car park over the bridge (behind Orange building 4).

Student rights and responsibilities
Charles Darwin is committed to providing both an excellent education and experience for students. Please refer to the VET Student Guide for detailed information.

For more information please contact:

| Ann Cox | Ph: 8946 6578 | E: annmaree.cox@cdu.edu.au |
Course structure for Term 1, 2014 at Casuarina Campus
28 January to 2 April 2014

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