Pre-enrolment Information

22237VIC
Certificate II in General Education for Adults

Kalgoorlie

Training Package Version 2
WHY CHOOSE TAFE?

More courses, more qualifications, more places to learn. Full time, part time, on campus, online, in your workplace or any combination of these.

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From Certificate I to Advanced Diploma level, TAFE specialises in combining theory with practical training in industry relevant learning environments. This ensures you are well equipped with the skills you need to enter the workforce, gain a promotion or undertake further study via one of our university pathways upon completion of your qualification.

For more information about TAFE and Central Regional TAFE, check out our website at [www.centralregionaltafe.wa.edu.au](http://www.centralregionaltafe.wa.edu.au)
# Course Information

**Course Title**: 22237VIC Certificate II in General Education for Adults  V. 2

Certificate II outcomes focus on the development of literacy skills to read, interpret, evaluate and create a range of texts and to apply knowledge of everyday and formal numeracy in a range of contexts. Outcomes also focus on the skills and knowledge to conduct a project and to investigate pathways and develop, implement and review a learning plan.

**Packaging Information**

To be eligible for the award of the 22237VIC Certificate II in General Education for Adults, learners must successfully complete a total of 11 units comprising:
- Core – 2 units
- Core Skills Reading – 2 units
- Core Skills Writing – 2 units
- Core Skills Numeracy and Mathematics – 2 units
- Special Interest electives – 3 units

**Duration**

Three semesters. The class is run on Thursday mornings from 8:45am-11:45am.

**Location**

Kalgoorlie

<table>
<thead>
<tr>
<th>Unit of competency (National code and title)</th>
<th>Core or Elective</th>
<th>Prerequisite</th>
<th>Amount of training (For the standard learner, suggested hours may change based on needs of individual learners)</th>
</tr>
</thead>
<tbody>
<tr>
<td>VU21353 Research pathways and produce a learning plan and portfolio</td>
<td>Core</td>
<td>NA</td>
<td>Classroom learning and Portfolio Task preparation 20 hours</td>
</tr>
<tr>
<td>VU21354 Implement and review a project</td>
<td>Core</td>
<td>NA</td>
<td>Classroom learning and Portfolio Task preparation 30 hours</td>
</tr>
<tr>
<td>VU21357 Engage with a range of complex texts for employment purposes</td>
<td>Core</td>
<td>NA</td>
<td>Classroom learning and Portfolio Task preparation 30 hours</td>
</tr>
<tr>
<td>VU21361 Create a range of complex texts to participate in the workplace</td>
<td>Core</td>
<td>NA</td>
<td>Classroom learning and Portfolio Task preparation 30 hours</td>
</tr>
<tr>
<td>VU21364 Investigate numerical and statistical information in a range of contexts</td>
<td>Core</td>
<td>NA</td>
<td>Classroom learning and Portfolio Task preparation 50 hours</td>
</tr>
</tbody>
</table>
### Entry Requirements

Search for your course on our website at [www.centralregionaltafe.wa.edu.au](http://www.centralregionaltafe.wa.edu.au) and you can find detail on the entry requirements for this course.

### Career Pathways

Your course provides you with skills and knowledge to enter the workforce in varied job roles as well as further education. Details can be found on our website at [www.centralregionaltafe.wa.edu.au](http://www.centralregionaltafe.wa.edu.au)

### Course Costs

You will find detailed information about your course costs and how the costs are compiled on the Central Regional TAFE website here:


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<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Type</th>
<th>Notes</th>
<th>Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>VU21363</td>
<td>Investigate and interpret shapes and measurements and related formulae in a range of contexts</td>
<td>Core</td>
<td>NA</td>
<td>47 hours</td>
</tr>
<tr>
<td>VU21355</td>
<td>Engage with a range of complex texts for personal purposes</td>
<td>Core</td>
<td>NA</td>
<td>30 hours</td>
</tr>
<tr>
<td>VU21359</td>
<td>Create a range of complex texts for personal purposes</td>
<td>Core</td>
<td>NA</td>
<td>30 hours</td>
</tr>
<tr>
<td>BSBWOR203</td>
<td>Work effectively with others</td>
<td>Elective</td>
<td>NA</td>
<td>20 hours</td>
</tr>
<tr>
<td>BSBCM201</td>
<td>Communicate in the workplace</td>
<td>Elective</td>
<td>NA</td>
<td>30 hours</td>
</tr>
<tr>
<td>BSBITU201</td>
<td>Produce simple word processed documents</td>
<td>Elective</td>
<td>NA</td>
<td>40 hours</td>
</tr>
</tbody>
</table>
Alternatively, check the drop down box for FEES on your course page on the website which will also have details about the course fees.

Textbooks and Learning Materials
Our physical and online library has a wide range of written and electronic resources useful to your course. You can find our online library on the Central Regional TAFE website at: http://www.centralregionaltafe.wa.edu.au/currentstudents/librarybookshop
For on campus students your learning materials for each unit will be provided to you as you progress through the semester and the price is incorporated in your enrolment fees. If you are enrolled off campus other information about your learning materials and purchases will be provided with your enrolment.

Other Course Requirements
Some courses may require you to provide additional resources such as Personal Protective Equipment (PPE) or uniforms. A list is provided below.

There are no uniform, PPE or tool kit requirements for students in this qualification.

Work Placement
Work Placement provides a practical opportunity for students to develop skills in a real life situations. A work placement is required for this course.

There is no formal work placement for students in this qualification.

STUDY OPTIONS
Central Regional TAFE aims to provide varied options for study to suit your needs. Not all courses are available at all campuses in the same way.

The following options are available in this course at this campus. For additional information about flexible study options at all of our campuses please check the courses pages on the Central Regional TAFE website.

- Face to Face
- Duration of the course is approx. 18 months. Thursday mornings from 8:45am-11:45am. There will be holidays taken during WA Public School Holiday times.
YOUR TIMETABLE

<table>
<thead>
<tr>
<th>TIME</th>
<th>MONDAY</th>
<th>TUESDAY</th>
<th>WEDNESDAY</th>
<th>THURSDAY</th>
<th>FRIDAY</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:45am –</td>
<td></td>
<td></td>
<td></td>
<td>Central Regional TAFE</td>
<td></td>
</tr>
<tr>
<td>11:45 am</td>
<td></td>
<td></td>
<td></td>
<td>Room: 716B</td>
<td></td>
</tr>
</tbody>
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