

Course Outline

| | | | |
|------------------|---|--------------|------------------------------|
| Course : | 22293VIC Certificate I in Initial Adult Literacy and Numeracy | | |
| Location: | Phoenix Park, 22 Rob Roy Rd, Malvern East, VIC 3145 | Days: | Monday, Tuesday and Thursday |
| Teachers: | Archie Kadam, Danny Smith and Jeanette Haley | | |

This course comprises of the following units of competency:

| Unit code | Unit of competency title | Nominal hours |
|----------------------------|---|---------------|
| Literacy units | | |
| VU21737 | Read phrases | 85 |
| VU21738 | Write phrases | 85 |
| VU21739 | Communicate orally using phrases | 80 |
| VU21740 | Read simple sentences | 70 |
| VU21741 | Write simple sentences | 70 |
| VU21742 | Communicate orally using simple sentences | 35 |
| VU21041 | Complete forms | 20 |
| VU21743 | Give and follow simple directions | 25 |
| Numeracy units | | |
| VU21745 | Count and use numbers from 1 to 100 | 20 |
| VU21755 | Use simple addition skills | 40 |
| VU21756 | Use simple subtraction skills | 40 |
| Total nominal hours | | 550 |

Delivery mode

This course is delivered face-to-face through a range of class activities and community based activities.

Course duration

The course duration is 12 months including school breaks, yet due to the nature of our learners this timeframe can be extended to meet students' specific learning needs.

Pre-requisites

Entry to Course in Initial Adult Literacy and Numeracy is restricted to post compulsory school age learners with evidence of a permanent cognitive impairment / intellectual disability which may be accompanied by additional conditions such as:

| | | | | | |
|---|---|--------------------|------------|--------------------|---|
| Document Name | 22293VIC Certificate I in Initial Adult Literacy and Numeracy | | | | |
| Issue Date | 17/09/2019 | Review Date | 13/01/2020 | Version No. | 1 |
| Document Control Management – Uncontrolled when printed | | | | Page 1 | |

- Autism Spectrum Disorder
- Social and / or emotional issues
- Attention Deficit Hyperactivity Disorder
- Specific learning disabilities
- Mental health conditions
- Physical disabilities

Permanent cognitive impairment / intellectual disability must be evidenced. Evidence could include:

- Formal assessment by a registered medical practitioner
- Doctors / specialist reports
- Attendance at a Special School / SDS
- Integration support at school
- Integration support at school with modified curriculum

There are no formalized entry requirements for learners prior to commencing the training in Course in Initial Adult Literacy and Numeracy, although, Inclusion Training require learners to complete a suitability process prior to enrolling in this course. These requirements are:

- Learners must be over 18 years old
- Learners must complete a pre-training review and an LLN test

Trainer/Assessors will use the outcomes of this assessment to develop individual training plans to ensure the learners achieve successful outcomes

Education pathways

There are no formal pathways from the Course in or Certificate I in Initial Adult Literacy and Numeracy yet some units may provide credit into other accredited courses.

Training arrangements

A training plan will be prepared for every student with proposed start and end dates for each unit/cluster. A group timetable will be provided to trainers and students.

Training is delivered 3 days per week, 3 hours per day. Attendance is compulsory in all training sessions. Students must attend at least 80% of all the scheduled classes for each unit/cluster. Students will be required to attend missed classes on the other day of the week or after class as per trainer's instructions.

Students will be inducted about their rights and obligations during an induction session prior to the commencement of any formal training.

Additional support

Inclusion training provides a range of support services including:

- Language, literacy and numeracy support (principles of cooking, library visits, participate in Brimbank Community Events, etc)
- Disability support (Disability Individual support person)

Assessment arrangements

| | | | | | |
|---|---|-------------|------------|-------------|--------|
| Document Name | 22293VIC Certificate I in Initial Adult Literacy and Numeracy | | | | |
| Issue Date | 17/09/2019 | Review Date | 13/01/2020 | Version No. | 1 |
| Document Control Management – Uncontrolled when printed | | | | | Page 2 |

Assessment Methods:

Written Assessment Tasks (WA); Observations (Obs.); Questioning (Q)

Assessment will be conducted by a qualified assessor who meets the requirements specified under the Standards for RTOs 2015. Assessment is structured throughout the course. Students will be provided with feedback where needed to improve their knowledge and skills.

Training and assessment processes will incorporate reasonable adjustment procedures such as individual plans. (i.e. augmented writing)

Credit Transfer

Based on previous qualification evidence provided clients may be entitle to Credit Transfer which will shorten the length of their training accordingly. Please provide us a copy of your previous qualification to determine if you are eligible for any credit.

Recognition of Prior Learning (RPL)

Precognition of Prior Learning is not offered for this course. Learners enroll to gain personal development skills rather than a qualification.

Cost

This training is delivered with Victorian Government funding. Students who meet the eligibility requirements under the Skills First Program will not need to pay any fees.

Please contact our office on 03 9509 4266 to determine if you are eligible for a funded place.

If you are not eligible for a funded place, you may want to undertake this training by paying full fee of \$..... Please contact our office on 03 9509 4266 should you need further details.

Contact details

Should you wish to find out more about our course and enrol please contact:

Jeanette Haley - Training Coordinator
80B Harvester Rd, Sunshine 3130
Phone: (03) 8508 6728

| | | | | | |
|---|---|-------------|------------|-------------|--------|
| Document Name | 22293VIC Certificate I in Initial Adult Literacy and Numeracy | | | | |
| Issue Date | 17/09/2019 | Review Date | 13/01/2020 | Version No. | 1 |
| Document Control Management – Uncontrolled when printed | | | | | Page 3 |