

## Course Outline

<b>Course :</b>	22476VIC Certificate I in General Education for Adults (Introductory)		
<b>Location:</b>	Phoenix Park, 22 Rob Roy Rd, Malvern East, VIC 3145	<b>Days:</b>	Monday, Tuesday and Thursday
<b>Teachers:</b>	Danny Smith		
<i>This course comprises of the following units of competency:</i>			

Unit Code	Unit Title	Nominal Hours
<b>Core (2)</b>		
VU22358	Develop learning goals	20
VU22359	Conduct a project with guidance	20
<b>Core Skills Reading and Oracy (3)</b>		
VU22360	Engage with simple texts for personal purposes	25
VU22362	Engage with simple texts for employment purposes	25
VU22363	Engage with simple texts to participate in the community	25
<b>Core Skills Writing (3)</b>		
VU22365	Create simple texts for personal purposes	25
VU22367	Create simple texts for employment purposes	25
VU22368	Create simple texts to participate in the community	25
<b>Core Skills Numeracy and Mathematics (4)</b>		
VU22369	Work with simple numbers and money in familiar situations	30
VU22450	Work with and interpret simple directions in familiar situations	30
VU22370	Work with simple measurements in familiar situations	30
VU22372	Work with and interpret simple numerical information in familiar texts	30
<b>Special Interest Electives (4)</b>		
BSBITU102	Develop keyboard skills	40
FDFOP2061A	Use numerical applications in the workplace	30
VU22382	Identify major events in Australian history	30
VU21664	Prepare for employment	30
<b>Total Nominal Hours</b>		<b>440</b>

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<b><i>Delivery mode</i></b>					
This course is delivered face-to-face through a range of class activities and community based activities.					
<b><i>Course duration</i></b>					
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.					
<b><i>Pre-requisites</i></b>					
<p>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:</p> <ul style="list-style-type: none"> <li>• Autism Spectrum Disorder</li> <li>• Social and / or emotional issues</li> <li>• Attention Deficit Hyperactivity Disorder</li> <li>• Specific learning disabilities</li> <li>• Mental health conditions</li> <li>• Physical disabilities</li> </ul> <p>Permanent cognitive impairment / intellectual disability must be evidenced. Evidence could include:</p> <ul style="list-style-type: none"> <li>• Formal assessment by a registered medical practitioner</li> <li>• Doctors / specialist reports</li> <li>• Attendance at a Special School / SDS</li> <li>• Integration support at school</li> <li>• Integration support at school with modified curriculum</li> </ul> <p>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:</p> <ul style="list-style-type: none"> <li>• Learners must be over 18 years old</li> <li>• Learners must complete a pre-training review and an LLN test</li> </ul> <p>Trainer/Assessors will use the outcomes of this assessment to develop individual training plans to ensure the learners achieve successful outcomes</p>					
<b><i>Education pathways</i></b>					
<p>There are no formal pathways from the 22476VIC Certificate I in General Education for Adults (Introductory).</p> <p>The 22476VIC Certificate I in Transition Education may provide credit into a range of qualifications and courses based on Elective Units completed.</p> <p>Participants may progress into 22293VIC Certificate I in Initial Adult Literacy and Numeracy or 22301VIC Certificate I in Transition Education.</p>					

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### ***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 sessions are delivered 3 days per week, 5.5 hours per day from 9:30 am to 3:00 pm.

The other 2 days of the week trainers are conducting a range of learning support activities related to units of competency currently undertaken by students. They are no classes during school breaks or public holidays.

The course duration is 12 months.

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***

#### **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. Please contact our office on 03 9509 4266 should you need further details.

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**Contact details**

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

Judith Price - RTO Manager

Email: [judith@inclusiontraining.org.au](mailto:judith@inclusiontraining.org.au)

Phone: 03 9509 4266

67 Sutherland Road, ARMADALE VIC 3143

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