

## Course Outline

<b>Course:</b>	2255VIC Certificate I in Initial Adult Literacy and Numeracy		
<b>Location:</b>	Phoenix Park, 22 Rob Roy Rd, Malvern East, 3145	<b>Days:</b>	Tuesdays and Thursdays
	Visy Cares Hub, 80B Harvester Rd, Sunshine, 3130	<b>Days:</b>	Wednesdays and Thursdays

***This course comprises of the following units of competency:***

Unit code	Unit of competency title	Nominal hours
<b><i>Literacy units</i></b>		
VU22907	Read simple phrases	85
VU22908	Write simple phrases	85
VU22909	Communicate orally using simple phrases	80
VU22910	Read simple sentences	70
VU22911	Write simple sentences	70
VU22912	Communicate orally using simple sentences	35
VU22109	Complete forms	20
VU22913	Give and follow simple directions	25
<b><i>Numeracy units</i></b>		
VU22915	Count and use numbers up to 100	20
VU22922	Use simple addition skills	40
VU22923	Use simple subtraction skills	40
<b>Total nominal hours</b>		<b>550</b>

### ***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***

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Entry to 22555VIC Certificate I 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:

- 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 22555VIC 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 2 days per week, 5.5 hours per day.

The course is delivered over 12 months including school breaks.

There are no classes during school breaks.

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***

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Inclusion training provides a range of support services including:

- Language, literacy and numeracy support (principles of cooking, library visits, participate in City of Stonington Neighborhood House and Community Events, etc.)
- Disability support (Disability Individual support person)

**Assessment arrangements**

**Assessment Methods:**

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

Assessment will be conducted by a qualified assessor who meets the requirements specified under the AQTF Standards. 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 enrol 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 \$8,540. 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:

Liza Coburn – Intake Co-Ordinator

Email: [liza.coburn@inclusion.melbourne.org.au](mailto:liza.coburn@inclusion.melbourne.org.au)

Phone: 03 8508 6715

Mobile: 0431 681 379

OR

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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