

Course Outline

Course :	22566VIC Certificate I in Work Education		
Location:	80B Harvester Rd VISY Cares Hub, Sunshine 3130 or Armada Campus, 67 Sutherland Road, Armadale	Day:	2 days a week (Monday & Tuesday) Placement by negotiation
Teacher:	Anna Shelton		

This course comprises of the following units of competency:

Unit of competency code	Field of Education code	Unit of competency title	Nominal hours
Core Units			
VU23028	120501	Develop and apply an individual vocational plan with support	100
VU23029	120599	Develop personal management skills for work	80
VU23030	120501	Participate in vocational activities	400
VU23031	120501	Participate in practical placement with support	300
MSMWHS100	061301	Follow WHS procedures	20
VU22787	120503	Prepare for employment	30
VU23032	120505	Develop workplace communication skills	30
Total Core			960
Elective Units			
SITHFAB025	110103	Prepare and serve espresso coffee	30
SITXFSA005	110111	Use hygienic practices for food safety	15
SITHCC003	110109	Prepare and present sandwiches	10
Total Electives			55

Delivery mode

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

Course duration

The course duration is 12 - 18 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 Certificate I in Work Education 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

In exceptional circumstances compulsory school age learners with evidence of a permanent cognitive impairment / intellectual disability may be enrolled in the qualification, provided the Registered Training Organisation can establish:

- the learner's Secondary School is unable to meet their needs
- and
- the learner has a level of behavioural maturity that would allow them to develop the communication and interpersonal skills to interact with other learners

There are no formalized entry requirements for learners prior to commencing the training in Certificate I in Work Education, although, Inclusion Training require learners to complete a suitability process prior to enrolling in this course. These requirements are:

- Learners must complete a pre-training review and an LLN test

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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 Certificate I in Work Education.
The 22566VIC Certificate I in Work Education may provide credit into a range of qualifications and courses based on Elective Units completed.

Training arrangements

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

Training sessions are delivered 2 days per week, 5.5 hours per day from 9:30 am to 3:00 pm. The other 3 days of the week the RTO is conducting a range of learning support activities related to units of competency currently undertaken by students. These activities are not compulsory but students who are eligible for NDIS Funding are encouraged to attend should they choose to allocate their funding towards. They are no classes during school breaks or public holidays.

Students will be required to attend missed classes on any of the other days of the week 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 Neighborhood House and Community Events, etc.)
- Disability Support (through Direct Support professionals)
- Volunteer Tutors
- Grief/conflict resolution
- Student welfare and support (through Support Coordinator)
- Behavioural support for students with disabilities (interaction with professionals)
- Reasonable adjustment to assist for special circumstances
- Briefing on assessments
- Provision of assistive equipment if required
- Additional tutorials to assist with learning
- Assistance in using technology
- Assistance with adjusting equipment
- Referral for LLN assistance

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Assessment arrangements

Assessment Methods:

Written Assessment Tasks (WA); Role Plays (RP); Observations (Obs.);
Practical Activities (PA); 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 entitled 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)

Recognition of Prior Learning may be offered for this course. Learners enrol to gain personal development skills rather than a qualification.

Cost

Students must meet the eligibility requirements under the Skills First Program. This training is delivered with Victorian and Commonwealth Government Funding. Refer to the Fees section on the Inclusion Training website for the latest information on fees. Please note that the fees as published are subject to change given individual circumstances at enrolment.

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.

Contact details

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

Antonia Bordali – Intake Officer

Email: antonia.bordali@inclusion.melbourne

Phone: 03 9509 4266

Mobile: 0408 400 612

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