

# Course Information 2016

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## Certificates in General Education for Adults

**WONTHAGGI** at Bass Coast Adult Education Centre, 239 White Road, Wonthaggi

Study area	Days		Afternoons	Evenings
MATHS	MONDAYS	Higher Levels Pre -Accredited Lower Levels	9.30 am to 11.30 am 12.00 pm to 2 pm 2.00 pm to 4.00 pm	4.30 pm to 6.30 pm
ENGLISH	TUESDAYS	Higher Levels Lower Levels	9.00 am to 11.30 am 12.00 pm to 2.30 pm	4.00 pm to 6.30 pm
COMPUTERS	Wednesdays (start Term 3)		1-4pm	

## Fees 2016 – for the full year (i.e. one full certificate)

Course Name/Level	CONCESSION FEE	FULL FEE
22234VIC Course in Initial Education for Adults	<b>\$45</b>	<b>\$225</b>
22235VIC Certificate I in General Education for Adults (Intro)	<b>\$84</b>	<b>\$420</b>
22236VIC Certificate I in General Education for Adults	<b>\$92</b>	<b>\$460</b>
22237VIC Certificate II in General Education for Adults	<b>\$84</b>	<b>\$420</b>
22238VIC Certificate III in General Education for Adults	<b>\$76</b>	<b>\$380</b>

## BCAEC Office Hours

**Monday to Thursday, 9 am–5 pm and Friday, 9 am–4 pm**

(Answering service available after hours – 5672 3115)

## BCAEC Refund Policy

- If a course is cancelled by BCAEC for any reason, participants will receive a full refund.
- Cancellation by the participant up to three (3) days before the course start date will result in a full refund, but shorter notice than three days (3) may incur an administrative fee of \$20.
- Certificates will not be awarded until fees have been fully paid.

## CGEA Qualifications and Units

**2016**

### 22234VIC Course in Initial General Ed for Adults

		Hrs	Starts	
VU21282	Develop a learning plan and portfolio with support	20	1-Feb	English
VU21283	Engage with short simple texts for personal purposes	20	11-Apr	English
VU21287	Create short simple texts for personal purposes	15		English
VU21284	Engage with short simple texts for learning purposes	20	11-Apr	English
VU21288	Create short simple texts for learning purposes	15		English
VU21285	Engage with short simple texts for employment purposes	20	11-Jul	English
VU21289	Create short simple texts for employment purposes	15		English
VU21291	Recognise numbers and money in simple highly familiar situations	25	1-Feb	Maths
VU21292	Recognise, give and follow simple and oral directions	25	11-Apr	Maths
VU21293	Recognise measurements in simple, highly familiar situations	25	11-Jul	Maths
VU21294	Recognise shape and design in simple, highly familiar situations	25	3-Oct	Maths

### 22235VIC Cert I in General Ed for Adults (Introductory)

VU21297	Develop and document a learning plan and portfolio with guidance	20	1-Feb	English
VU21299	Engage with simple texts for personal purposes	25	11-Apr	English
VU21303	Create simple texts for personal purposes	25		English
VU21300	Engage with simple texts for learning purposes	25	11-Apr	English
VU21304	Create simple texts for learning purposes	25		English
VU21301	Engage with simple texts for employment purposes	25	11-Jul	English
VU21305	Create simple texts for employment purposes	25		English
VU21317	Communicate with others in familiar and predictable contexts	15	3-Oct	English
VU21298	Conduct a project with guidance	20		English
VU21315	Access the internet for language learning	20	11-Jul	IT
BSBITU101	Operate a personal computer	20	11-Jul	IT
BSBITU102	Develop keyboard skills	40	11-Jul	IT
VU21307	Work with numbers and money in simple, familiar situations	30	1-Feb	Maths
VU21308	Work with and interpret directions in simple, familiar situations	30	11-Apr	Maths
VU21309	Work with measurements in simple, familiar situations	30	11-Jul	Maths
VU21310	Work with simple design and shape in familiar situations	30	3-Oct	Maths

### 22236VIC Cert I in General Ed for Adults

VU21323	Develop and document a learning plan and portfolio	20	1-Feb	English
VU21325	Engage with texts of limited complexity for personal purposes	25	11-Apr	English
VU21329	Create texts of limited complexity for personal purposes	25		English
VU21326	Engage with texts of limited complexity for learning purposes	25	11-Apr	English
VU21330	Create texts of limited complexity for learning purposes	25		English
VU21327	Engage with texts of limited complexity for employment purposes	25	11-Jul	English
VU21331	Create texts of limited complexity to participate in the workplace	25		English
VU21324	Plan and undertake a project	30	3-Oct	English
ICTICT103	Use, communicate and search securely on the internet	50	11-Jul	IT
BSBITU101	Operate a personal computer	20	11-Jul	IT
BSBITU102	Develop keyboard skills	40	11-Jul	IT
VU21333	Work with a range of numbers and money in familiar routine situations	30	1-Feb	Maths
VU21335	Work with measurement in familiar and routine situations	30	11-Apr	Maths
VU21337	Work with and interpret numerical info in familiar and routine texts	30	11-Apr	Maths
VU21334	Work with and interpret directions in familiar and routine situations	30	11-Jul	Maths
VU21336	Work with design and shape in familiar and routine situations	30	3-Oct	Maths

### 22237VIC Cert II in General Ed for Adults

VU21353	Research pathways and produce a learning plan and portfolio	20	1-Feb	English
VU21355	Engage with a range of complex texts for personal purposes	30	11-Apr	English
VU21359	Create a range of complex texts for personal purposes	30		English
VU21356	Engage with a range of complex texts for learning purposes	30	11-Apr	English
VU21360	Create a range of complex texts for learning purposes	30		English
VU21357	Engage with a range of complex texts for employment purposes	30	11-Jul	English
VU21361	Create a range of complex texts to participate in the workplace	30		English
VU21354	Implement and review a project	30	3-Oct	English
ICTICT103	Use, communicate and search securely on the internet	50	11-Jul	IT
BSBITU102	Develop keyboard skills	40	11-Jul	IT
VU21364	Investigate numerical and statistical information in a range of contexts	50	1-Feb	Maths
VU21363	Investigate and interpret shapes and measurements and related formulae in a range of contexts	50	11-Apr	Maths

### 22238VIC Cert III in General Ed for Adults

VU21375	Evaluate pathway options, design a learning plan and compile a portfolio	60	1-Feb	English
VU21376	Engage with a range of highly complex texts for personal purposes	30	11-Apr	English
VU21380	Create a range of highly complex texts for personal purposes	30		English
VU21377	Engage with a range of highly complex texts for learning purposes	30	11-Apr	English
VU21381	Create a range of highly complex texts for learning purposes	30		English
VU21378	Engage with a range of highly complex texts for employment purposes	30	11-Jul	English
VU21382	Create a range of highly complex texts to participate in the community	30		English
VU21389	Design and review a project	40	3-Oct	English
VU21383	Analyse and evaluate numerical and statistical information	50	1-Feb	Maths
VU21384	Use algebraic techniques to analyse mathematical problems	50	11-Jul	Maths

## Prerequisites

*There are no pre-requisites for General Education certificates. However, if you commence on the lower levels, it is recommended that you pass those levels prior to starting a higher level certificate.*

**Course duration** Each certificate will usually take one year to complete, commencing at the beginning of February and ending in mid-December. However, this is entirely up to the individual student. The course is presented annually, with breaks for holiday periods. Students may enrol in the course for more than one year. Rolling enrolments are available, so that students can enrol at any time during the year.

**Delivery** Classroom delivery, with use of wide variety of resources. Hands-on teaching methods are used, with flexible delivery to suit individuals. Integrated training and assessment methods and grouping of units are encouraged where possible.

**Resources** Suitably qualified and experienced tutors, as well as:

- Classrooms equipped with whiteboard, television, DVD and video, data projector, radio/cassette/CD player, electronic whiteboard
- Sets of laptops/ipads as necessary. Internet access on all equipment.
- Real life resources and/or simulated real life situations
- Range of appropriate print and multi-media based resources and hands-on resources
- Range of assessment resources

**Assessment** Assessment is to be undertaken in formal and informal sequence and structure, at times dictated by the individual's readiness rather than by a structured timetable. Teacher/Assessor may use formal assessment instruments or create their own. Assessment must proceed as per curriculum guidelines.

**Awarding of certificates** To be eligible for a certificate, students must pass all the required units in each subject area, as required by the certificate rules:

- Learning plans/portfolios
- A project
- Literacy - engaging with texts, creating texts
- Mathematics/numeracy units
- Electives: verbal communication, computing, teamwork etc.

Students must also have recorded regular attendance.

Certificates will be awarded at the end of the training period. No cost will be charged for certificate awards.

A Statement of Attainment will be awarded to students who achieve *partial* completion of their training.

## Pathways

*The certificates in General Education were developed to address the education and training needs of people who left school early and who need to improve their literacy, basic maths and general education skills. The certificates form part of the suite of General Studies and Further Education courses providing educational pathways to employment, further study and community engagement. Units in each certificate encourage students to explore their pathway options and develop learning plans.*

## Employability Skills

*Employability skills are built into the curriculum at each certificate level. Trainers and assessors must ensure that all employability skills are covered in their training and assessments.*

Employability skills for these certificates are:

- Communication
- Teamwork
- Problem solving
- Initiative and enterprise
- Planning and organising
- Self-management
- Learning
- Technology