

Course Guide

Course Code and Name	22472VIC - Certificate I in General Education for Adults
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Course Description

Vocational education and training (VET) courses differ from other school courses as they contain the following components:

- work-like activities
- competency-based training and assessment
- industry determined competency standards (skills, knowledge and attitudes required to operate effectively in employment.)

The Certificate I in General Education for Adults provides opportunities for the development of literacy skills to create and engage with a range of familiar and less familiar paper based and web based text types of limited complexity. The focus is on reading, interpreting and evaluating everyday texts and developing mathematical knowledge to apply numeracy skills in everyday familiar situations. Skills and knowledge are applied to develop and document a learning plan and prepare a portfolio.

Entry Requirements

There are no entry requirements for this course. However, each learner will undertake pre-training skills assessments to determine which course will best develop their literacy and numeracy skills.

Fees

Vocational Education and Training (VTQ) delivers all qualifications at “no cost to the student” and does not draw funding under any of the current Queensland Government funding initiatives. The courses offered by VTQ do not alter a learner’s eligibility to access Queensland Government funded programs. The RTO has been established under a not-for-profit business model to ensure service delivery can be:

- provided at a minimal cost
- delivered in a sustainable manner to ensure long term service provision
- supports the educational development of a wide range of young people that have experienced disadvantage and difficulties accessing education.

VTQ encourages partnerships in a support service arrangement, where the organisation is responsible for the cost of training and assessment materials. Participating organisations agree to provide mentor support services for young people in their communities. VTQ provides all training and assessment to participants, in accordance with the Standards for Registered Training Organisations (RTOs) 2015. VTQ issues all graduates with an AQF qualification for all accredited courses.

Credit Transfer

Credit transfer is a process that grants credit for previous formal study that is equivalent to a nominated qualification. Units completed with another training provider will be credited upon enrolment.

Credit transfer can only be provided where the previous course of study is the same or equivalent to the course VTQ has recommended. **If a student believes they have already completed units for this course, credit transfer will be arranged once the student supplies a statement of attainment or transcript from the previous RTO.**

Sequence of Study

Cluster	Unit Code	Unit Name
Get Out There	VU22389	Engage with texts of limited complexity to participate in the community
	VU22394	Create texts of limited complexity to participate in the community
Calculations	VU22395	Work with a range of numbers and money in familiar and routine situations
	VU22400	Work with and interpret numerical information in familiar and routine texts
Get Working	VU22388	Engage with texts of limited complexity for employment purposes
	VU22393	Create texts of limited complexity to participate in the workplace
Shape and Direction	VU22399	Work with design and shape in familiar and routine situations
	VU22396	Work with and interpret directions in familiar and routine situations
Get Moving	VU22386	Engage with texts of limited complexity for personal purposes
	VU22391	Create texts of limited complexity for personal purposes
	VU22410	Investigate driving and owning a car
Sports and Statistics	VU22398	Work with and interpret statistical information in familiar and routine texts
	VU22107	Calculate and communicate sports scores
Get Goals	VU22384	Develop and document a learning plan and portfolio
Measurement	VU22397	Work with measurement in familiar and routine situations
Get Planning	VU22385	Plan and undertake a project

Delivery Modes

This qualification is offered through **online** study. Learners for this course will:

- be assigned a mentor to assist in the self-paced learning material.
- be assigned a VTQ Trainer and Assessor that will contact you and assist you to undertake your assessments.
- can expect to complete approximately 800 hours of training for this course.

Resources Required by Student

It is recommended that students have access to relevant word processing and internet enabled devices, a reliable internet connection, a printer and phone service to:

- access VTQ's online learning materials
- upload video and audio recordings
- upload video and audio recordings
- access and navigate external websites
- access and navigate external community, workplace and personal texts
- receive support and feedback from VTQ assessors.

Mentors will receive training regarding necessary online platforms learners require. Mentors also arrange for students to gain access to all necessary resources.

VTQ Learner Agreement

It is expected that learners are active participants in their learning. Students engaged in learning agree to:

BE ACTIVE

- I concentrate on my work
- I ask questions about my work
- I keep trying even when the work is hard

BE SAFE

- I follow safety directions
- I stay calm
- I stay in control of my actions so others feel safe around me

BE RESPECTFUL

- I speak without swearing
- I use good manners
- I get along with others

BE RESPONSIBLE

- I seek to resolve conflict
- I use equipment properly
- I follow expectations

Student Support

VTQ works with community-based organisations (CBOs), youth justice service centres and schools to provide students with a supportive learning model. Learning support is available to all students. All students are assigned a mentor, from their local community, to assist in the learning process. Students will undertake a pre-training assessment (using bksb) to identify the most appropriate course to enrol in, to support learners in developing their literacy, numeracy and general education skills. A VTQ trainer and assessor will provide support to the student and mentor as they work through the learning materials.

VTQ and the support organisations work together to make additional resources available to learners. Together they provide students with learning aids and support services as required.

Access and Equity

VTQ is committed to providing learning experiences where access and equity principles remove any barriers to the learner's achievement. VTQ provides all students the opportunity to gain skills, knowledge and experience through access to VET courses. VTQ is inclusive of all students regardless of gender, cultural identity, impairment or any other factor.

Access and equity guidelines will be implemented through the following strategies:

- Our courses will provide for a choice of VET course best suited to maximise a learner's success.
- Partnerships with other support providers, such as youth justice service centres, community-based organisations and schools, are encouraged to provide additional learning support, particularly in rural and remote Queensland.
- Where possible, students will be provided with the opportunity to gain a full certificate qualification and progress on to employment or further study.
- Access to VTQ courses will be available to all students regardless of stage of learning, gender or cultural identity.
- If VTQ loses access to either digital, physical and/or human resources or cannot complete training for any other reason, VTQ will provide students with alternative opportunities to complete their training.

Competency Based Assessment

In order to be successful in gaining competency, students must demonstrate consistent application of knowledge and skill to the standard of performance required in the workplace. Students must be able to transfer and apply skills and knowledge to new situations and environments.

Final records of assessment of competencies will be awarded as either:

- **C** for Competent
- **NYC** for Not Yet Competent

Assessment Task Information

Assessment task information inform the learner/mentor of the requirements for each assessment piece, how they must be performed and what criteria will be assessed. Assessment task instructions explain in detail what is required to complete the assessment satisfactorily. **Assessment task information is provided for every assessment item in each unit of competency studied.**

Reasonable Adjustment

Reasonable adjustments may be required for students with a disability, medical condition, illness, or specific learning needs. Modification to the learning environment, or making changes to the training and assessment, may be necessary to provide a learner with an equal opportunity to demonstrate competency.

Reasonable adjustment may include:

- adapting delivery strategies
- customising resources and activities
- providing learning support
- making information accessible at an earlier stage
- modifying or providing equipment
- adapting assessment strategies and conditions.

Contact a VTQ trainer to determine whether reasonable adjustments are required and how the adjustments can be applied for medical conditions, illnesses, disabilities or specific learning needs.

Academic Misconduct – Cheating and Plagiarism

Academic misconduct includes cheating, supporting or aiding others in cheating, plagiarism (using others ideas or words as your own), collusion (working in groups when not approved), copying directly from the internet and falsifying information.

Students are not permitted to:

- directly copy another person's work
- use the work of others and claim it as their own
- use any resource without permission (during formal assessment situations)
- obtain or use assessment answers/solutions.

Assessment Feedback

The trainer will provide written feedback on assessment within 10 days of completion. If the first attempt is marked 'Not Yet Competent' and the learner and mentor have complied with assessment requirements, a second attempt will be offered. Learner/mentors having difficulties finishing a unit of study on time must contact their trainer/assessor, as soon as possible. *(This applies to VET qualifications only.)*

Complaints and Appeals Procedures

VTQ manages complaints and appeals in a fair, efficient and equitable manner. Complaints arise when a student is dissatisfied with an aspect of VTQ's training services, and requires action to address an issue. Appeals arise when a student is not satisfied with a decision that VTQ has made or actions it has taken. Appeals can relate to assessment or other training decisions. VTQ endeavours to create an environment where students' views are valued. Complainants will have the option of making their complaint informal or formal. More information on the VTQ Complaints and appeals processes can be access on the [Vocational Training Queensland](#) website.