

# Course Guide

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| <b>Course Code and Name</b> | <b>22476VIC - Certificate I in General Education for Adults (Introductory)</b>   |
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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 (Introductory) outcomes focus on the development of literacy skills to create and engage with personally relevant simple, familiar and predictable paper based and web based text types and mathematical knowledge to apply numeracy skills in everyday familiar situations and to develop learning goals.

## 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 Training Queensland (VTQ) delivers all qualifications at “no cost to the student” and does not receive funding from any of the current Queensland Government funding initiatives. Courses offered by VTQ do not affect a learner’s eligibility to access Queensland Government funded programs. This Registered Training Organisation (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  |
|--------------------------|-----------|--|
| <b>Live Well</b>         | VU22360   | Engage with simple texts for personal purposes                           |
|                          | VU22365   | Create simple texts for personal purposes                                |
| <b>Numbers and Money</b> | VU22369   | Work with simple numbers and money in familiar situations                |
|                          | VU22372   | Work with and interpret simple numerical information in familiar texts   |
| <b>Play Fair</b>         | VU22363   | Engage with simple texts for to participate in the community             |
|                          | VU22368   | Create simple texts to participate in the community                      |
| <b>Measurement</b>       | VU22370   | Work with simple measurements in familiar situations                     |
| <b>Work Hard</b>         | VU22362   | Engage with simple texts for employment purposes                         |
|                          | VU22367   | Create simple texts for employment purposes                              |
|                          | VU22364   | Participate in simple spoken interactions                                |
| <b>Shape</b>             | VU22371   | Work with simple design and shape in familiar situations                 |
| <b>Direction</b>         | VU22450   | Work with simple design and shape on familiar situations                 |
| <b>Develop Goals</b>     | VU22358   | Develop learning goals   |
| <b>Data</b>              | VU22373   | Work with and interpret simple statistical information in familiar texts |
| <b>Make Plans</b>        | VU22359   | Conduct a project with guidance  |
| <b>Create Budgets</b>    | VU22104   | Create Budgets   |

## 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 720 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 adjustment may be required for some students with a disability, medical condition or illness, or specific learning needs. Modification to the learning environment, or making changes to the training and assessment, may be necessary to provide students 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 (including supporting others in cheating), plagiarism (using other writers' ideas or words as your own), collusion (working in groups when not approved by the teacher), electronic plagiarism (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.