



**Central  
Regional**



Course

# Pre-Enrolment Guide

Training Area:

**English as an Additional  
Language (EAL)**

Training Product:



# Your Future. Your Choice. Your TAFE.

Central Regional TAFE spans four regions and around 57% of Western Australia, with nine campuses delivering training that reflects the industries driving our state's economy. From the Midwest and Wheatbelt to the Gascoyne and Goldfields, our footprint is vast – and so are the opportunities.

Studying regionally connects you directly with the jobs that matter. With most agricultural, health, and construction roles based in regional WA, training close to home ensures you build skills where the demand is.

Each campus is shaped by its community and industries. Whether it's aquaculture on the coast, mining in the Goldfields, or agriculture in the Wheatbelt, we work hand-in-hand with employers to make sure your training is current, practical, and linked to real apprenticeships and work placements.

Wherever you live, your local campus is ready to help you succeed – while keeping skills, jobs, and opportunities right here in regional WA.





# Your Campus. Your Training. Your Career.

At Central Regional TAFE, it's all about you. We're here to help you shape the future you want, with the right support every step of the way.

Learn from industry experts who bring real-world knowledge into the classroom and gain the confidence and skills employers are looking for. With over 300 nationally recognised courses – from Certificate I through to Advanced Diploma – plus a wide range of short courses, there's a pathway for every ambition.

We know life is busy, so our flexible and online study options help you balance training with work, family, and everything else you've got going on. Add to that payment plans and tailored support, and achieving your goals has never been easier.

Whether you're leaving school, changing careers, or upskilling, you'll find a place at TAFE – and a pathway to a future that works for you.

Train where you live. Build real skills. Shape a future that works – with Central Regional TAFE.



# Course Information

## 22640VIC Certificate III in EAL (Access)

<b>Release number</b>	1	<b>Release date</b>	1 January 2024
<b>Required number of units for course completion</b>	Total = 8 units Core = 1 Electives = 5 units: <ul style="list-style-type: none"> <li>• 1 Speaking and Listening elective unit</li> <li>• 1 Reading and Writing elective unit</li> <li>• 2 Language Skills elective units</li> <li>• 3 General electives</li> </ul>		
<b>Duration</b>	20 weeks 1 Semester		
<b>Location</b>	Geraldton		
<b>Delivery mode</b>	Face to Face		

### Is this course right for me?

Before you start this course, it's important to think about the key skills and personal qualities that will help you succeed in your EAL studies. These include:

- Ability to attend class face to face
- Ability to hold short conversations in English
- Ability to follow instructions and manage simple tasks
- Ready to speak, listen, read, and write English in class.
- Willing to learn and improve your spoken English regularly
- Ability to practise English at home
- Have basic digital skills to use a phone or computer for learning
- Be open to asking for help and support when you need it.
- Willing to mix with people from different cultures
- Willing to work with others and participate in group activities

### Information you need to know about the course

The 22640VIC Certificate III in EAL (Access) consolidates the development of straightforward English language speaking, listening, reading and writing skills so that learners can access a range of further study and vocational education options which may require some specialisation. 22640VIC Certificate III in EAL (Access) outcomes focus on the consolidation of English language speaking, listening, reading and writing skills so that participants can access a range of further education and/or vocational education options which may require some specialisation. The course is intended to provide participants with the following education outcomes:

- Read and respond to short texts like stories, instructions, and everyday messages.
- Write simple texts in the right format (letters, notes, emails).
- Understand how conversations and texts are usually written.
- Use clear sentences and basic grammar.
- Use gestures, facial expressions, and tone to help you communicate.

## Course Pathways

This course provides learners with factual, technical, procedural, and theoretical knowledge to use English effectively in straightforward contexts. Graduates develop and review language learning plans, participate in verbal exchanges and presentations, interpret and analyse straightforward texts, and write clear texts using appropriate structure and conventions. They apply these skills with some autonomy to plan and monitor their ongoing English development and to engage in study, work, and community activities. The qualification uses structured and unstructured learning, including activities that build English proficiency and support pathway planning for further education or employment. [here](#).

## National Course Entry Requirements

Entry requirements apply to this course. Nil

## Central Regional TAFE Requirements

You must have a Unique Student Identifier (USI) to enrol in and complete any nationally recognised training in Australia. If you do not have a USI or need help getting one, we can assist you with the process. On campus students do not require any other equipment or resources but should arrive ready to participate in class. Personal devices(laptops) may be used but a class set is available

**Before you enrol**, CR TAFE is required to review your language, literacy, numeracy and digital (LLND) skills to help you decide if the course is right for you, identify any support you might need, or whether other learning options may be better suited to you at this time.

You are required to participate in an informal interview/chat with your lecturer. This is to gather information about your background and to help you decide if the course is right for you, identify any support you might need, or whether other learning options may be better suited to you at this time

During this interview, your lecturer will consider:

- any formal education you have completed, both in Australia and overseas
- any previous English as an Additional Language (EAL) learning you have undertaken
- your learning goals and pathway needs, including employability skills, digital and other literacies, and any further study or vocational training you may wish to pursue.

Based on this information, your lecturer will determine the most suitable certificate level for you to enrol in.

## Fees and Payments

Whether you are enrolling in individual units and/or full qualifications at Central Regional TAFE, you are responsible for paying the enrolment fee for each unit you enrol in.

You will find detailed information about your course costs and how they are calculated on our website [here](#).

You can also check the drop-down box for FEES on your course page on the website which will also have details about the course fees.

Key payment terms and conditions, availability of any relevant government training entitlements and subsidies and our withdrawal and refund requirements are available under the *Fees and Payment Options* section in the Student Handbook on our website [here](#).

Student Services can help if you are unsure about any fee information.

## Learning Resources

You will be provided the following learning resources for your course:

- Connect Resources - Learner and trainer assessment packs
- Access to the Microsoft Office suite of products with current enrolments
- Classrooms

- Online/print resources for face-to-face delivery
- Library facilities
- Bilingual resources
- Educational counsellors
- Stationery
- Mentor in the classroom
- Digital devices such as laptops available
- A sympathetic interlocutor

Students use personal translators as bilingual resources. Translator apps are also available using digital devices.

### **Online learning materials**

Access to the Microsoft Office suite of products with current enrolments

### **CRTAFE online library resources**

Our online library has a wide range of electronic resources useful to your course. You can find our online library on the Central Regional TAFE website [here](#). Library staff are available to assist you as required.

### **My Portal**

There is a variety of information available to students on our website under [Current Students myPortal](#). Once you are enrolled, the Student Portal will allow you to view the following:

- My application - view the status of your application to study
- My payments - view your payment history and instalment plan details (if relevant)
- My study - view your course details, units and academic records
- My details - view and update your personal information
- My tasks - view any notices from Central Regional TAFE
- Blackboard - links directly to the Blackboard e-learning platform

Below is a quick guide to the Student Portal, please also view the how to guides on the myPortal page to assist with your login.

Campus students can locate their timetables from the myPortal page on our website. You can also subscribe to your timetable so that you can view it in your own Calendar. Details on how to subscribe to your Calendar can be found on my Timetable link in the Student Portal.

### **Recognition of Prior Learning**

Recognition of prior learning (RPL) means an assessment process that involves assessment of an individual's relevant prior learning and experience (including skills and knowledge obtained through formal and informal learning) to determine the extent to which the individual meets requirements specified in the training product. You can apply for RPL and will be supported throughout the process. For further information visit our website [here](#).

### **Credit**

Credit can be given if you have successfully completed a unit or module that has the same code or is deemed equivalent to one in your current course. You may have completed this unit/module at a Registered Training Organisation or at an alternate authorised organisation such as a university.

You will have to provide some evidence you have successfully completed the unit or module. This might include authenticated VET transcripts or other AQF certification documents like Statements of Attainment, Records of Results etc.

You won't be charged for credit transfers. If you think this might apply to you, contact your lecturer to discuss eligibility, the application process and the evidence you need to provide.

**Note:** The College will not issue an Award or Statement of Attainment that is achieved wholly through recognition of units and/or modules completed at another RTO.

## Appeals and Feedback

Central Regional TAFE values student feedback and recognises that opportunities to improve products and services arise from the effective handling of student complaints. Complaints are processed in a way that balances the interests of students and the College while making sure the process is fair for everyone.

Students are supported to provide feedback and make complaints. Students have the right to appeal decisions made by the lecturer/assessor and the College. For example, if you have concerns about your assessment results, please approach your lecturer to discuss the issue and/or refer to our website for details [here](#).

## Student Support Services

Central Regional TAFE aims to provide a supportive learning environment for all students. If you have any support needs, either before you enrol or during your course, we encourage you to speak with your lecturer or the Student Support Services team. The College will provide, or help you access, the support that can assist you in your studies.

### Training Support:

You are encouraged to identify any training support that you may need before you enrol and at any point during your learning journey. This may include but not limited to:

- Study Skills
- Accessing and using technology
- Assessments
- Disability support
- Aboriginal and Torres Strait Islander support

### Contacts:

#### Lecturer contact details:

#### EAL Coordinator

Name: Nidhi Kumari

Phone number: (08) 9956 2822 | 0435 400 434

Email: [nidhi.kumari@crtafe.wa.edu.au](mailto:nidhi.kumari@crtafe.wa.edu.au)

Building: H Block

Availability: Monday to Friday, 8am-4 pm

### Wellbeing Support:

Central Regional TAFE is dedicated to supporting students—and to providing a safe and inclusive learning environment for all students including a culturally safe learning environment for Aboriginal people. The College recognises that student wellbeing is important for a successful learning journey and may provide, or support access to, appropriate services where needed. Wellbeing support may include, but not limited to:

- Counselling and mental health resources (external)
- Career Services and Guidance (internal)
- Financial (fee and debt payment options, scholarships) (internal)
- Abuse, harassment, bullying (internal and external)

- Crisis and Support Lines (external)
- Support for Aboriginal students (internal and external)
- Aboriginal Counselling Support (external)
- Support for students with disability (internal and external)
- Support for international students (internal)

For confidential, no obligation contact information for wellbeing support, please contact our Student Support Services who can help you with more information on how to access these support services, or go to our [website](#).

We have provided information that may assist you. Please contact Support Services directly for further information.

### **Contacts:**

To speak to our Student Support Team, our Technical Support Team, Aboriginal Support Services or your local Access and Equity Inclusion Officer, contact us below:

1800 672 700

[enquiries@crtafe.wa.edu.au](mailto:enquiries@crtafe.wa.edu.au)

For help with all things career, training and employment, contact our Jobs and Skills Centres at either our Geraldton, Kalgoorlie or Northam campuses, or call 13 64 64

[www.jobsandskills.wa.gov.au](http://www.jobsandskills.wa.gov.au)

### **Further Resources and Information**

More information can be found in our Student Handbook, available for download off our website [here](#).

### **Award**

Upon successful completion of this course, you are entitled to an Award and a Record of Achievement. Should you not have successfully completed all the units of competency required for the Award, you are entitled to a Statement of Attainment for the individual units for which you have been assessed as competent.

### **Notification of Changes to the Course**

**You will be informed** by your lecturer **of any changes that affect your course**. You will be supported throughout the change to ensure there is minimal disruption to your learning journey.

### **Timetable and Training Hours**

The timetable provided helps you plan your week and understand your study commitments. The timetable shows which days and times you need to attend training. It helps you plan ahead and manage your participation.

### **Semester Dates**

**Term 1** - 2nd Feb 2026 – 8th April 2026

**Term 2** - 28th April 2026 - 1st July 2026

## Timetable

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
9:00am-10:20am	H006	H006	H006		
10.20-am 10.40am Mid-morning break					
10:40asm -12:00	H006	H006	H006		
12:00pm - 12:45pm LUNCH BREAK					
12:45pm- 3:00pm	H006	H006	H006		

## Overview of Training Hours and Assessment Methods

### Assessment Methods:

For this course, assessments may include the following:

- **Knowledge questions:** This involves answering questions, either orally or in writing relating to the unit of competency.
- **Observations:** This involves your assessor or a third party (workplace supervisor) observing you perform tasks in the workplace and/or simulated workplace to check that you have the knowledge and skills required for the unit of competency.
- **Portfolio:** This is a collection of evidence you put together, such as documents, examples of your work, or completed activities, to show that you have the knowledge and skills required for the unit of competency.

**Note:** The specific assessments required for each unit of competency will be outlined in the Training and Assessment Plan (TAP) for that unit. You will receive a copy of the TAP for each unit when you enrol.

## Overview of Training Hours and Assessment Methods

The table below outlines the units you need to complete. It shows the types of training activities you are required to do, how much time each one is expected to take, and how each unit will be assessed. This will help you understand how much time you will need to set aside for each unit you are enrolled in.

Stage	National ID	Unit Of Competency	Face to Face	Workshops	Work Placement	Structured Out Of Class Activities	Tutorial Study Support	Total	Assessment	Delivery Mode	Core / Elective	Group	Pre-Requisites National Code/s
	VU22384	Develop and document a learning plan and portfolio [AX510]	16.00			0.00		16.00	2.00	Face To Face	Core	Core Unit	
	VU22395	Work with a range of numbers and money in familiar and routine situations [AX521]	25.00			0.00		25.00	2.00	Face To Face	Elective	General Electives	
	VU22397	Work with measurement in familiar and routine situations [AX524]	25.00			0.00		25.00	2.00	Face To Face	Elective	General Electives	
	VU22400	Work with and interpret numerical information in familiar and routine texts [AX527]	25.00			0.00		25.00	2.00	Face To Face	Elective	General Electives	
	VU23524	Engage in straightforward casual conversations and spoken transactions [AZ872]	56.00			5.00		61.00	9.00	Face To Face	Elective	Speaking and Listening electives	
	VU23526	Read and write straightforward transactional texts [AZ876]	56.00			5.00		61.00	9.00	Face To Face	Elective	Reading and Writing electives	
	VU23527	Read and write straightforward informational texts [AZ878]	56.00			5.00		61.00	9.00	Face To Face	Elective	Language skills electives	
	VU23528	Read and write straightforward narrative texts [AZ880]	56.00			5.00		61.00	9.00	Face To Face	Elective	Language skills electives	
		<b>Total</b>	315.00	0.00	0.00	20.00	0.00	335.00	44.00				
<b>Cluster</b>	<b>Unit Of Competency</b>								<b>Core / Elective</b>				



**Central  
Regional**

RTO: 52789



1800 672 700



[enquiries@crtafe.wa.edu.au](mailto:enquiries@crtafe.wa.edu.au)



[centralregionaltafe.wa.edu.au](http://centralregionaltafe.wa.edu.au)



© 2025 Central Regional TAFE

All rights reserved. Except as permitted under the Copyright Act 1968 (Cth) and subsequent amendments, no part of this publication may be reproduced, adapted, amended, distributed, or transmitted in any form or by any means – including photocopying, recording, or other electronic or mechanical methods – without the prior written permission of Central Regional TAFE.

Central Regional TAFE is committed to developing high-quality resources that meet the needs of our customers. Every effort has been made to ensure this publication is free from errors or omissions. However, Central Regional TAFE accepts no responsibility or liability, whether in negligence or otherwise, for any loss, damage, or injury arising from the information contained within.