



Course **Pre-Enrolment Guide**

Training Area:
**General Education for
Adults**

Training Product:
**22690VIC
Certificate I in General
Education for Adults**



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

22690VIC Certificate I in General Education for Adults

Release number	Version 1.0	Release date	27 th March 2025
Required number of units for course completion	<p>To achieve the qualification 22690VIC Certificate I in General Education for Adults, learners must successfully complete a total of 16 units comprising:</p> <p>Core – 2 units Core Skills Reading and Oracy – 3 units Core Skills Writing – 3 units Core Skills Numeracy– 4 units</p> <p>Special Interest electives – 4 units which can be selected from:</p> <ul style="list-style-type: none"> • units listed in the Special Interest Electives, which have not previously been completed, and / or • Core Skills Reading & Oracy, Writing and Numeracy units from the 22689VIC Certificate I in General Education for Adults (Introductory), or the 22690VIC Certificate I in General Education for Adults or the 22691VIC Certificate II in General Education for Adults, which have not previously been completed, and / or • units which are first packaged in AQF level 1 or 2 qualifications in nationally endorsed training packages or accredited courses <p>A Statement of Attainment will be issued for any unit of competency completed if the full qualification is not completed.</p>		
Duration	6 months/1 semester		
Location	Geraldton		
Delivery mode	Face to Face		

IS THIS COURSE RIGHT FOR ME?

Before you choose this course, it's a good idea to think about the skills and knowledge you might need. The information below will help you decide if the course is a good fit for you, or if there are areas where you might need some extra support

Information you need to know about the course

It's important to think about the key skills you are likely to need to study. Look at the essential skills and knowledge and consider if the course is right for you:

- **Reading:** Read simple, familiar texts and find important information in them.
- **Writing:** Write short, simple texts with some help.
- **Speaking and Listening:** Join in group talks with classmates and clearly explain any issues or problems.
- **Numeracy (Maths):** Understand and share simple maths information and use it to solve easy, everyday problems.
- **Learning Skills:** Follow instructions, stick to routines, and set and check short, simple learning goals.
- **Problem-Solving:** Plan and finish a small project by following the steps you agreed on.

- **Self-Management:** Organise your own learning, finish work on time, and work by yourself when needed.
- **Digital Skills:** Use simple digital tools and websites you already know.

Course Pathways

This course aims to help you develop skills and knowledge that may support entry into a range of job roles or further study. Further details can be found on our website [here](#).

National Course Entry Requirements

There are no entry requirements that apply to this course.

Central Regional TAFE Requirements

- You must have a Unique Student Identifier (USI) to enrol in and finish any national training course in Australia.
- If you don't have a USI, or you are not sure how to get one, we can help you.
- You must be at least 14 years and 6 months old and in the equivalent of Year 10 to enrol.
- If you are in Year 10, you must have a formal exemption from school.
- If you are in Year 11 or 12, you must have a notice of arrangement. You can enrol while this is being approved.

Before you enrol, you may need to do a short quiz. This quiz helps us understand your language, reading, writing, maths and computer skills.

Your lecturer will use this information to:

- Check if this course is a good match for you
- See what support you might need
- Suggest other courses if they may suit you better right now

To do the quiz, you will need a computer and the internet. If you do not have these, you can:

- Do the quiz at your local TAFE campus, or
- Ask for a paper copy of the quiz to complete by hand

Please contact Student Services if you need help to access or complete the quiz.

Your information will be kept private and confidential.

Fees and Payments

- When you enrol in one or more units or in a full qualification at Central Regional TAFE, you must pay the enrolment fee for each unit you choose.
- You can find detailed information about course costs and how they are worked out on our website [here](#).
- On your course page, click on the FEES drop-down box. This will show you the fees for that course.
- The 'Fees and Payment Options' section of the Student Handbook on our website [here](#) has Information about:
 - key payment terms and conditions

- government training entitlements and subsidies (if available)
- our withdrawal and refund rules

If you are unsure about any fees, Student Services can help you.

Learning Resources

- Your learning materials will be given to you as you work through the semester. Usually, the cost of these materials is included in your enrolment fees. If this is not possible, there may be an extra resource fee.
- Central Regional TAFE (CRTAFE) uses Office 365 for online learning. You will get access to Office 365 when your enrolment is complete.
- Our online library has many useful electronic resources for your course. You can find the online library on the Central Regional TAFE website [here](#). Library staff can help you if you need support.
- You do not have to bring any special equipment, but you may like to bring your own pens and pencils.

Other Study Options

Delivery option

Face to face – 1 semester, full time, 3 full days and one morning per week, enrolments until week 8.

My Portal

There is a variety of information available to students on our website under [Current Students](#). 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

Credit

You may be able to get credit for units you have already passed.

- You can get credit if you have successfully finished a unit or module with the same code, or one that is equivalent to a unit in your current course.
- You may have done this unit/module at another TAFE or Registered Training Organisation (RTO), or at another approved place such as a university.

To get credit, you must show proof that you passed the unit or module. This could include:

- an authenticated VET transcript
- a Statement of Attainment
- a Record of Results
- other official AQF certificates

You do not have to pay for credit transfers.

If you think this might apply to you, talk to your lecturer. They will explain:

- if you are eligible
- how to apply

- what evidence you need to provide

Important: The college cannot give you a full Award or Statement of Attainment if all the units or modules were completed at another RTO through credit transfer only.

Appeals and Feedback

Central Regional TAFE values student feedback. We know that complaints can help us improve our courses and services.

When you make a complaint, we will:

- Handle it carefully and fairly
- Consider both your needs and the needs of Central Regional TAFE
- Make sure the process is fair for everyone involved

Students are supported to [provide feedback and make complaints](#). Students have the right to appeal (ask to review) decisions made by their lecturer, assessor, or Central Regional TAFE.

If you are worried or unhappy about your assessment results:

- First, talk to your lecturer about your concerns.
- You can also visit our website for more information on how to appeal [here](#).

Student Support Services

Central Regional TAFE wants all students to feel supported in their learning.

If you need any help or support, before you enrol or during your course, please talk to:

- your lecturer, or
- the Student Support Services team.

The college will provide support, or help you find the right support services, to assist you with your studies.

Training Support:

Please tell us of 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

Wellbeing Support:

CR TAFE supports all students and provides a safe, welcoming and inclusive place to learn.

This includes making sure there is a culturally safe learning environment for Aboriginal students. We understand that your wellbeing is important for your learning. Where needed, CR TAFE may provide support services, or help you access the right services, to support your wellbeing. 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 private information about wellbeing support, please contact our **Student Support Services** team. They can give you more information and help you find and access the right support services. You can also go to our [website](#).

Contacts:

Lecturer contact details:

Course Coordinator- Kylie Murphy

kylie.murphy@crtafe.wa.edu.au

Ph 99562853

To speak to our Student Business System Team, Student Support Services Team, our Technical Support Team, Aboriginal Support Services or your local Access and Equity Inclusion Officer, contact: 1800 672 700 or enquiries@crtafe.wa.edu.au.

Alternatively, you can complete an online enquiry form <https://www.centralregionaltafe.wa.edu.au/contact-us>.

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 or go to 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

When you are successful and complete this course, you are entitled to an Award and a Record of Achievement. If you not have successfully completed all the units of competency required for the Award, you are entitled to a Statement of Attainment for those units that 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 and manage your participation.

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
9:00 am-10:20 pm	Maths	Participate in job seeking	Maths	Spoken Interaction	
10:40am-12:00pm	Operate Digital Devices	Employment Purposes	Personal Healthcare	Learning Purposes	
12:00 pm - 12:45 pm LUNCH BREAK					
12:45 pm-2:45pm	Project	Learning Plan	Personal Purposes		

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
Semester 1	BSBTEC101	Operate digital devices [OCE06]	31.00					31.00	2.50	Face To Face	Elective	Special Interest Electives	
	VU23725	Participate in job seeking activities [BB152]	22.00					22.00	2.50	Face To Face	Elective	Special Interest Electives	
	VU23791	Identify features of personal healthcare [BA503]	22.00					22.00	2.50	Face To Face	Elective	Special Interest Electives	
	VU23793	Develop and document a learning plan [BA468]	22.00					22.00	7.50	Face To Face	Elective	Core units	
	VU23794	Plan and undertake a project [BA525]	31.00					31.00	2.50	Face To Face	Elective	Core units	
	VU23795	Engage with texts of limited complexity for personal purposes [BA556]	11.00					11.00	2.50	Face To Face	Elective	Core Skills: Reading and Oracy	
	VU23796	Engage with texts of limited complexity for learning purposes [BA522]	11.00					11.00	2.50	Face To Face	Elective	Core Skills: Reading and Oracy	
	VU23797	Engage with texts of limited complexity for employment purposes [BA510]	11.00					11.00	2.50	Face To Face	Elective	Core Skills: Reading and Oracy	
	VU23799	Participate in spoken interactions of limited complexity [BA498]	11.00					11.00	2.50	Face To Face	Elective	Special Interest Electives	
	VU23800	Create texts of limited complexity for personal purposes [BA538]	11.00					11.00	2.50	Face To Face	Elective	Core Skills: Writing	
	VU23801	Create texts of limited complexity for learning purposes [BA519]	11.00					11.00	2.50	Face To Face	Elective	Core Skills: Writing	
	VU23802	Create texts of limited complexity to participate in the workplace [BA528]	11.00					11.00	2.50	Face To Face	Elective	Core Skills: Writing	
	VU23804	Work with numbers in familiar and some less familiar situations [BA494]	16.00					16.00	5.00	Face To Face	Elective	Core Skills: Numeracy	
	VU23805	Work with and interpret directions in familiar and some less familiar situations [BA548]	16.00					16.00	5.00	Face To Face	Elective	Core Skills: Numeracy	

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
Semester 1	VU23806	Work with measurement in familiar and some less familiar situations [BA567]	16.00					16.00	5.00	Face To Face	Elective	Core Skills: Numeracy	
	VU23808	Work with shape and angle in familiar and some less familiar situations [BA516]	16.00					16.00	5.00	Face To Face	Elective	Core Skills: Numeracy	
		Total	269.00	0.00	0.00	0.00	0.00	269.00	55.00				

Cluster	Unit Of Competency	Core / Elective
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