



**Central
Regional**



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	1
Required number of units for course completion	To be eligible for the award of the 22690VIC Certificate I in General Education for Adults, learners must successfully complete a total of 16 units comprising: <ul style="list-style-type: none"> • Core – 2 Units • Core Skills Reading /Writing/ Numeracy and Mathematics – 10 Units • Special interest electives- 4 Units
Duration	1 Year
Location	Kalgoorlie
Delivery mode	Local Classroom

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

Certificate I in General Education for Adults helps you:

- build reading and writing skills to understand and make everyday texts, including some that are new to you
- plan your learning based on what you need
- use basic maths in situations you know well

Course Pathways

Certificate I in General Education for Adults helps you:

- build reading and writing skills to understand and make simple texts for everyday and some new situations
- use maths skills in situations you know well and some that are new to you

You can find more information on our website [here](#).

Most students go on to do the Certificate II in General Education for Adults to keep learning.

This course can help you find work or continue studying.

This course aims to help you develop skills and knowledge that can prepare you for a variety of job roles or continuing education:- Further details can be found on our website [here](#).

National Course Entry Requirements

There are no entry requirements for this Course in or any of the Certificates in General Education for Adults.

Before you enrol, we will check your current reading, writing, and maths skills to make sure the course is right for you.

We'll also talk with you about your learning needs and goals. This includes things like:

- any learning you've done in the past (at school or elsewhere),
- what you'd like to do after this course—like getting a job or studying more,
- and any skills you'd like to build, such as using computers or getting ready for work.

Our goal is to help you start learning in a way that's right for you.

Central Regional TAFE (CR TAFE) Entry 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.

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.

Fees and Payments

Whether you are enrolling in individual units and/or full qualifications at CR 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 has details about the course fees.

Further information on:

- key payment terms and conditions
- availability of any relevant government training entitlements and subsidies
- our withdrawal and refund requirements

is available under the Fees and Payment Options section in the Student Handbook on our website here.

Our Student Business Systems team can help if you are unsure about any fee information. Please refer to the Contacts section, on how to contact us.

Learning Resources

You will need the following learning resources for your course:

Textbooks

There is no textbook for this course. Your lecturers may provide you with a printed workbook to assist with your work.

Online learning materials

The Education Perfect system will be used to help you practice your skills. You will be given access to your classes and learning resources when you enrol.

Resources and equipment you need to bring

- All writing materials and stationery (including pens, pencils, erasers, paper/exercise books, and rulers) will be supplied. Participants are not required to bring their own.

CR TAFE 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 CR 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](#). 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

Recognition of Prior Learning

- **Recognition of Prior Learning (RPL)** is a way to recognise the skills and knowledge you already have—whether you learned them through work, life experience, or past study (even if it wasn't formal).
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- If you think you already know how to do the things covered in one or more of your course units, you can apply for **RPL** instead of completing that part of the course.
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- If you choose to apply, a lecturer will support you through the process and help you show what you already know. To find out more, 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. 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: CR TAFE will not issue an Award or Statement of Attainment that is achieved wholly through crediting units completed at another RTO.

Appeals and Feedback

CR 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 CR TAFE 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 CR TAFE. 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

CR 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. CR TAFE 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

Wellbeing Support:

CR 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. CR TAFE 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 team who can help you with more information on how to access these support services, or go to our [website](#).

Contacts:**Lecturers' contact details:****Name: Judith Kagwima**

Phone number: 9088 6939

Email: Judith.Kagwima@crtafe.wa.edu.au

Building: Block I, 716 B

Availability: Monday - Thursday

Name: Anne Shinkfield

Phone number: 9088 6956

Email: anne.shinkfield@crtafe.wa.edu.au

Building: Block I, 716 B

Availability: Monday – Thursday

Name: Samy Mohamed

Phone number: 9088 6877

Email: samy.mohammed@crtafe.wa.edu.au

Building: Block I, 716 B

Availability: Monday - Thursday

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.

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.

Further Resources and Information

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

Notification of Changes to the Course

You will be informed in writing by your lecturer of any changes that affect your course after enrolment. 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.

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
9:00am- 12:00 pm				I Block 2 Classroom	
12:00 pm - 12:30 pm LUNCH BREAK					
12:30 pm- 2:30 pm		I Block 2 Classroom			

Overview of Training Hours and Assessment Methods

The table below outlines the units you need to complete. It shows the types of training you are required to do, approximately how much time they should 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.



Training and Assessment Strategy

TAS-CRT-QUAL-22690VIC-R1-D6P4S6 | Under Review

22690VIC - Certificate I in General Education for Adults - R1

KAL 2026 LC KED

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	Pre-Requisites National Code/s
Term 1	VU23793	Develop and document a learning plan [BA468]	10.00					10.00	1.00	Face To Face	Elective	
	VU23799	Participate in spoken interactions of limited complexity [BA498]	8.00					8.00	1.00	Face To Face	Elective	
	VU23805	Work with and interpret directions in familiar and some less familiar situations [BA548]	13.00					13.00	1.00	Face To Face	Elective	
	VU23816	Investigate driving and owning a car [BA469]	8.00					8.00	1.00	Face To Face	Elective	
Term 2	VU23795	Engage with texts of limited complexity for personal purposes [BA556]	12.00					12.00	1.00	Face To Face	Elective	
	VU23800	Create texts of limited complexity for personal purposes [BA538]	12.00					12.00	1.00	Face To Face	Elective	
	VU23806	Work with measurement in familiar and some less familiar situations [BA567]	13.00					13.00	1.00	Face To Face	Elective	
	VU23811	Undertake a simple investigation of an environmental issue [BA564]	10.00					10.00	1.00	Face To Face	Elective	
Term 3	BSBTEC101	Operate digital devices [OCE06]	10.00					10.00	1.00	Face To Face	Elective	
	VU23797	Engage with texts of limited complexity for employment purposes [BA510]	12.00					12.00	1.00	Face To Face	Elective	
	VU23802	Create texts of limited complexity to participate in the workplace [BA528]	12.00					12.00	1.00	Face To Face	Elective	
	VU23804	Work with numbers in familiar and some less familiar situations [BA494]	13.00					13.00	1.00	Face To Face	Elective	
Term 4	VU23794	Plan and undertake a project [BA525]	10.00					10.00	1.00	Face To Face	Elective	
	VU23796	Engage with texts of limited complexity for learning purposes [BA522]	12.00					12.00	1.00	Face To Face	Elective	

RTO Code: 52789

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Training and Assessment Strategy

TAS-CRT-QUAL-22690VIC-R1-D6P4S6 | Under Review

22690VIC - Certificate I in General Education for Adults - R1

KAL 2026 LC KED

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	Pre-Requisites National Code/s
Term 4	VU23801	Create texts of limited complexity for learning purposes [BA519]	12.00					12.00	1.00	Face To Face	Elective	
	VU23807	Work with and interpret statistical information in familiar and some less familiar situations [BA491]	13.00					13.00	1.00	Face To Face	Elective	
		Total	180.00	0.00	0.00	0.00	0.00	180.00	16.00			

Cluster	Unit Of Competency	Core / Elective
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Training and Assessment Strategy

TAS-CRT-QUAL-22690VIC-R1-D6P4S6 | Under Review

22690VIC - Certificate I in General Education for Adults - R1

KAL 2026 LC KED

4. Assessment

The assessment will be conducted in the following locations:

- CRTAFE Kalgoorlie campus I Block Room I2

Based on the requirements of the units of competency and the student cohort, the following evidence gathering methods have been chosen for this program:

- Knowledge based questions: written or oral questions to determine the understanding of the unit
- Observations of the practical nature of this qualification to demonstrate the skills
- Portfolio of evidence/project incorporating the skills and knowledge covered in the unit

Assessment strategies

- In this course, reasonable adjustment is used in learning and assessment - students are able to provide oral answers (this is in accordance with what is permitted in the units of competency). However, for specific units, students are required to provide evidence of handwritten tests. They must provide this to meet the assessment requirements for those units.
- Assessment will be conducted at appropriate stages throughout the course, to enable students to experience success on their learning journey, identify gaps for further learning and allow for teaching to be adjusted to learner needs.
- Positive feedback (oral and written) will be provided to acknowledge learner strengths and constructive strategies will be implemented to address areas for improvement.

Note: TAFE Duty of Care for minors will apply to students under 18 years. https://www.dtwd.wa.gov.au/sites/default/files/uploads/dtwd_tafeminorspolicy_version5_july2016.pdf

Reasonable adjustment may need to be implemented to meet the needs of individual students. The integrity of the unit requirements will be maintained, and any adjustments will be recorded on either the student's assessment Summary or assessment tool or the Student Needs Summary.



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