

Course **Pre-Enrolment Guide**

Training Area:

General Education for Adults

Training Product:

22691VIC

**Certificate II in General
Education for Adults**

22691VIC - Certificate II in General Education for Adults

Release number	1
Required number of units for course completion	11, comprising the following: Core – 2 units Core Skills Reading and Oracy – 2 units Core Skills Writing – 2 units Core Skills Numeracy – 2 units Special interest electives – 3 units
Course Duration	Full time – 1 semester
Location/s	Central Regional TAFE, Geraldton campus
Delivery mode	Local Classroom Face to Face - Requires you to attend classes on campus and may include activities such as demonstrations, practice and feedback, discussions and group activities.

Course Description

Certificate II 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 Considerations

Physical capability: working in a classroom setting all day, with breaks every one-and-a-half to two hours.

Emotional and mental requirements: focus and concentrate for short to moderate periods, follow instructions and classroom routines, engage in group learning activities and discussions.

Environmental requirements: working in a classroom setting.

Cultural and Social aspects: working respectfully and inclusively with learners of diverse cultural backgrounds, beliefs and practices.

Course fees

For information about courses and fees, refer to the Course Website.

[Courses | Central Regional Tafe](#)

Course Pathways

22691VIC Certificate II in General Education for Adults provides access and pathways to further education and training.

Further details can be found on our website [here](#).

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.

- Minimum age 15

Language, Literacy, Numeracy and Digital (LLND) Requirements

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 courses may be better suited to you at this time.

Entry into this course requires you to:

- Complete the LLND online quiz
- Participate in an interview with a CRTAFE staff member

Both items can be organised for on campus or over the phone.

Learning resources and equipment you need to bring

Learning resources are provided by Central Regional TAFE. You will be supplied a Microsoft account as a TAFE student with access to the Office Suite.

- The dress code for the course is casual, appropriate dress.
- Please bring your own stationery and notetaking equipment.

Online learning materials

Access to [Education Perfect](#) is provided to all students. This is a learning platform with practice exercises to help you study.

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.

Subject times and room numbers will be confirmed at a later date.

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
9:00 am- 10:30 am	Session 1 B Block	Session 1 B Block	Session 1 B Block	Session 1 B Block	
10:30am – 12:00pm	Session 2 B Block	Session 2 B Block	Session 2 B Block	Session 2 B Block	
12:00 pm - 12:45 pm LUNCH BREAK					
12:45 pm- 2:45 pm	Session 3 B Block	Session 3 B Block	Session 3 B Block	Session 3 B Block	

Assessment Methods

- 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.
- Project: This involves completing tasks or activities in the workplace and/or simulated workplace to show that you can apply 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.

Further information

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

Contacts:

Portfolio Name: Education and Learning Support

Phone number: 9956 2904

Email: general.ed@crtafe.wa.edu.au

Building: B Block

Alternatively, you may contact the college on 1800 672 700

Or enquire via our website enquiry form [here](#):

[Certificate II in General Education for Adults | Central Regional Tafe](#)



**Central
Regional**

RTO: 52789



1800 672 700



enquiries@crtafe.wa.edu.au



centralregionaltafe.wa.edu.au



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