



Course

# Pre-Enrolment Guide

Training Area:

**General Education for  
Adults**

Training Product:

22691VIC

Certificate II 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

## 22691VIC Certificate II in General Education for Adults

<b>Release number</b>	Version 1
<b>Required number of units for course completion</b>	Learners must successfully complete a total of 11 units comprising: <ul style="list-style-type: none"> <li>• Core – 2 units</li> <li>• Core Skills Reading and Oracy – 2 units</li> <li>• Core Skills Writing – 2 units</li> <li>• Core Skills Numeracy and Mathematics – 2 units</li> <li>• Special Interest electives – 3 units</li> </ul>
<b>Duration</b>	6 months from the date of enrolment
<b>Location</b>	Geraldton Campus
<b>Delivery mode</b>	Self-Paced External (SPE)

### IS THIS COURSE RIGHT FOR ME?

- Has it been a while since you have studied or worked?
- Are you not sure if a course at TAFE will be right for you?
- Does studying just feel scary?

Then a foundation course, such as the Cert II in General Education, may be the answer, designed to give learners confidence to move into further studies or employment!

Foundation courses offer an opportunity to settle into further studies in a supportive environment. If you do not have a high school qualification, a foundation course is the perfect way to prepare you for the next steps in training and education.

Do you feel like you are lacking certain skills or just need a refresher? Maybe you have a dream career but need to brush up on some basic skills before entering a higher-level course or workplace - that's exactly what foundation courses are for!

This course is for adult learners who may have left school early or had life experiences that made it hard to take part in education, training, or work. It also supports people who want to build their skills in reading, writing, maths, and communication to help them get a job or do better at work.

This course is offered online, and you can study at your own pace. You will have 6 months from when you start to finish all your units. You are in charge of planning your study time and making sure you hand in your work on time.

Your lecturer will set times when you can ask questions and get feedback. This course suits people who are good at managing their time and who are motivated to learn by themselves.

### Information you need to know about the course

Certificate II in General Education for Adults is a pathway course, helping learners to work towards employment or further study.

Course outcomes focus on the development of:

- literacy skills to engage with and create texts
- numeracy skills
- skills to investigate pathway options
- planning skills for personal development

## Course Pathways

The Certificate II in General Education aims to help you develop skills and knowledge that may support entry into a range of job roles or further study. The course aims to help learners build essential reading, writing and numeracy skills while setting goals and working towards them. Further details can be found on our website [here](#).

## National Course Entry Requirements

There are no entry requirements for the Certificates in General Education for Adults courses.

Lecturers will review individual needs and skill levels to decide on the best General Education course for enrolment.

Prior to enrolling in this course, participants will meet with a lecturer and discuss:

- Language, Literacy, Numeracy and Digital (LLND) skills
- prior education experience
- learning and pathway goals
- further educational and vocational training needs

The meeting will include completion of the Central Regional TAFE assigned LLND assessment. Completed online, on or off TAFE campus.

## 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, we can assist you with the process.

- Students must be at least 15 years and 6 months old to enrol.
- Students in Year 10 require a formal exemption from schooling.
- Students in Year 11 or 12 require a notice of arrangement.

*(NOTE: School-aged students can enrol while their exemption is being processed.)*

## Fees and Payments

Whether you are enrolling in individual units 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

Learning materials for this course will be supplied by your lecturer. Resources may include:

- Customised Power Points
- Web links
- Teams classroom
- College library
- Cibatek - All Geraldton-based students have access 24-hour access to the Cibatek centre.
- access to authentic text types
- Scheduled question times and lecturers available for meetings

## Online learning materials

Your online learning materials will be handled through Microsoft Office Teams. Students of TAFE will have access to a free Office 365 account to use while enrolled.

## Resources and equipment you need to bring

You are required to provide (at your own expense) the following list of resources/equipment:

- Internet access
- Computer or laptop
- Pens or pencil
- Notepaper

## 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.

## Other Study Options

This course offers other study options (listed below) so you can choose the approach that best suits your needs. Please contact our Student Business Systems for information on the alternate delivery modes and/or study hours.

## Delivery options

- Face to face: On campus attending classes
- Self-paced external

For additional information about self-paced study options at all our campuses please check the courses pages on our website [here](#).

## 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

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:

### Lecturer contact details:

Name: Erica Lee

Phone number: 9956 2904

Email: [erica.lee@crtafe.wa.edu.au](mailto:erica.lee@crtafe.wa.edu.au)

Building: H Block, Geraldton Campus

Availability: Monday – Friday

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](mailto: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](http://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

- **Self-paced external students will manage their own schedule and study times.**

The hours below are an example of how the classroom timetabling will work for the Local Classroom students. This will give an indication of how much time is allocated for each unit.

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
9:00 - 10:20am	Employment Purposes	Learning Purposes	Statistics and Probability	Measurement and Geometry	
10:40am – 12:00pm	Employment Purposes	Learning Purposes	Learning Plan	Measurement and Geometry	
<b>12:00 pm - 12:45 pm LUNCH BREAK</b>					
12:45 - 14:45 pm	Spoken Interaction	Business Software Application	Project	Environmental Issues	

### 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.

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
BSBTEC201	Use business software applications [OCE05]				55.00		55.00	0.00	Flexible/Online	Elective	Special Interest Electives
VU23817	Research pathways and produce a learning plan and portfolio [BA439]				20.00		20.00	0.00	Flexible/Online	Elective	Core units
VU23818	Research, implement and review a project [BA530]				30.00		30.00	0.00	Flexible/Online	Elective	Core units
VU23820	Engage with complex texts for learning purposes [BA534]				30.00		30.00	0.00	Flexible/Online	Elective	Core Skills: Reading and Oracy
VU23821	Engage with complex texts for employment purposes [BA509]				30.00		30.00	0.00	Flexible/Online	Elective	Core Skills: Reading and Oracy
VU23823	Participate in complex spoken interactions [BA444]				20.00		20.00	0.00	Flexible/Online	Elective	Special Interest Electives
VU23825	Create complex texts for learning purposes [BA443]				30.00		30.00		Flexible/Online	Elective	Core Skills: Writing
VU23826	Create complex texts to participate in the workplace [BA484]				30.00		30.00	0.00	Flexible/Online	Elective	Core Skills: Writing
VU23828	Work with measurement and geometry in less familiar situations [BA562]				50.00		50.00	0.00	Flexible/Online	Elective	Core Skills: Numeracy and Mathematics
VU23829	Work with statistics and probability in less familiar situations [BA560]				50.00		50.00	0.00	Flexible/Online	Elective	Core Skills: Numeracy and Mathematics
VU23831	Investigate an environmental issue [BA502]				20.00		20.00	0.00	Flexible/Online	Elective	Special Interest Electives



RTO: 52789

 1800 672 700

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

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