



**Central  
Regional**



# 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>	1
<b>Required number of units for course completion</b>	To be eligible for the award of the 22691VIC Certificate II in General Education for Adults, 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 /Writing/ Numeracy and Mathematics – 5 Units</li> <li>• Special interest electives- 4 Units</li> </ul>
<b>Duration</b>	1 Year
<b>Location</b>	Kalgoorlie
<b>Delivery mode</b>	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

This course will help you to:

- improve your reading and writing so you can understand and create more kinds of everyday texts
- plan your learning on your own more confidently
- use maths in more situations, including ones that are a bit new to you

### Course Pathways

Certificate II in General Education for Adults helps you:

- build stronger reading and writing skills so you can understand and create a wider range of everyday and new texts
- use maths skills in more situations, including ones that are new to you.

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](mailto: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](mailto: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](mailto: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](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. If you do not successfully complete all the units of competency required for the Award, you will be given a Statement of Attainment for the units that you have been assessed as competent in.

## 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-22691VIC-R1-G5X9L2 | Under Review

22691VIC - Certificate II 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
Semester 1	VU23817	Research pathways and produce a learning plan and portfolio [BA439]	10.00					10.00	1.00	Face To Face	Elective	
	VU23818	Research, implement and review a project [BA530]	11.00					11.00	1.00	Face To Face	Elective	
	VU23820	Engage with complex texts for learning purposes [BA534]	15.00					15.00	1.00	Face To Face	Elective	
	VU23821	Engage with complex texts for employment purposes [BA509]	15.00					15.00	1.00	Face To Face	Elective	
	VU23825	Create complex texts for learning purposes [BA443]	15.00					15.00	1.00	Face To Face	Elective	
	VU23826	Create complex texts to participate in the workplace [BA484]	15.00					15.00	1.00	Face To Face	Elective	
	VU23829	Work with statistics and probability in less familiar situations [BA560]	22.00					22.00	1.00	Face To Face	Elective	
Semester 2	BSBTEC201	Use business software applications [OCE05]	30.00					30.00	1.00	Face To Face	Elective	
	BSBTEC203	Research using the internet [OCD60]	15.00					15.00	1.00	Face To Face	Elective	
	VU23823	Participate in complex spoken interactions [BA444]	10.00					10.00	1.00	Face To Face	Elective	
	VU23828	Work with measurement and geometry in less familiar situations [BA562]	22.00					22.00	1.00	Face To Face	Elective	
		<b>Total</b>	180.00	0.00	0.00	0.00	0.00	180.00	11.00			
<b>Cluster</b>	<b>Unit Of Competency</b>										<b>Core / Elective</b>	



RTO: 52789

 1800 672 700

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