

# Course **Pre-Enrolment Guide**

Training Area:

**General Education  
for Adults**

Training Product:

**22691VIC Certificate II on  
General Education for  
Adults**

## 22691VIC Certificate II on General Education for Adults

|                                                       |                                                                                                                                                                                                                                |
|-------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Release number</b>                                 | 1                                                                                                                                                                                                                              |
| <b>Required number of units for course completion</b> | 11, comprising the following:<br>Core – 2 units<br>Core Skills Reading and Oracy – 2 units<br>Core Skills Writing – 2 units<br>Core Skills Numeracy – 2 units<br>Special interest electives – 3 units                          |
| <b>Course Duration</b>                                | One Semester                                                                                                                                                                                                                   |
| <b>Location/s</b>                                     | Kalgoorlie                                                                                                                                                                                                                     |
| <b>Delivery mode</b>                                  | <ul style="list-style-type: none"> <li>• <b>Face to Face</b> - Requires you to attend classes on campus and may include activities such as demonstrations, practice and feedback, discussions and group activities.</li> </ul> |

### Course Description

Certificate II in General Education for Adults helps you:

- 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 Considerations

**Physical capability:** working in a classroom setting three days a week, 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.

For this course, the method of LLND review will be

These may include but are not limited to:

- an interview with a CRTAFE staff member
- LLND quiz

## Learning resources and equipment you need to bring

Learning resources are provided by Central Regional TAFE, and stationery is also available, although you are welcome to bring your own.

## Online learning materials

Access to [Education Perfect](#) is provided to all students

## 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 am-10:30 am                   | I Block 716 B | I Block 716 B | I Block 716 B | I Block 716 B |        |
| 10:30 am-12:pm                  | I Block 716 B | I Block 716 B | I Block 716 B | I Block 716 B |        |
| 12:00 pm - 12:45 pm LUNCH BREAK |               |               |               |               |        |
| 12:45 pm-2:45 pm                | I Block 716 B | I Block 716 B | I Block 716 B | I Block 716 B |        |

## 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: ELS Portfolio

Email: [general.ed@crtafe.wa.edu.au](mailto:general.ed@crtafe.wa.edu.au)

Building: I Block

Alternatively, you may contact the college on 1800 672 700

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



**Central  
Regional**

RTO: 52789



**1800 672 700**



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



**[centralregionaltafe.wa.edu.au](http://centralregionaltafe.wa.edu.au)**



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