

Course **Pre-Enrolment Guide**

Training Area:

General Education

Training Product:

22691VIC

Certificate II in General Education for Adults

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Release number	1
Required number of units for course completion	11
Course Duration	6 Months
Location/s	Northam Campus - Central Regional TAFE
Delivery mode	Self-Paced External - You will work through learning materials (primarily online) and activities at your own pace and will not have to attend any classes on campus

Course Description

The Certificate II in General Education for Adults focuses on the extension of literacy skills to engage with and create complex texts for less familiar contexts and the development and application of oral and written numeracy skills in less familiar situations.

Course Considerations

Physical capability: Learning in an online environment, with a suitable working space.

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

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

Course fees

For information about fees, refer to the Course Website.

[Courses | Central Regional Tafe](#)

Course Pathways

Pathways into the qualification:

Students enter at the appropriate ACSF level of the CGEA, based on the information provided to the assessor during the initial placement interview and the results of the LLN Robot Quiz. This qualification is designed to allow students to progress and complete their studies at a rate that is determined by their individual learning needs.

Pathways from this qualification:

The 22691VIC Certificate II in General Education for Adults provides access and pathways to further education and training. On completion of the Certificate II in General Education for Adults, learners can take up opportunities improve their skills further by enrolling a Certificate III in General Education for Adults, or access other Vocational Education and Training courses.

Exit points:

- Should a learner not be able to complete all the units of competency required they will be issued a Record of Achievement or a Statement of Attainment for the individual units for which they have been assessed as competent.
- Upon successful completion of the full course.

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.

Learners must be **15 years and 6 months of age or older** at the time of enrolment.

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

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

- Personal stationery items (Notebook, pens, pencils)
- A device (such as a laptop) suitable to use with online learning
- A reliable internet connection.

Online learning materials

Access to online training platform 'Education Perfect' is provided to all students for the duration of your enrolment in this course.

Learning materials are available through Microsoft Teams for the duration of your enrolment in this course.

Timetable and Training Hours

While this is a **self-paced external course**, students are expected to:

- Develop a personal study schedule to stay on track
- Complete tasks by required timeframes

Lecturer support is available at scheduled times:

- Students can contact lecturers during designated support hours. These are advertised on the Calendar in Teams)
- Support is provided via phone, email, or online platforms

Students are not required to attend campus at any time.

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 (ELS)

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Alternatively, you may contact the college on 1800 672 700

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



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