



**Central
Regional**



Course

Pre-Enrolment Guide

Training Area:

**General Education for
Adults**

Training Product:

**22691VIC Certificate II in
General Education for
Adults SPO**



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

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
Duration	320-430 hours
Location	Northam Campus
Delivery mode	Self-paced External

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

Certificate II in General Education for Adults helps you:

- build reading and writing skills to understand and create longer or more detailed texts, even some that are new or more specialised
- explore study or work options and plan to reach your goals
- use maths in everyday situations and some that are new to you

Course Pathways

Certificate II in General Education for Adults helps you:

- build stronger reading and writing skills to understand and create more detailed texts, even in new situations
- improve your speaking and writing skills in maths, including using maths in situations that are new to you

You can find more information on our website [here](#).

This course can help you get a job or continue studying.

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

To enrol in any recognised course in Australia, you need a **Unique Student Identifier (USI)**. If you don't have one or are not sure how to get it, we can help you with the process.

Before you start the course, **Central Regional TAFE** needs to check your **language, literacy, numeracy and digital (LLND)** skills. This helps us make sure:

- the course is right for you,
- you get any extra support you might need, or
- we can suggest another course that might suit you better right now.

For this course, you will complete a **Reading, Writing and Maths Placement Task**. This task helps show your current skills and will guide us in placing you in the right level of the CGEA program to help you grow your confidence and abilities.

Fees and Payments

Whether you are signing up for one or more units, or a full course at **Central Regional TAFE**, you will need to pay a fee for each unit you enrol in.

You can find full details about **course costs** and how they are worked out on our website [here](#).

You will find detailed information about your course costs and how they are calculated.

To see the fees for your course:

- Go to your course page on the website
- Click the **FEES** drop-down box for all the fee information

More important fee details are also in the **Student Handbook** on our website, including:

- payment terms and conditions
- any government support or fee subsidies that may be available
- our rules about withdrawing from a course and getting a refund

If you're not sure about any of the fees or need help, our **Student Business Systems team** is here to support you. Please see the **Contacts** section on the website to get in touch.

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

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

- Pens, pencils, erasers, and/or other writing implements.
- Exercise books or paper to take notes.
- A ruler.

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 different delivery modes and/or study hours.

Delivery options

Self-paced Onsite - on campus with self-paced learning activities.

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

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).

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.

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

You may be able to get credit for a unit in your course if you have already completed the same unit (with the same code), or one that is considered equal.

This might be from another TAFE, a university, or another approved training organisation.

To apply for credit, you'll need to show proof that you passed the unit. This could include documents like:

- a Statement of Attainment
- a Record of Results
- or an official VET transcript

If you're not sure what documents you need, we can help you through the process.

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

Central Regional TAFE values your feedback and sees it as a chance to make our courses and services better.

If you have a problem or are unhappy about something, you are encouraged to [provide feedback and make complaints](#). We take all student complaints seriously and aim to deal with them fairly for everyone.

You also have the right to appeal a decision made by your lecturer or the TAFE. For example, if you're not happy with your assessment result, you can:

- talk to your lecturer first to discuss it, and/or
- visit our website to learn more about the complaints and appeals process [here](#).

We're here to support you through the process if you need help.

Student Support Services

Central Regional TAFE wants all students to feel supported while learning.

If you need any kind of help—before you enrol or during your course—you are encouraged to talk to your lecturer or the Student Support Services team.

We will provide support or help you find the right services to assist you with your studies.

Training Support:

You will be asked to identify any training support that you may need before you enrol and at any point during your learning. 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 committed to creating a safe, inclusive, and respectful place for all students to learn. This includes providing a culturally safe environment for Aboriginal students.

We know that your wellbeing is important for your success. If you need support, we can help you directly or connect you with the right services.

Wellbeing support may include help with:

- Mental health and counselling (outside services)
- Career advice and job planning
- Financial support, like help with fees or scholarships
- Abuse, bullying, or harassment
- Crisis and support phone lines

- Support for Aboriginal students
- Aboriginal counselling services
- Support for students with disability
- Help for international students

If you would like to talk to someone in a private and confidential way, please contact our Student Support Services team or visit our [website](#) for more information.

Contacts:

Lecturer contact details:

Name: Selwyn HOPE

Phone number: 08 9622 6753

Email: Selwyn.hope@crtafe.wa.edu.au

Building: B Block

Availability: Monday to Wednesday

Name: Fiona McDougall

Phone number: 08 9622 6895

Email: Fiona.mcdougall@crtafe.wa.edu.au

Building: B Block

Availability: Monday to 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.

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.

Award

When you successfully finish this course, you will receive an Award and a Record of Achievement.

If you don't complete all the required units, you will still get a Statement of Attainment for the units you have passed.

This shows what you have learned and the skills you have achieved.

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 and manage your participation.

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
9:00 am-12:00 pm	Your preferred study location	Your preferred study location	Your preferred study location	Your preferred study location	Your preferred study location
12:00 pm - 12:30 pm LUNCH BREAK					
12:30 pm-3:00 pm	Your preferred study location	Your preferred study location	Your preferred study location	Your preferred study location	Your preferred study location

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.

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	Group	Pre-Requisites National Code/s
	BSBCMM211	Apply communication skills [OCE92]	0.00			15.00	10.00	25.00	5.00	Flexible/Online	Elective	Special Interest Electives	
	BSBTEC201	Use business software applications [OCE05]	0.00			15.00	10.00	25.00	5.00	Flexible/Online	Elective	Special Interest Electives	
	BSBWHS211	Contribute to the health and safety of self and others [OCD86]	0.00			15.00	10.00	25.00	5.00	Flexible/Online	Elective	Special Interest Electives	
	VU23817	Research pathways and produce a learning plan and portfolio [BA439]	0.00			20.00	10.00	30.00	5.00	Flexible/Online	Elective	Core	
	VU23818	Research, implement and review a project [BA530]	0.00			20.00	10.00	30.00	5.00	Flexible/Online	Elective	Core	
	VU23820	Engage with complex texts for learning purposes [BA534]	0.00			35.00	10.00	45.00	5.00	Flexible/Online	Elective	Core Skills Reading & Oracy	
	VU23821	Engage with complex texts for employment purposes [BA509]	0.00			35.00	10.00	45.00	5.00	Flexible/Online	Elective	Core Skills Reading & Oracy	
	VU23825	Create complex texts for learning purposes [BA443]	0.00			50.00	10.00	60.00	5.00	Flexible/Online	Elective	Core Skills Writing	
	VU23826	Create complex texts to participate in the workplace [BA484]	0.00			50.00	10.00	60.00	5.00	Flexible/Online	Elective	Core Skills Writing	
	VU23828	Work with measurement and geometry in less familiar situations [BA562]	0.00			35.00	10.00	45.00	5.00	Flexible/Online	Elective	Core Skills Numeracy and Mathematics	
	VU23829	Work with statistics and probability in less familiar situations [BA560]	0.00			35.00	10.00	45.00	5.00	Flexible/Online	Elective	Core Skills Numeracy and Mathematics	
	VU23831	Investigate an environmental issue [BA502]	0.00			20.00	10.00	30.00	5.00	Flexible/Online	Elective	Special Interest Electives	
	VU23838	Investigate the solar system [BA448]	0.00			20.00	10.00	30.00	5.00	Flexible/Online	Elective	Special Interest Electives	
		Total	0.00	0.00	0.00	365.00	130.00	495.00	65.00				
Cluster	Unit Of Competency								Core / Elective				

Special Interest Electives

You will need to complete three (3) of the units listed below. The total hours will vary depending on the units you select.

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
BSBCMM211	Apply communication skills	15				10	25	5	Face to Face	Special Interest Elective
BSBTEC201	Use business software applications	15				10	25	5	Face to Face	Special Interest Elective
BSBWHS211	Contribute to health and safety of self and others	15				10	25	5	Face to Face	Special Interest Elective
VU23831	Investigate an environmental issue	20				10	30	5	Face to Face	Special Interest Elective
VU23838	Investigate the solar system	20				10	30	5	Face to Face	Special Interest Elective
	Total (although you need only complete three of the electives listed)	85				50	135	25		



RTO: 52789

 1800 672 700

 enquiries@crtafe.wa.edu.au

 centralregionaltafe.wa.edu.au



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