



**Central  
Regional**



Course

# Pre-Enrolment Guide

Training Area:

**Gaining Access to Training  
and Employment**

Training Product:

**52875WA**

**Certificate I in Gaining  
Access to Training  
and Employment  
(GATE) - Stepping  
Stones**



# 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

## 52875WA Certificate I in Gaining Access to Training and Employment (GATE) - Stepping Stones

<b>Release number</b>	1
<b>Required number of units for course completion</b>	10 units
<b>Duration</b>	1 Semester (6-months)
<b>Location</b>	Geraldton Campus
<b>Delivery mode</b>	Face to face

### IS THIS COURSE RIGHT FOR ME?

Before you choose this course, think about what you might need to learn. This information will help you decide if the course is right for you. If you need extra help, that's okay, we can support you. Doing this course will help you feel more confident. You will learn how to talk with others, use numbers, and use computers. This will help you get ready for more training or a job. When you finish, you will get a certificate that is recognised across Australia. This certificate can help you move on to a Certificate II course or find work.

It is recommended that students in this course:

- Can attend classes at the Geraldton Campus
- Depending on individual needs, will have a support person with them for classes
- Our facilities are accessible, please let your lecturer know of any physical requirements at the time of the pre-enrolment interview.

### Information you need to know about the course

When you finish this course, you will know more about what you want to do next. You will learn skills to help you choose more study, training, or work. In the Stepping Stones class, you might need to try some parts more than once, and that's okay, we will help you. Our classes are easy to get to, and you can bring someone to support you. Stepping Stones is here to help you feel confident and learn basic skills.

**Before you join this course, think about what you need to know.**

#### Physical

- You need to come to class.
- You will move between rooms.
- You will do activities in a group.
- Tell us if you have health needs.

## Emotional

- Be ready to learn and try new things.
- Be okay with feedback.
- Work with other people.
- Ask for help if you feel worried.

## Environment

- You will learn in a classroom.
- There is a set timetable.
- You will do safe, hands-on activities.
- Sometimes you will learn in gardens or shops.

## Cultural

- Be respectful to everyone.
- Listen to other people's ideas.
- Tell us if you have cultural needs.

## Administration

- Fill in enrolment forms.
- Come to class on time.
- Check your fees before you start.

## Technology

- Use a computer.
- Send emails and do easy online tasks.
- Ask for help if you need it.

## Course Pathways

This course aims to help you develop skills and knowledge that may support entry into a range of job roles or further study. This course will help you to clarify your personal and career goals. You will develop life skills and self-confidence as well as improve your communication and numeracy skills.

Your lecturer will provide information about the units and performance criteria covered in the GATE courses with each assessment that is given. Further details can be found on our website [here](#).

## National Course Entry Requirements

No national entry requirements apply to this 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.

**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.

As this course is to develop foundational skills, the method of LLND review will be an interview with students to discuss LLND levels.

## **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**

All learning resources for your course are provided:

### **Online learning materials**

Microsoft 365 - Word, PowerPoint, Excel, Teams

## **Resources and equipment you need to bring**

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

- Notebook or diary for excursion information and communications between parents/guardians/support staff and lecturers)
- Pens
- Pencils
- Erasers
- Highlighters
- Page protectors
- A selection of stickers/stamps/templates for own use

## **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 myPortal](#). 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: Mindy Rickards

Phone number: 08 99562729

Email: [mindy.rickards@crtafe.wa.edu.au](mailto:mindy.rickards@crtafe.wa.edu.au)

Building: B Block

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**

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.

	Monday	Tuesday	Wednesday	Thursday	Friday
Early ARD					
9:00 - 10:20		Art Tristan Broomhall N Gallery	Communication Carly Markham N Gallery	Team Project Music  Carly Markham	Enterprise Carly Markham N Gallery
10:40 - 12:00		Personal Management Erica Lee N Gallery	Learning Strategies Carly Markham	N Gallery	Community Participation Carly Markham N Gallery
Lunch					
12:45 - 2:45			Basic Numeracy Karla Thompson	Digital Literacy Jac Evelyn-Liardt	
3-5 Late ARD					


### 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
Semester1	GATCOM002	Use communication in familiar situations [AZ077]	40.00					40.00	1.00	Face To Face	Core	Core
	GATLSS002	Use simple learning strategies in familiar learning contexts [AZ049]	50.00					50.00	1.00	Face To Face	Core	Core
	GATNUM002	Use basic numeracy in familiar situations [AZ069]	20.00					20.00	1.00	Face To Face	Core	Core
	GATPMG002	Plan for personal management [AZ082]	20.00					20.00	1.00	Face To Face	Core	Core
	GATTEC002	Use digital literacy in familiar situations [AZ065]	30.00					30.00	1.00	Face To Face	Core	Core
	CUAPPR101	Use ideas and techniques to develop creative work [AWH38]	30.00					30.00	1.00	Face To Face	Elective	Imported Elective
	GATCMP002	Access community groups and facilities [AZ087]	30.00					30.00	1.00	Face To Face	Elective	Electives
	GATENT002	Investigate enterprising behaviours and practices [AZ078]	50.00					50.00	1.00	Face To Face	Elective	Electives
	GATSME002	Apply basic shape and measurement concepts in familiar situations [AZ067]	20.00					20.00	1.00	Face To Face	Elective	Electives
	GATTWP002	Participate in teamwork within a project [AZ070]	30.00					30.00	1.00	Face To Face	Elective	Electives
		<b>Total</b>	320.00	0.00	0.00	0.00	0.00	320.00	10.00			



RTO: 52789

 1800 672 700

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

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