DISCLAIMER

The information contained in the 2008 Victoria University College Handbook was current at 31 August 2007.

In today's university environment, changes to courses occur far more frequently than in the past. For current information on Victoria University's courses, readers are advised to access the University's online courses database at www.vu.edu.au/courses

If you have difficulty in accessing this material electronically, please phone (03) 9919 6100 for assistance.

IMPORTANT INFORMATION

Because Victoria University regularly adds new Further Education (TAFE) courses to its offering, prospective students are strongly advised to search the University's online courses database at www.vu.edu.au/courses for the most up-to-date list of courses.

This handbook can be downloaded as a pdf file from the Victoria University website at www.vu.edu.au/courses/handbooks

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WWW.VU.EDU.AU
HOW TO USE THIS HANDBOOK

The 2008 Victoria University College Handbook is designed to provide students with detailed information on course structures and subject details for Further Education (TAFE) courses offered by the University in 2008.

The courses and subject details are listed according to the four schools within the College. Some courses are listed as being College delivered or delivered as continuing education courses (see the College Delivered and Continuing Education sections in this handbook).

NOTE: Courses available to International students are marked with the (I) symbol.

PLEASE NOTE

This handbook provides a guide to courses available at Victoria University College in 2008. Although all attempts have been made to make the information as accurate as possible, students should check with the relevant College school that the information is accurate when planning their courses.

NOTE: Prospective students are strongly advised to search the University’s online courses database at www.vu.edu.au/courses for the most up-to-date list of courses.

This handbook includes descriptions of courses and subjects that may later be altered or not offered due to unforeseen circumstances, such as insufficient enrolments or changes in teaching personnel. The fact that details of a course or subject are included in this handbook can in no way be taken as creating an obligation on the part of the University to teach it in any given year or in the manner described. The University reserves the right to discontinue or vary courses at any time without notice.

OTHER INFORMATION

Information about articulation and credit transfer, recognition of prior learning, admission and enrolment procedures, examinations, and services available to students can be accessed on the University’s website or by contacting the University directly.
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SCHOOL OF ENGLISH LANGUAGE AND PREPARATORY PROGRAMS AND SERVICES

Below are details of courses offered by the School of English Language and Preparatory Programs and Services in 2008. This information is also available online on the University’s searchable courses database at www.vu.edu.au/courses

NOTE: Courses available to International students are marked with the (I) symbol.

CERTIFICATE IV IN LIBERAL ARTS
Course Code: 21219VIC
Campus: Footscray Nicholson.
Career Opportunities
The Certificate IV in Liberal Arts provides a pathway to the Diploma of Liberal Arts, as well as to a range of diplomas or degrees in the Humanities/Social Sciences.
Scope of Delivery
This course is offered on a full time and part-time basis.
Course Objectives
This course develops skills in areas such as: complex writing; cultural analysis; research; communication and presentation; social inquiry; information technology; and inter-cultural communication. The course enables adults, including young adults, to develop a confident sense of identity, extends the range of possibilities learners can imagine for themselves and provides alternative and additional pathways into further study.
Entry Requirements
To qualify for admission, applicants must be able to demonstrate to the Head of Department competencies in reading and writing equivalent to Certificate III level in General Education for Adults. Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning, or from work and/or life experience.
Selection Procedures/Selection Criteria
Applicants to the course will be interviewed and required to undertake a literacy assessment in order to demonstrate competency at the above level.
Course Duration
This course may be offered over 616 nominal hours or part time equivalent.

Course Structure

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>VBM510</td>
<td>90</td>
</tr>
<tr>
<td>VBM511</td>
<td>54</td>
</tr>
<tr>
<td>VBM512</td>
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<td>VBM515</td>
<td>90</td>
</tr>
<tr>
<td>VBM516</td>
<td>72</td>
</tr>
</tbody>
</table>

Elective Units
Four units, selected by the student, with the approval of the Head of Department, from other units of competency from the Information Technology Training Package ICA99.

DIPLOMA OF LIBERAL ARTS
Course Code: 21220VIC
Campus: Footscray Nicholson.
Career Opportunities
This course provides pathways to an Arts or Education degree at first or second year level, or to related Diploma courses.
Scope of Delivery
This course is offered on a part-time basis. Some units of study may be offered via flexible delivery.
Course Objectives
This course develops skills in areas such as: complex writing; cultural analysis; research; communication and presentation; social inquiry; information technology; and inter-cultural communication. The course enables adults, including young adults, to develop a confident sense of identity, extends the range of possibilities learners can imagine for themselves and provides alternative and additional pathways into further study.
Entry Requirements
To qualify for admission to the course, applicants must be able to demonstrate to the Department competencies in reading and writing equivalent to Certificate III level in General Education for Adults 21252VIC.
Selection Procedures/Selection Criteria
Applicants to the course will be interviewed and required to undertake a literacy assessment in order to demonstrate competency at the above level.
Course Duration
2 years full-time or part-time equivalent.

Course Structure

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>VBM510</td>
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<tr>
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<tr>
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<td>BBSCMN213A</td>
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<td>BBSCMN306A</td>
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<td>90</td>
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<tr>
<td>VBM515</td>
<td>90</td>
</tr>
<tr>
<td>VBM516</td>
<td>72</td>
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</table>
### Unit Code and Stream Units of Study

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>VBM517</td>
<td>TRADITION AND MODERNITY 180</td>
</tr>
<tr>
<td>VBM518</td>
<td>RESEARCH PROJECT 90</td>
</tr>
<tr>
<td>VBM519</td>
<td>HISTORY AND SOCIOLOGY OF HUMAN RELATIONSHIPS 90</td>
</tr>
<tr>
<td>VBM520</td>
<td>URBAN STUDIES 90</td>
</tr>
<tr>
<td>VBM521</td>
<td>INTRODUCTION TO THEORIES OF HUMAN PERSONALITY 90</td>
</tr>
<tr>
<td>VBM522</td>
<td>TEXT AND CULTURE II 72</td>
</tr>
</tbody>
</table>

### CERTIFICATE III IN ESL (FURTHER STUDY)

**Course Code:** 21501VIC

**Campus:** Footscray Nicholson and St Albans.

**Career Opportunities**
Further study opportunities in other TAFE and Higher Education Courses.

**Scope of Delivery**
The course may be offered on a full-time or part-time basis.

**Course Objective**
The course aims to develop the student's general English language and literacy skills and knowledge to make the transition into mainstream study at an Australian educational institution.

**Entry Requirements**
To qualify for admission to the course, applicants must demonstrate to the satisfaction of the Head of Department that they are capable of successfully completing the course.

**Selection Procedures/Selection Criteria**
Applicants undergo a pre-course English Language Assessment to determine appropriate course placement.

**Course Duration**
The course may be offered on a full-time basis over a minimum of 500 nominal hours or part-time equivalent.

### Course Structure

#### Core Units of Study

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>VBN474</td>
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</tr>
<tr>
<td>VBN475</td>
<td>SPEAKING (FURTHER STUDY III) 100</td>
</tr>
<tr>
<td>VBN476</td>
<td>READING (FURTHER STUDY III) 100</td>
</tr>
<tr>
<td>VBN477</td>
<td>WRITING (FURTHER STUDY III) 100</td>
</tr>
</tbody>
</table>

#### Elective Units of Study

Units of study, together totalling a minimum of 100 nominal hours, selected by the student with the approval of the Department, from the following list of units, or any other nationally endorsed training package or accredited curriculum:

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>VBN498</td>
<td>LANGUAGE OF COMPUTERS 50</td>
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<tr>
<td>VBN499</td>
<td>ONLINE LANGUAGE LEARNING 50</td>
</tr>
<tr>
<td>VBN500</td>
<td>PRACTICAL PLACEMENT 75</td>
</tr>
<tr>
<td>VBN501</td>
<td>LOCAL ORIENTATION 50</td>
</tr>
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<td>VBN502</td>
<td>AUSTRALIAN ENVIRONMENT 50</td>
</tr>
<tr>
<td>VBN503</td>
<td>AUSTRALIAN GOVERNMENT 50</td>
</tr>
<tr>
<td>VBN504</td>
<td>AUSTRALIAN LAW 50</td>
</tr>
<tr>
<td>VBN505</td>
<td>DRIVING IN AUSTRALIA 50</td>
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<tr>
<td>VBN506</td>
<td>EDUCATION IN AUSTRALIA 50</td>
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<tr>
<td>VBN507</td>
<td>HEALTH AND MEDICINE 50</td>
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<tr>
<td>VBN508</td>
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<td>VBN509</td>
<td>INDIGENOUS AUSTRALIA 50</td>
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<tr>
<td>VBN510</td>
<td>AUSTRALIAN HISTORY 50</td>
</tr>
<tr>
<td>VBN511</td>
<td>CURRENT AFFAIRS 50</td>
</tr>
<tr>
<td>VBN512</td>
<td>VOCATIONAL ELECTIVE 75</td>
</tr>
</tbody>
</table>

### CERTIFICATE IV IN ESL (FURTHER STUDY)

**Course Code:** 21502VIC

**Campus:** Footscray Nicholson, Werribee and St Albans. The Health stream is delivered at St Albans campus only.

**Career Opportunities**
Further study opportunities in other TAFE and Higher Education Courses. The Health stream provides a pathway into health sciences courses.

**Scope of Delivery**
The course may be offered on a full-time or part-time basis.

**Course Objective**
The course aims to develop the student's general English language and literacy skills and knowledge to make the transition into mainstream study at an Australian educational institution. The Health stream is targeted at overseas-qualified professionals such as doctors, nurses and engineers, seeking entry into their professions in Australia.

**Entry Requirements**
To qualify for admission to the course, applicants must demonstrate to the satisfaction of the Head of Department that they are capable of successfully completing the course. Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning or from work and/or life experience.

**Selection Procedures/Selection Criteria**
Applicants undergo a pre-course English Language Assessment to determine appropriate course placement. If the number of external applicants exceeds available places, then the applicants are ranked according to their date of application.

**Course Duration**
The course may be offered on a full-time basis over a minimum of 500 nominal hours or part-time equivalent.
Course Structure

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Core Units of Study</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>VBN486</td>
<td>LISTENING (FURTHER STUDY IV)</td>
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<tr>
<td>VBN487</td>
<td>SPEAKING (FURTHER STUDY IV)</td>
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</tr>
<tr>
<td>VBN488</td>
<td>READING (FURTHER STUDY IV)</td>
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</tr>
<tr>
<td>VBN489</td>
<td>WRITING (FURTHER STUDY IV)</td>
<td>100</td>
</tr>
</tbody>
</table>

Elective Units of Study

Units of study, together totalling a minimum of 100 nominal hours, selected by the student with the approval of the Department, from the following list of units, or any other nationally endorsed training package or accredited curriculum:

- VBN498 LANGUAGE OF COMPUTERS 50
- VBN499 ONLINE LANGUAGE LEARNING 50
- VBN500 PRACTICAL PLACEMENT 75
- VBN501 LOCAL ORIENTATION 50
- VBN502 AUSTRALIAN ENVIRONMENT 50
- VBN503 AUSTRALIAN GOVERNMENT 50
- VBN504 AUSTRALIAN LAW 50
- VBN505 DRIVING IN AUSTRALIA 50
- VBN506 EDUCATION IN AUSTRALIA 50
- VBN507 HEALTH AND MEDICINE 50
- VBN508 AUSTRALIAN ART AND CULTURE 50
- VBN509 INDIGENOUS AUSTRALIA 50
- VBN510 AUSTRALIAN HISTORY 50
- VBN511 CURRENT AFFAIRS 50
- VBN512 VOCATIONAL ELECTIVE 75

CERTIFICATE III IN ESL (EMPLOYMENT)

Course Code: 21503VIC

Certificate III in ESL (Employment) [Aged Care Work]
Certificate III in ESL (Employment) [Business]
Certificate III in ESL (Employment) [Children's Services]

Course Location
Certificate III in ESL (Employment) [Aged Care Work]: Footscray Nicholson.
Certificate III in ESL (Employment) [Business]: St Albans.
Certificate III in ESL (Employment) [Children's Services]: Footscray Nicholson.

Career Opportunities

The course aims to develop the student's general English language and literacy skills and knowledge to gain entry and participate effectively in the Australian workplace and employment. Its focus includes skilled and experienced workers, those wishing to set up their own business, as well as new job seekers and the unemployed.

Scope of Delivery

The course may be offered on a full-time or part-time basis.

Course Objective

The course provides participants from non-English speaking backgrounds with:
- the knowledge and English language skills needed to obtain employment within their occupational fields;
- the knowledge and skills to function effectively in a work environment in Australia;
- an understanding of the Australian workplace and culture;
- a pathway for students with low levels of English language skills to enter the workforce.

Entry Requirements

To qualify for admission to the course, applicants must demonstrate to the satisfaction of the Department that they are capable of successfully completing the course. Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning or from work and/or life experience.

Selection Procedures/Selection Criteria

Applicants undergo a pre-course English Language Assessment to determine appropriate course placement.

Course Duration

The course may be offered on a full-time basis over a minimum of 500 nominal hours or part-time equivalent.

Course Structure

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Core Units of Study</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>VBN478</td>
<td>LISTENING (EMPLOYMENT III)</td>
<td>80</td>
</tr>
<tr>
<td>VBN479</td>
<td>SPEAKING (EMPLOYMENT III)</td>
<td>80</td>
</tr>
<tr>
<td>VBN480</td>
<td>READING (EMPLOYMENT III)</td>
<td>80</td>
</tr>
<tr>
<td>VBN481</td>
<td>WRITING (EMPLOYMENT III)</td>
<td>80</td>
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</tbody>
</table>

Elective Units of Study

Units of study, together totalling a minimum of 180 nominal hours, selected by the student with the approval of the Department, from the following list of units, or any other nationally endorsed training package or accredited curriculum:

- VBN498 LANGUAGE OF COMPUTERS 50
- VBN499 ONLINE LANGUAGE LEARNING 50
- VBN500 PRACTICAL PLACEMENT 75
- VBN501 LOCAL ORIENTATION 50
- VBN502 AUSTRALIAN ENVIRONMENT 50
- VBN503 AUSTRALIAN GOVERNMENT 50
- VBN504 AUSTRALIAN LAW 50
- VBN505 DRIVING IN AUSTRALIA 50
The three streams are offered as dual ESL and vocational certificates. The vocational component is taught and assessed by the relevant vocational department (refer to relevant departmental entries for vocational training packages).

CHC30102 Certificate III in Aged Care Work
BSB30101 Certificate III in Business
CHC30402 Certificate III in Children’s Services

CERTIFICATE IV IN ESL (EMPLOYMENT)
Course Code: 21504VIC

Campus To be advised.
Career Opportunities
Further study opportunities or employment.
Scope of Delivery
The course may be offered on a full-time or part-time basis.

Course Objective
The course aims to develop the student’s general English language and literacy skills and knowledge to gain entry and participate effectively in the Australian workplace and employment. Its focus includes skilled and experienced workers, those wishing to set up their own business, as well as new job seekers and the unemployed.

Entry Requirements
To qualify for admission to the course, applicants must demonstrate to the satisfaction of the Head of Department that they are capable of successfully completing the course.

Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning or from work and/or life experience.

Selection Procedures/Selection Criteria
Applicants undergo a pre-course English Language Assessment to determine appropriate course placement. If the number of external applicants exceeds available places, then the applicants are ranked according to their date of application.

Course Duration
The course may be offered on a full-time basis over a minimum of 500 nominal hours or part-time equivalent.

Course Structure

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
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<tbody>
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<tr>
<td>VBN491</td>
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<tr>
<td>VBN492</td>
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<tr>
<td>VBN493</td>
<td>80</td>
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</tbody>
</table>

Elective Units of Study
Units, together totalling a minimum of 100 nominal hours, are selected by the student with the approval of the Head of Department, from the following list of units, or any other nationally endorsed training package or accredited curriculum:

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>VBN498</td>
<td>50</td>
</tr>
<tr>
<td>VBN499</td>
<td>50</td>
</tr>
<tr>
<td>VBN500</td>
<td>75</td>
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<tr>
<td>VBN501</td>
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<td>VBN502</td>
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<td>VBN511</td>
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</tr>
<tr>
<td>VBN512</td>
<td>75</td>
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</tbody>
</table>

CERTIFICATE IV IN ESL (PROFESSIONAL)
Course Code: 21505VIC

Campus To be advised.
Career Opportunities
Further study opportunities in other TAFE and Higher Education courses and entry to professions.
Scope of Delivery
This course may be offered on a full-time or part-time basis.

Course Objective
The course is designed specifically for overseas-qualified professionals such as doctors, nurses and engineers, seeking entry into their professions in Australia.

Entry Requirements
To qualify for admission to the course, applicants must demonstrate to the satisfaction of the Head of Department that they are capable of successfully completing the course. Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning or from work and/or life experience.
**Selection Procedures/Selection Criteria**
Applicants undergo a pre-course English Language Assessment to determine appropriate course placement. If the number of external applicants exceeds available places, then the applicants are ranked according to their date of application.

**Course Duration**
The course may be offered on a full-time basis over a minimum of 500 nominal hours or part-time equivalent.

**Course Structure**

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>VBN494</td>
<td>LISTENING (PROFESSIONAL IV)</td>
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<tr>
<td>VBN495</td>
<td>SPEAKING (PROFESSIONAL IV)</td>
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</tr>
<tr>
<td>VBN496</td>
<td>READING (PROFESSIONAL IV)</td>
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<tr>
<td>VBN497</td>
<td>WRITING (PROFESSIONAL IV)</td>
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</tbody>
</table>

**Elective Units of Study**
Units of study, together totalling a minimum of 100 nominal hours, are selected by the student with the approval of the Department from the following list of units, or any other nationally endorsed training package or accredited curriculum:

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>VBN498</td>
<td>LANGUAGE OF COMPUTERS</td>
<td>50</td>
</tr>
<tr>
<td>VBN499</td>
<td>ONLINE LANGUAGE LEARNING</td>
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</tr>
<tr>
<td>VBN500</td>
<td>PRACTICAL PLACEMENT</td>
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</tr>
<tr>
<td>VBN501</td>
<td>LOCAL ORIENTATION</td>
<td>50</td>
</tr>
<tr>
<td>VBN502</td>
<td>AUSTRALIAN ENVIRONMENT</td>
<td>50</td>
</tr>
<tr>
<td>VBN503</td>
<td>AUSTRALIAN GOVERNMENT</td>
<td>50</td>
</tr>
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<td>VBN504</td>
<td>AUSTRALIAN LAW</td>
<td>50</td>
</tr>
<tr>
<td>VBN505</td>
<td>DRIVING IN AUSTRALIA</td>
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<tr>
<td>VBN506</td>
<td>EDUCATION IN AUSTRALIA</td>
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</tr>
<tr>
<td>VBN507</td>
<td>HEALTH AND MEDICINE</td>
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<td>AUSTRALIAN ART AND CULTURE</td>
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<tr>
<td>VBN509</td>
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<tr>
<td>VBN510</td>
<td>AUSTRALIAN HISTORY</td>
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<tr>
<td>VBN511</td>
<td>CURRENT AFFAIRS</td>
<td>50</td>
</tr>
<tr>
<td>VBN512</td>
<td>VOCATIONAL ELECTIVE</td>
<td>75</td>
</tr>
</tbody>
</table>

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**CERTIFICATE IV IN FURTHER EDUCATION**

**Course Code:** 21695VIC

**Campus** Footscray Nicholson and Werribee.

**Career Opportunities**
This course provides access for students from the community who wish to return to study. For existing students in literacy and language courses it provides a pathway into further education. Other outcomes include a career in the education and social science areas, teacher aides, community work or liaison work.

**Scope of Delivery**
The course is offered on a full-time or part-time basis.

**Course Objectives**
This course provides an alternative pathway into tertiary education programs for those whose personal, geographical, family, educational history and other circumstances mean that they are disadvantaged and/or unable to gain entry to courses via existing entry mechanisms. Through its core units of study, the Certificate IV in Further Education provides a mechanism for learners to explore their own learning needs and to map a learning program using modules from accredited vocational education and training and higher education programs and courses. The learning program will be negotiated with staff to ensure that it meets adult entry requirements and selection process criteria.

**Entry Requirements**
Students need to be over 16 years with VCE Year 11 English or equivalent literacy standard (Certificate II of the General Education for Adults). A literacy assessment will be administered in the selection process to determine the latter.

**Selection Procedures/Selection Criteria**
Applicants should demonstrate skills in literacy and numeracy equivalent to Certificate II in General Education for Adults. However, skills equivalent to Certificate III in General Education for Adults are preferable.

**Course Duration**
This course is one year full-time or part time equivalent.

**Course Structure**

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>VBP712</td>
<td>PREPARE FOR FURTHER STUDY</td>
<td>50</td>
</tr>
<tr>
<td>BBBCM3218A</td>
<td>WRITE SIMPLE DOCUMENTS</td>
<td>30</td>
</tr>
<tr>
<td>BBEBUS401A</td>
<td>CONDUCT ONLINE RESEARCH</td>
<td>35</td>
</tr>
</tbody>
</table>

**Elective Units of Study**
A minimum of two electives to a maximum of 145 nominal hours or electives may be selected from any other training package qualification or modules from a current accredited course.

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBMKG407A</td>
<td>MAKE A PRESENTATION</td>
<td>30</td>
</tr>
<tr>
<td>ICAU3019A</td>
<td>MIGRATE TO NEW TECHNOLOGY</td>
<td>20</td>
</tr>
<tr>
<td>ICAU1132A</td>
<td>OPERATE A PRESENTATION PACKAGE</td>
<td>25</td>
</tr>
<tr>
<td>ICAU1133A</td>
<td>SEND AND RETRIEVE INFORMATION USING WEB BROWSERS AND EMAIL</td>
<td>25</td>
</tr>
<tr>
<td>ICAU4205A</td>
<td>SELECT AND EMPLOY SOFTWARE AND HARDWARE MULTIMEDIA TOOLS</td>
<td>40</td>
</tr>
<tr>
<td>CUPSAF01B</td>
<td>FOLLOW OCCUPATIONAL HEALTH AND SAFETY PROCEDURES</td>
<td>15</td>
</tr>
<tr>
<td>BBBCM405A</td>
<td>ANALYSE AND PRESENT RESEARCH INFORMATION</td>
<td>40</td>
</tr>
<tr>
<td>BBEBUS401A</td>
<td>CONDUCT ONLINE RESEARCH</td>
<td>35</td>
</tr>
<tr>
<td>VBN486</td>
<td>LISTENING (FURTHER STUDY IV)</td>
<td>100</td>
</tr>
<tr>
<td>VBN487</td>
<td>SPEAKING (FURTHER STUDY IV)</td>
<td>100</td>
</tr>
<tr>
<td>VBN488</td>
<td>READING (FURTHER STUDY IV)</td>
<td>100</td>
</tr>
<tr>
<td>VBN489</td>
<td>WRITING (FURTHER STUDY IV)</td>
<td>100</td>
</tr>
</tbody>
</table>
Elective Units of Study (Stream specific)
A minimum of two units up to a maximum of 120 hours to be selected from any training package qualification relevant to a student’s chosen direction of further study. Units selected must be mainly drawn from qualifications packaged at Certificate IV level. One unit may be drawn from Certificate III level.

**DIPLOMA OF FURTHER EDUCATION**

**Course Code:** 21696VIC

**Campus** Footscray Nicholson.

**Career Opportunities**
Preparation for further studies in TAFE and Higher Education degree courses.

**Scope of Delivery**
Full-time or part-time.

**Course Objectives**
This course provides an alternative pathway into tertiary education programs for those whose personal, geographical, family, educational history and other circumstances mean that they are disadvantaged and/or unable to gain entry to courses via existing entry mechanisms. Through its core units of study, the Diploma provides a mechanism for learners to explore their own learning needs and to map a learning program using modules from accredited vocational education and training and higher education programs and courses. The learning program will be negotiated with staff to ensure that it meets adult entry requirements and selection process criteria.

**Entry Requirements**
Successful completion of units of study in VCE; Certificate IV in Further Education, Arts, Business, Health Community Services or IT. English of language level NRS level 4.

**Selection Procedures/Selection Criteria**
Applicants should demonstrate skills in literacy and numeracy equivalent to Certificate II in General Education for Adults 21251VIC. However, skills equivalent to Certificate III in General Education for Adults 21252VIC are preferable.

**Course Duration**
This course is approximately 2 years full-time or part-time equivalent.

**Course Structure**

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
<th>Core Units of Study</th>
</tr>
</thead>
<tbody>
<tr>
<td>VBP713</td>
<td>20</td>
<td>SET GOALS AND PLAN STUDY PATHWAYS</td>
</tr>
<tr>
<td>VBP714</td>
<td>40</td>
<td>PREPARE FOR TERTIARY RESEARCH AND STUDY</td>
</tr>
<tr>
<td>VBP715</td>
<td>40</td>
<td>PREPARE PORTFOLIOS AND APPLICATIONS.</td>
</tr>
</tbody>
</table>

**Elective Units of Study**
A minimum of 4 units with a maximum of total 200 nominal hours from below. Additional units may be incorporated from a training package providing that the units are selected from a Certificate IV or Diploma level course. A majority of units must be taken from Diploma level.

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
<th>Elective Units of Study</th>
</tr>
</thead>
<tbody>
<tr>
<td>ICAU4205A</td>
<td>40</td>
<td>SELECT AND EMPLOY SOFTWARE AND HARDWARE MULTIMEDIA TOOLS</td>
</tr>
<tr>
<td>BSADM306A</td>
<td>20</td>
<td>CREATE ELECTRONIC PRESENTATIONS</td>
</tr>
<tr>
<td>BSBEUS401A</td>
<td>35</td>
<td>CONDUCT ONLINE RESEARCH</td>
</tr>
<tr>
<td>BSBEUS513A</td>
<td>30</td>
<td>PLAN E-LEARNING</td>
</tr>
<tr>
<td>BSBEUS514A</td>
<td>30</td>
<td>IMPLEMENT E-LEARNING</td>
</tr>
<tr>
<td>BBMKG407A</td>
<td>30</td>
<td>MAKE A PRESENTATION</td>
</tr>
<tr>
<td>CULLBO005A</td>
<td>30</td>
<td>SEARCH DATABASES</td>
</tr>
<tr>
<td>CURSAD02A</td>
<td>35</td>
<td>CONDUCT RESEARCH</td>
</tr>
<tr>
<td>MEM2.11C5A</td>
<td>20</td>
<td>RESEARCH AND PREPARE PRESENTATIONS AND REPORTS</td>
</tr>
<tr>
<td>VBN486</td>
<td>100</td>
<td>LISTENING (FURTHER STUDY IV)</td>
</tr>
<tr>
<td>VBN487</td>
<td>100</td>
<td>SPEAKING (FURTHER STUDY IV)</td>
</tr>
<tr>
<td>VBN488</td>
<td>100</td>
<td>READING (FURTHER STUDY IV)</td>
</tr>
<tr>
<td>VBN489</td>
<td>100</td>
<td>WRITING (FURTHER STUDY IV)</td>
</tr>
</tbody>
</table>

**Elective Units of Study (Stream Specific)**
A minimum of 7 units up to 350 nominal hours These units may be drawn from any training package qualification relevant to a student's chosen direction of further study. Units selected must be drawn from qualifications at Certificate IV or Diploma level. A minimum of 5 units must be drawn from Diploma level qualifications.

**CERTIFICATE IV IN LIBERAL ARTS**

**Course Code:** 21793VIC

**Campus** Footscray Nicholson.

**Career Opportunities**
The Certificate IV in Liberal Arts provides a pathway to the Diploma of Liberal Arts, as well as to a range of diplomas or degrees in the Humanities/Social Sciences.

**Scope of Delivery**
This course is offered on a full-time and part-time basis.

**Course Objectives**
The course aims to provide knowledge and skills in areas such as: complex writing, problem solving skills, collection, analysis and organisation of information, planning and organising activities, team work, use of technology. The course also enable adults, including young adults, to develop a confident sense of identity; extend the range of possibilities learners can imagine for themselves; and provide alternative and additional pathways to further study.

**Entry Requirements**
To qualify for admission, applicants should have literacy and numeracy skills at least equivalent to NRS Level 5, Reading and Writing, and/or Certificate III in General Education for Adults at entry. Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning, or from work/and or life experience.

**Selection Procedures/Selection Criteria**
Applicants to the course will be interviewed and required to undertake a literacy assessment in order to demonstrate competency at the above level.

**Course Duration**
This course may be offered full-time over one year to a total of 620 nominal hours or part time equivalent.
Course Structure

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Core Units of Study</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>VBQU226</td>
<td>APPLY ESSENTIAL FURTHER STUDY SKILLS</td>
<td>90</td>
</tr>
<tr>
<td>VBQU227</td>
<td>RESEARCH FIELDS OF STUDY AND ENQUIRY</td>
<td>40</td>
</tr>
</tbody>
</table>

Elective Units

Computer units – choose from the following units to a total between 45-60 hours.

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Elective Units</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBEBUS401A</td>
<td>CONDUCT ONLINE RESEARCH</td>
<td>35</td>
</tr>
<tr>
<td>BSBEBUS309A</td>
<td>UNDERTAKE E-LEARNING</td>
<td>35</td>
</tr>
<tr>
<td>BSBBCM318A</td>
<td>WRITE SIMPLE DOCUMENTS</td>
<td>30</td>
</tr>
<tr>
<td>BSBBCM420A</td>
<td>WRITE COMPLEX DOCUMENTS</td>
<td>50</td>
</tr>
<tr>
<td>BSBADM306A</td>
<td>CREATE ELECTRONIC PRESENTATIONS</td>
<td>20</td>
</tr>
<tr>
<td>ICAITU133A</td>
<td>SEND AND RETRIEVE INFORMATION OVER THE INTERNET USING BROWSERS AND EMAIL</td>
<td>25</td>
</tr>
<tr>
<td>PSPGOV524AI</td>
<td>INTERPRET DATA AND RELATED STATISTICS</td>
<td>50</td>
</tr>
</tbody>
</table>

Elective Units

Stream Units – choose from the following units to a total between 45-60 hours.

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Elective Units</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>VBQU228</td>
<td>CRITIQUE APPROACHES TO CITIZENSHIP AND THE PUBLIC SPHERE</td>
<td>90</td>
</tr>
<tr>
<td>VBQU229</td>
<td>ANALYSE STORIES/NARRATIVE WITHIN CULTURES</td>
<td>90</td>
</tr>
<tr>
<td>VBQU230</td>
<td>ANALYSE THE HUMAN TRANSFORMATIONS OF NATURE</td>
<td>90</td>
</tr>
<tr>
<td>VBQU231</td>
<td>RESEARCH APPROACHES TO ECONOMY AND SOCIETY</td>
<td>90</td>
</tr>
<tr>
<td>VBQU232</td>
<td>ANALYSE A RANGE OF TEXTS</td>
<td>70</td>
</tr>
</tbody>
</table>

DIPLOMA OF LIBERAL ARTS

Course Code: 21794VIC

Campus Footscray Nicholson.

Career Opportunities

The Diploma of Liberal Arts provides pathways into a range of Higher Education courses including: Community Development, Education, Human Movement, Humanities and Social Sciences, Law, Professional and Creative Writing, Psychology (Bachelor of Arts), Public Relations or Social Work.

Skills development areas include complex writing, cultural analysis, research, communication and presentation, social inquiry, information technology and inter-cultural communication.

Scope of Delivery

This course is offered on a full-time or part-time basis. Some units of study may be offered via flexible delivery.

Course Objectives

This course develops skills in areas such as: complex writing; cultural analysis; research; communication and presentation; social inquiry; information technology; and inter-cultural communication. The course enables adults, including young adults, to develop a confident sense of identity, extend the range of possibilities learners can imagine for themselves and provides alternative and additional pathways into further study.

Entry Requirements

Participants in 21794VIC Diploma of Liberal Arts should have literacy and numeracy skills at least equivalent to NRS Level 5, Reading and Writing / Certificate of General Education for Adults Level III at entry. Entry to the Diploma is normally at Certificate IV level although exceptions may occur through the RPL process. Students may enter the Diploma of Liberal Arts from an extensive range of educational, vocational and cultural backgrounds. Amongst these may be: Australian secondary education, overseas secondary education, overseas tertiary education, vocational training within Australia or overseas, further education through Adult and Community Education or similar.

Selection Procedures/Selection Criteria

Applicants to the course will be interviewed and required to undertake a literacy assessment in order to demonstrate competency at the above level.

Course Duration

2 years full-time or part-time equivalent.
CERTIFICATE IV IN HEALTH SCIENCE FOUNDATIONS

Course Code: 51450

Campus St Albans.

Career Opportunities
This is an academic skills bridging course that leads to nursing and other health sciences.

Scope of Delivery
The course is offered on a full-time basis.

Course Objectives
The course prepares students from less traditional study backgrounds (i.e., CALD students, students without formal study and students without the ENTER scores needed to enter directly into nursing or health science courses) with the foundation knowledge and skills to have the confidence and competence to enter a course in the field of nursing or health sciences.

Entry Requirements
Selection of participants for the Certificate IV in Health Science Foundations will be based on:
- successful completion of subjects in VCE, e.g., English, or language level skills
- competency in reading, and writing, equivalent to the NRS level 4
- numeracy skills equivalent to NRS level 2
- English language proficiency of at least ISLPR 3

Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning, or from work and/or life experience.

Selection Procedures/Selection Criteria
Applicants must submit a TAFE Direct Entry form, and will be contacted by mail to attend an interview at St Albans campus. Candidates for the course will be interviewed and required to undertake a numeracy and literacy assessment in order to demonstrate competency at the above level.

Interviews will be conducted in January for semester 1 and in June for semester 2.

Course Duration
This course is conducted over 18 weeks, or one semester, on a full-time basis.

Course Structure

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Core Units of Study</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>48409</td>
<td>DEVELOP AND DEMONSTRATE ADVANCED COMMUNICATION SKILLS</td>
<td>60</td>
</tr>
<tr>
<td>48410</td>
<td>DEVELOP AND APPLY KNOWLEDGE OF HUMAN BIOLOGY</td>
<td>80</td>
</tr>
<tr>
<td>48411</td>
<td>PERFORM CALCULATIONS IN HEALTH MATHEMATICS</td>
<td>36</td>
</tr>
<tr>
<td>48412</td>
<td>APPLY CONCEPTS FROM CHEMISTRY AND PHYSICS TO HEALTH</td>
<td>63</td>
</tr>
<tr>
<td>48413</td>
<td>APPLY BASIC MICROBIOLOGICAL AND INFECTION CONTROL CONCEPTS</td>
<td>20</td>
</tr>
<tr>
<td>48414</td>
<td>IDENTIFY AND DOCUMENT SOCIOLOGICAL PROCESSES THAT INFLUENCE HEALTH</td>
<td>20</td>
</tr>
</tbody>
</table>
SUBJECTS

Below are subject details for courses offered by the School of English Language and Preparatory Programs and Services in 2008.

IMPORTANT NOTE: Not all elective subjects for courses offered by the school are listed below. There are numerous elective possibilities that the school can choose to offer and those selected will vary from year to year. Details of these electives will be advised by the school.

48409 DEVELOP AND DEMONSTRATE ADVANCED COMMUNICATION SKILLS
Content: This unit provides the skills and knowledge required to prepare the learner for entry into higher level education and training by equipping them with the necessary study, research, note taking, writing and presentation skills that are required to successfully organise and manage learning experiences.
Nominal Hours: 60 Hours
Assessment: Assessment is based on attendance, completion of essays, assignments, reports and tests.

48410 DEVELOP AND APPLY KNOWLEDGE OF HUMAN BIOLOGY
Content: This unit provides the knowledge and skills anatomy and physiology required for a study of human biology units in higher levels of education and training nursing courses.
Nominal Hours: 80 Hours
Assessment: Assessment is based on attendance, completion of essays, assignments, reports and tests.

48411 PERFORM CALCULATIONS IN HEALTH MATHEMATICS
Content: This unit provides the knowledge and skills in mathematics required to undertake higher levels of education and training studies in nursing. The focus is upon both fundamental skills in mathematics and the application of these skills in a health setting, including the importance of accuracy of calculations.
Nominal Hours: 36 Hours
Assessment: Assessment is based on attendance, completion of essays, assignments, reports and tests.

48412 APPLY CONCEPTS FROM CHEMISTRY AND PHYSICS TO HEALTH
Content: This unit provides the knowledge and skills required to gain an understanding of fundamental relevant concepts in chemistry and physics and appreciate their application in nursing situations. It addresses these concepts in sufficient detail to equip a person to enter education and training as a nurse.
Nominal Hours: 63 Hours
Assessment: Assessment is based on attendance, completion of essays, assignments, reports and tests.

48413 APPLY BASIC MICROBIOLOGICAL AND INFECTION CONTROL CONCEPTS
Content: This unit provides the knowledge and skills of basic microbiological and infection control required to support health programs and for entry into higher level education and training health courses.
Nominal Hours: 20 Hours
Assessment: Assessment is based on attendance, completion of essays, assignments, reports and tests.

48414 IDENTIFY AND DOCUMENT SOCIOLOGICAL PROCESSES THAT INFLUENCE HEALTH
Content: This unit provides the knowledge and skills required to understand the main health problems in Australia today, and to document and discuss issues which will form part of the daily work of a future health professional. It also introduces some aspects of epidemiology and biostatistics as well as a study of current changes in attitude towards community health.
Nominal Hours: 20 Hours
Assessment: Assessment is based on attendance, completion of essays, assignments, reports and tests.

BSBADM306A CREATE ELECTRONIC PRESENTATIONS
Content: This unit covers the design of electronic presentations for speakers, self-access and on-line access.
Nominal Hours: 20 Hours
Assessment: Assessment for this unit comprises oral presentations, essays, tests and computer based requirements.

BSBEBS309A UNDERTAKE E-LEARNING
Content: This unit covers self-directed, self-managed e-learning. It relates to the identification of learning needs and opportunities and to the development of an e-learning plan.
Nominal Hours: 35 Hours
Assessment: Assessment for this unit comprises oral presentations, essays, tests and computer based requirements.

BSBEBS513A PLAN E-LEARNING
Content: This unit covers identification of learning and development needs, evaluation of online learning opportunities and materials, development of individual learning plans and evaluation of organisational requirements to support e-learning.
Nominal Hours: 30 Hours
Assessment: Assessment for this unit comprises oral presentations, essays, tests and computer based requirements.

BSBEBS514A IMPLEMENT E-LEARNING
Content: This unit covers preparation for the organisation of e-learning and development in a business, implementation, monitoring and evaluation in line with an e-learning strategy. It involves putting the systems into place to allow for the organisation of e-learning processes.
Nominal Hours: 30 Hours
Assessment: Assessment for this unit comprises oral presentations, essays, tests and computer based requirements.

CHCCOM1B COMMUNICATE WITH PEOPLE ACCESSING THE SERVICES OF THE ORGANISATION
Content: This unit applies to community services workers who may have limited contact with clients in terms of content and timing and operate under direct supervision.
Nominal Hours: 15 Hours
Assessment: As per accredited curriculum

CHCCS201A PREPARE FOR WORK IN THE COMMUNITY SERVICES INDUSTRY
Content: This unit is relevant to those people who may be undertaking preliminary training to enter the community services industry.
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum

CHCOHS201A FOLLOW OHS PROCEDURES
Content: On completion of this unit, the worker will be able to recognise hazards at the workplace as well as follow workplace health and safety instructions and procedures. These instructions and procedures relate to the work being undertaken by the worker and is not related to supervision of other workers. The worker will be aware of the importance of maintaining their health and safety as well as the health and safety of others in the workplace. The worker will also be capable of dealing with emergencies within the worker’s scope of responsibility and under the direction/support of the supervisor.
Nominal Hours: 30 Hours
Assessment: As per accredited curriculum

CHCORG1B FOLLOW THE ORGANISATION’S POLICIES, PROCEDURES AND PROGRAMS
Content: Work is carried out according to organisation policies, procedures and programs.
Nominal Hours: 15 Hours
Assessment: As per accredited curriculum

CULB005A SEARCH DATABASES
Content: Learn to utilise data bases for research in the Humanities and Social Sciences.
Nominal Hours: 30 Hours
Content: This unit describes the skills and knowledge required to develop an understanding of one's own cultural identity. The local cultural knowledge necessary to achieve competency in this unit may only be accessible to Aboriginal or Torres Strait Islander peoples. This unit also recognises that there is no single Aboriginal or Torres Strait Islander culture. This unit deals with complex and interrelated elements of Aboriginal or Torres Strait Islander cultures which are the cultural and intellectual properties of specific communities. These may only be interpreted by appropriate persons, e.g., those recognised by the local Aboriginal or Torres Strait Islander community as an Elder or custodian of local cultural knowledge. Any organisation or individual planning to train or assess this unit would be expected to work closely with the local Aboriginal or Torres Strait Islander community, for example through establishing a local Aboriginal or Torres Strait Islander reference group. In particular, it is vital to ensure respectful integration of any local cultural knowledge or protocols that will inform the implementation of the unit.

Nominal Hours: 150 Hours

Assessment: Assessment may incorporate a range of methods to assess performance and the application of essential underpinning knowledge, and might include: oral or written questioning to assess knowledge; review of portfolios of evidence; and third party workplace reports of performance by the candidate.

VBM510 LEARNING TO LEARN

Content: Identify and use appropriate learning strategies for effective participation in a variety of fields of study and learning environments; Demonstrate the appropriate use of a variety of library and online facilities to research selected topics; Identify and use effective reading strategies to comprehend complex written texts; Examine writing skills and apply these skills to produce a complex written text; Examine and demonstrate skills required to participate effectively in collaborative learning environments.

Nominal Hours: 90 Hours

Assessment: Assessment for this unit comprises oral presentations, essays, tests and computer based requirements.

VBM511 INQUIRY AND PRESENTATION

Prerequisite(s): VBM510 Learning to Learn

Content: Research and investigate a particular field or discipline of knowledge including the focus of study, forms of enquiry and dissemination of knowledge within the field or discipline; Demonstrate the appropriate use of online technologies for a variety of forms of research and composition; Outline and apply appropriate skills and strategies to deliver effective oral presentations; Examine different kinds of critical analyses and identify how these are represented in written text; Outline and apply appropriate communication strategies to gain entry into further study and employment.

Nominal Hours: 54 Hours

Assessment: Assessment for this unit comprises oral presentations, essays, tests and computer based requirements.

VBM512 PUBLIC LIFE – PAST AND PRESENT

Content: To enable students to participate effectively in debates about public issues and in debates about the role and value of democracy in contemporary society. Within this context, the module aims to develop students’ capacity to read and write about a diverse range of texts in public life. It introduces students to frameworks of understanding that will enable them to appreciate key issues within other subjects of the liberal arts course, in further study and in public life in general.

Nominal Hours: 90 Hours

Assessment: Assessment for this unit comprises oral presentations, essays, tests and computer based requirements.

VBM513 STORIES CULTURES TELL THEMSELVES

Content: To enable students to appreciate the significance of stories for themselves as individuals and for cultures in which individuals participate. Another aim of the module is to enable students to recognise many forms stories can take. The module also aims to provide students with the skills and language with which to critically evaluate stories in a range of social contexts.

Nominal Hours: 90 Hours

Assessment: Assessment for this unit comprises oral presentations, essays, tests and computer based requirements.

VBM514 NATURE AND ITS HUMAN TRANSFORMATION

Content: Provide students with knowledge and skills to examine the way nature is viewed and represented within different cultures and how these views impact upon contemporary environmental issues. The module poses the fundamental question of how we should live with nature and aims to raise environmental awareness. In addition, the module introduces students to a range of written and visual texts about nature and equips students with the necessary language and concepts to discuss and analyse these texts.

Nominal Hours: 90 Hours

Assessment: Assessment for this unit comprises oral presentations, essays, tests and computer based requirements.

VBM515 ECONOMY AND SOCIETY

Content: The aim of this module, in part, is to demystify economic discourse for non-economists. The module also aims to enable students to appreciate the relevance of understanding large-scale economic change for fields of study other than economics, for citizens engaged in public life and for individuals in the workplace. Finally, the module aims to provide students with the knowledge and skills to participate in current debates about economic policy.

Nominal Hours: 90 Hours

Assessment: Assessment for this unit comprises oral presentations, essays, tests and computer based requirements.

VBM516 TEXT AND CULTURE I

Content: Provide students with the concepts, language and skills to identify meanings in a range of texts. To enable students to demonstrate how these meanings are constructed and negotiated, and to describe relationships between these texts and their cultural contexts. In addition, the module introduces students to the ideological determination of texts.

Nominal Hours: 72 Hours

Assessment: Assessment for this unit comprises oral presentations, essays, tests and computer based requirements.

VBM517 TRADITION AND MODERNITY

Content: To enable students to enter contemporary debates about the significance of tradition in contemporary cultures and to enter debates about modernity and postmodernity. Within this context, the module also aims to enable students to enter contemporary debates about the significance of history including the uses of history in contemporary culture.

Nominal Hours: 180 Hours

Assessment: Assessment for this unit comprises oral presentations, essays, tests and computer based requirements.

VBM518 RESEARCH PROJECT

Content: Provide students with knowledge and skills to undertake independent research as well as an opportunity for self-directed work and an opportunity for peer group collaboration. Further, this module provides students with an opportunity to assume the identity of researchers and understand something of the working life of researchers. This module further develops the research skills that students acquired in Learning to Learn and Inquiry and Presentation.

Nominal Hours: 90 Hours

Assessment: Assessment for this unit comprises oral presentations, essays, tests and computer based requirements.
VBM519 HISTORY AND SOCIOLOGY OF HUMAN RELATIONSHIPS

Content: Provide students with the knowledge and skills to understand sociological concepts and apply these to explain the change in family structures, personal/interpersonal relationships and relations between different cultures over time.

Nominal Hours: 90 Hours
Assessment: Assessment for this unit comprises oral presentations, essays, tests and computer based requirements.

VBM520 URBAN STUDIES

Content: Provide students with an overview of urbanisation, urban forms and cultures and their impact on human life, past and present. The module also introduces students to a range of urban theorists. In addition, it offers students the necessary language and skills with which to participate in academic and non-academic debate concerning urban issues and problems.

Nominal Hours: 90 Hours
Assessment: Assessment for this unit comprises oral presentations, essays, tests and computer based requirements.

VBM521 INTRODUCTION TO THEORIES OF HUMAN PERSONALITY

Content: Provide students with an introduction to ways in which human personality has been theorised and critiqued. To equip students with the skills to apply the theories in a range of contexts such as critiquing films, understanding group dynamics and analysing public and private relationships.

Nominal Hours: 90 Hours
Assessment: Assessment for this unit comprises oral presentations, essays, tests and computer based requirements.

VBM522 TEXT AND CULTURE II

Content: Aims to develop students; capacities to be critical and creative participants in a range of cultural spheres. Texts are examined not just as forms of entertainment and not just as collections of art works, but also as exercises of power. The module aims to develop students’ understanding of how different forms of power are exercised through the cultural processes of reading, viewing and producing texts. This is to enable students to understand, and participate in, the cultural process through which these exercises of power are contested, challenged and transformed.

Nominal Hours: 72 Hours
Assessment: Assessment for this unit comprises oral presentations, essays, tests and computer based requirements.

VBN048 HUMANITIES LECTURE PROGRAM THEORY AND PRACTICUM

Content: Identify and discuss the key issues arising from a lecture; Interpret and apply lecture content in relation to a research topic; Identify degree courses offered in Humanities and the application process necessary for entry into these courses; Identify and discuss key concepts and theoretical positions associated with the Humanities.

Nominal Hours: 36 Hours
Assessment: Assessment for this unit comprises oral presentations, essays, tests and computer based requirements.

VBN049 HUMAN BIOLOGY FOR HEALTH SCIENCES

Content: Identify the anatomical features and state physiological functions of different body systems; Participate and observe routine dissection procedures on available mammalian body systems; Define homeostasis including its purpose and role; Use basic medical terminology; Redefine details of cellular structures and processes; State the function of genes and solve simple Mendelian based genetics problems; Work safely and efficiently with common chemicals and laboratory equipment

Nominal Hours: 70 Hours
Assessment: Topic tests, lab reports, assignment, test.

VBN050 CHEMISTRY FOR THE LIFE SCIENCES

Content: Use the Bohr Rutherford model of an atom to explain the structure of an atom; Use knowledge of periodicity and bonding to define chemical behaviour and physical properties of elements; Identify systematic names and formulae for simple inorganic compounds; Explain acids and bases and the concept of pH; Define and compare the chemical structures and biological functions of carbohydrates, lipids, proteins and nucleic acids; Define solutions, suspensions and colloids and electrolytes; Explain the balance of energy inputs and outputs in the human body.

Nominal Hours: 50 Hours
Assessment: Assignments, group presentation, test.

VBN474 LISTENING (FURTHER STUDY III)

Content: Demonstrate understanding of spoken discourse in a study context; Follow verbal instructions or questions for study tasks; Demonstrate understanding of a formal verbal interaction in a study context; Demonstrate understanding of short oral presentations in a study context; Demonstrate comprehension of informational audio-visual texts; Demonstrate understanding of key language terminology in spoken discourse.

Nominal Hours: 100 Hours
Assessment: Assessment of unit is undertaken using a variety of methods and can include the following: observation, oral questioning, role play, presentation, project work, multiple choice exercises, self-assessment, written exercises.

VBN475 SPEAKING (FURTHER STUDY III)

Content: Make verbal requests and suggestions in a study context; Relate instructions or steps in a study related process; Participate in a formal verbal interaction in a study context; Give an oral presentation on a researched topic; Participate in an informal class discussion; Describe orally some features of language structure.

Nominal Hours: 100 Hours
Assessment: Assessment of unit is undertaken using a variety of methods and can include the following: observation, oral questioning, role play, presentation, project work, multiple choice exercises, self-assessment, written exercises.

VBN476 READING (FURTHER STUDY III)

Content: Read messages or letters in a study context; Read instructional or advisory texts; Read a range of formatted texts found in the study environment; Read a range of informational texts; Evaluate creative texts; Use language reference texts for study purposes.

Nominal Hours: 100 Hours
Assessment: Assessment of unit is undertaken using a variety of methods and can include the following: observation, oral questioning, role play, presentation, project work, multiple choice exercises, self-assessment, written exercises.

VBN477 WRITING (FURTHER STUDY III)

Content: Write a personal message in a study context; Record specific information from written and oral texts; Complete forms relevant to a study context; Write an informational text based on research; Write a reflective text related to further study; Complete language reference writing tasks for study purposes.

Nominal Hours: 100 Hours
Assessment: Assessment of unit is undertaken using a variety of methods and can include the following: observation, oral questioning, role play, presentation, project work, multiple choice exercises, self-assessment, written exercises.

VBN478 LISTENING (EMPLOYMENT III)

Content: Demonstrate understanding in casual conversations in a workplace context; Demonstrate understanding in a formal interaction with one or more people; Follow spoken instructions or directions in a workplace context; Demonstrate understanding of information from a spoken text.

Nominal Hours: 80 Hours
Assessment: Assessment of this unit comprises role plays and listening comprehension exercises.

VBN479 SPEAKING (EMPLOYMENT III)

Content: Participate in a casual conversation in a workplace context; Participate in a formal conversation with one or more people; Give spoken instructions or directions in a workplace context; Give information orally to a group.

Nominal Hours: 80 Hours
Assessment: Assessment of this unit comprises role plays and oral presentations.
**VBN480 READING (EMPLOYMENT III)**
Content: Read a note or message in a workplace context; Read a formal letter in a workplace context; Follow written instructions for a workplace task; Read a range of workplace documents.
Nominal Hours: 80 Hours
Assessment: Assessment of this unit comprises reading comprehension tasks: messages, workplace documents, letters and instructions.

**VBN481 WRITING (EMPLOYMENT III)**
Content: Write a note or message in a workplace context; Write a formal letter in a workplace context; Write instructions for a workplace task; Write a text to present information.
Nominal Hours: 80 Hours
Assessment: Assessment of this unit comprises written assignments: messages, reports, letters and instructions.

**VBN486 LISTENING (FURTHER STUDY IV)**
Content: Demonstrate critical understanding of persuasive or advisory oral texts; Follow complex verbal instructions or questions for study tasks; Demonstrate critical understanding of sustained formal interactions in study contexts; Demonstrate critical understanding of extended oral presentations in a study context; Demonstrate critical comprehension of complex audio visual texts; Participate in discussions about metalanguage.
Nominal Hours: 100 Hours
Assessment: Assessment of unit is undertaken using a variety of methods and can include the following: observation, oral questioning, role play, presentation, project work, multiple choice exercises, self-assessment, written exercises.

**VBN487 SPEAKING (FURTHER STUDY IV)**
Content: Present a proposal or argue a case in a study context; Give complex instructions or description of a complex process or procedure; Participate in a sustained formal group interaction in a study context; Give an extended oral presentation on a researched topic; Participate in a sustained informal interaction on topics of general interest.
Nominal Hours: 100 Hours
Assessment: Assessment of unit is undertaken using a variety of methods and can include the following: observation, oral questioning, role play, presentation, project work, multiple choice exercises, self-assessment, written exercises.

**VBN488 READING (FURTHER STUDY IV)**
Content: Critically read messages or letters in a study context; Critically follow formal instructions and explanations in instructional or advisory written texts; Analyse information from complex formatted texts commonly found in study contexts; Compare a range of texts related to study tasks; Critically evaluate reflective written texts; Conduct a literature search.
Nominal Hours: 100 Hours
Assessment: Assessment of unit is undertaken using a variety of methods and can include the following: observation, oral questioning, role play, presentation, project work, multiple choice exercises, self-assessment, written exercises.

**VBN489 WRITING (FURTHER STUDY IV)**
Content: Write a message relevant to a study context; Reproduce information or ideas from a range of sources; Construct formatted documents for study purposes; Produce an extended written text based on research; Produce a reflective written text appropriate to a study context; Produce a reference list according to required conventions.
Nominal Hours: 100 Hours
Assessment: Assessment of unit is undertaken using a variety of methods and can include the following: observation, oral questioning, role play, presentation, project work, multiple choice exercises, self-assessment, written exercises.

**VBN490 LISTENING (EMPLOYMENT IV)**
Content: Demonstrate critical understanding in an informal discussion in a workplace context; Demonstrate critical understanding in a formal discussion with one or more people; Follow complex verbal instructions in a workplace context; Demonstrate critical understanding of a range of information from an oral presentation.
Nominal Hours: 80 Hours
Assessment: Assessment of unit is undertaken using a variety of methods and can include the following: observation, oral questioning, role play, presentation, project work, multiple choice exercises, self-assessment, written exercises.

**VBN491 SPEAKING (EMPLOYMENT IV)**
Content: Participate in an informal discussion in a group; Participate in a formal discussion with one person; Give complex spoken instructions in a workplace; Give an oral report or demonstration
Nominal Hours: 80 Hours
Assessment: Assessment of unit is undertaken using a variety of methods and can include the following: observation, oral questioning, role play, presentation, project work, multiple choice exercises, self-assessment, written exercises.

**VBN492 READING (EMPLOYMENT IV)**
Content: Critically read an informal message in a workplace context; Critically read formal written workplace communications; Critically read complex written workplace instructions or procedures; Analyse and evaluate a range of complex workplace documents.
Nominal Hours: 80 Hours
Assessment: Assessment of unit is undertaken using a variety of methods and can include the following: observation, oral questioning, role play, presentation, project work, multiple choice exercises, self-assessment, written exercises.

**VBN493 WRITING (EMPLOYMENT IV)**
Content: Write an informal message in a workplace context; Write a formal workplace text; Write instructions for a range of workplace purposes; Write a report or a brief.
Nominal Hours: 80 Hours
Assessment: Assessment of unit is undertaken using a variety of methods and can include the following: observation, oral questioning, role play, presentation, project work, multiple choice exercises, self-assessment, written exercises.

**VBN494 LISTENING (PROFESSIONAL IV)**
Content: Demonstrate critical understanding in formal and informal discussions with another person in a work context; Demonstrate critical understanding of an oral presentation on a topic related to the profession; Demonstrate critical understanding of verbal accounts related to the profession; Respond to instructions and questions relating to grammatical structure and features.
Nominal Hours: 100 Hours
Assessment: Assessment of unit is undertaken using a variety of methods and can include the following: observation, oral questioning, role play, presentation, project work, multiple choice exercises, self-assessment, written exercises.

**VBN495 SPEAKING (PROFESSIONAL IV)**
Content: Participate in formal and informal discussions with another person in a work context; Give an oral report in a professional context; Describe a range of conditions related to the profession; Apply knowledge of discourse and language use in relation to written and oral texts.
Nominal Hours: 100 Hours
Assessment: Assessment of unit is undertaken using a variety of methods and can include the following: observation, oral questioning, role play, presentation, project work, multiple choice exercises, self-assessment, written exercises.

**VBN496 READING (PROFESSIONAL IV)**
Content: Critically read formal letters in a professional context; Critically read formal complex documents related to the profession; Critically read descriptive texts related to the profession; Critically read language and discourse analysis of written and spoken texts.
Nominal Hours: 100 Hours
Assessment: Assessment of unit is undertaken using a variety of methods and can include the following: observation, oral questioning, role play, presentation, project work, multiple choice exercises, self-assessment, written exercises.

**VBN497 WRITING (PROFESSIONAL IV)**
Content: Write formal letters for professional purposes; Write complex prose based on a detailed text; Write descriptive texts in a professional context; Edit a written text.
Nominal Hours: 100 Hours
Assessment: Assessment of unit is undertaken using a variety of methods and can include the following: observation, oral questioning, role play, presentation, project work, multiple choice exercises, self-assessment, written exercises.

VBP712 PREPARE FOR FURTHER STUDY
Content: This unit describes the outcomes required to prepare for Further Study at Diploma level. The unit addresses research and learning skills and the skills necessary to prepare a learning portfolio. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication.
Nominal Hours: 50 Hours
Assessment: Assessment for this unit comprises oral presentations, essays, tests and computer based requirements.

VBP713 SET GOALS AND PLAN STUDY PATHWAYS
Content: This unit describes the outcomes required to set goals and plan pathways for study at tertiary level.
Nominal Hours: 20 Hours
Assessment: Assessment for this unit comprises oral presentations, essays, tests and computer based requirements.

VBP714 PREPARE FOR TERTIARY RESEARCH AND STUDY
Content: This unit describes the outcomes necessary to undertake studies at tertiary level.
Nominal Hours: 40 Hours
Assessment: Assessment for this unit comprises oral presentations, essays, tests and computer based requirements.

VBP715 PREPARE PORTFOLIOS AND APPLICATIONS.
Content: This unit describes the outcomes required to prepare, produce and present a portfolio to assist in application for entry to a course of tertiary study. The unit may apply to the presentation of a folio in such fields as visual art, design, photography and multimedia. It may also refer to more general portfolios of learning including creative written expression.
Nominal Hours: 40 Hours
Assessment: Assessment for this unit comprises oral presentations, essays, tests and computer based requirements.

VBUQ226 APPLY ESSENTIAL FURTHER STUDY SKILLS
Content: This unit covers the knowledge and skills required to study and participate effectively in a tertiary learning environment within liberal arts field of study.
Nominal Hours: 90 Hours
Assessment: Assessment for this unit comprises oral presentations, essays, tests and computer based requirements.

VBUQ227 RESEARCH FIELDS OF STUDY AND ENQUIRY
Content: This unit covers the knowledge and skills necessary to research a tertiary field of study and to present oneself for entry to that field of study.
Nominal Hours: 40 Hours
Assessment: Assessment for this unit comprises oral presentations, essays, tests and computer based requirements.

VBUQ228 CRITIQUE APPROACHES TO CITIZENSHIP AND THE PUBLIC SPHERE
Content: This unit covers the knowledge and skills required to participate effectively in debates about public issues and in debates about the role and value of democracy in contemporary society. These skills and knowledge can be extended to and underpin other areas of liberal arts study.
Nominal Hours: 90 Hours
Assessment: Assessment for this unit comprises oral presentations, essays, tests and computer based requirements.

VBUQ229 ANALYSE STORIES/NARRATIVE WITHIN CULTURES
Content: This unit covers the knowledge and skills required to analyse and explore the significance of stories told within and across cultures. These skills and knowledge can be extended
Nominal Hours: 90 Hours
Assessment: Assessment for this unit comprises oral presentations, essays, tests and computer based requirements.

VBUQ230 ANALYSE THE HUMAN TRANSFORMATIONS OF NATURE
Content: This unit covers the knowledge and skills required to examine the way in which nature is viewed and represented within different cultures over time and how these views impact upon contemporary environment issues. These skills and knowledge can be extended to and underpin other areas of liberal arts study.
Nominal Hours: 90 Hours
Assessment: Assessment for this unit comprises oral presentations, essays, tests and computer based requirements.

VBUQ231 RESEARCH APPROACHES TO ECONOMY AND SOCIETY
Content: The unit covers the knowledge and skills required to examine and explore modern economic issues and to relate these to larger contemporary social concerns. These skills and knowledge can be extended to and underpin other areas of liberal arts study.
Nominal Hours: 90 Hours
Assessment: Assessment for this unit comprises oral presentations, essays, tests and computer based requirements.

VBUQ232 ANALYSE A RANGE OF TEXTS
Content: This unit covers the knowledge and skills required to examine and explore the meanings in a range of texts and to relate these texts to their cultural contexts. These skills and knowledge can be extended to and underpin other areas of liberal arts study.
Nominal Hours: 70 Hours
Assessment: Assessment for this unit comprises oral presentations, essays, tests and computer based requirements.

VBUQ233 ANALYSE SIGNIFICANCE OF TRADITION AND MODERNITY
Content: This unit covers the knowledge and skills required to participate in debates about the development of contemporary culture. The unit introduces students to the concepts of tradition, modernity and post modernity which underpin much contemporary debate.
Nominal Hours: 180 Hours
Assessment: Assessment for this unit comprises oral presentations, essays, tests and computer based requirements.

VBUQ234 UNDERTAKE ACADEMIC RESEARCH
Content: This unit covers the knowledge and skills required to undertake independent research.
Nominal Hours: 80 Hours
Assessment: Assessment for this unit comprises oral presentations, essays, tests and computer based requirements.

VBUQ235 ANALYSE SOCIOLOGICAL UNDERSTANDING OF HUMAN RELATIONSHIPS
Content: This unit covers the knowledge and skills required to examine and explore basic sociological concepts and to apply them to the study of family relationships and relations between different cultures and historically.
Nominal Hours: 90 Hours
Assessment: Assessment for this unit comprises oral presentations, essays, tests and computer based requirements.

VBUQ236 ANALYSE URBAN FORM AND CULTURE
Content: This unit covers the knowledge and skills required to examine and explore urbanisation, urban forms and culture and the impact of these on human life.
Nominal Hours: 90 Hours
Assessment: Assessment for this unit comprises oral presentations, essays, tests and computer based requirements.
VBQU237 ANALYSE THEORIES OF THE SELF
Content: This unit covers the knowledge and skills required to apply and critique theories of human personality in a range of contexts.
Nominal Hours: 90 Hours
Assessment: Assessment for this unit comprises oral presentations, essays, tests and computer based requirements.

VBQU238 ANALYSE LITERARY TEXTS AND GENRES
Content: This unit covers the knowledge and skills required to analyse a range of texts from different genres and to use a range of critical skills.
Nominal Hours: 70 Hours
Assessment: Assessment for this unit comprises oral presentations, essays, tests and computer based requirements.
SCHOOL OF GENERAL EDUCATION PROGRAMS AND SERVICES

Below are details of courses offered by the School of General Education Programs and Services in 2008. This information is also available online on the University’s searchable courses database at www.vu.edu.au/courses

NOTE: Courses available to International students are marked with the (I) symbol.

CERTIFICATE I IN GENERAL EDUCATION FOR ADULTS (INTRODUCTORY)

Course Code: 21249VIC

Campus Footscray Nicholson and Werribee.
Career Opportunities Further education and training.

Scope of Delivery Full-time, part-time and flexible delivery.

Course Objective
The course provides learners with:
• skill development in reading, writing and numeracy;
• skill development in a variety of areas to meet personal needs and facilitate participation in the community, or other workplace and further education and training.

Entry Requirements
There are no formal entry requirements for students wishing to undertake Certificate I. Student would be expected to have competency in oral English language at Certificate I level.
Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning or from work and/or life experience.

Selection Procedures/Selection Criteria
All applicants who wish to study within the Certificate I in General Education for Adults (Introductory) 21249VIC will be asked to meet with a teacher for an initial assessment and placement interview.

Course Duration
The course may be offered on a full-time basis over 360 nominal hours or part-time equivalent.

Course Structure

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
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<tbody>
<tr>
<td>VBM685</td>
<td>100</td>
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<tr>
<td>VBM686</td>
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</table>

160 Hours of Elective Units of Study will be offered by the Department of Access Programs. Electives may be made up of:

Elective Units of Study

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
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<tbody>
<tr>
<td>VBM687</td>
<td>80</td>
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</table>

 CERTIFICATE I IN GENERAL EDUCATION FOR ADULTS

Course Code: 21250VIC

Campus Footscray Nicholson, Sunshine and Werribee.

Career Opportunities Further education and training.

Scope of Delivery Full-time, part-time and flexible delivery.

Course Objective
The course provides learners with:
• skill development in reading, writing and numeracy;
• skill development in a variety of areas to meet personal needs and facilitate participation in the community, or other workplace and further education and training.

Entry Requirements
There are no formal entry requirements for students wishing to undertake Certificate I. Student would be expected to have competency in oral English language at Certificate I level.
Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning or from work and/or life experience.

Selection Procedures/Selection Criteria
All applicants who wish to study within the Certificate I in General Education for Adults 21250VIC will be asked to meet with a teacher for an initial assessment and placement interview.

Course Duration
The course may be offered on a full-time basis over 360 nominal hours or part-time equivalent.

Course Structure

<table>
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<th>Unit Code</th>
<th>Hours</th>
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<tr>
<td>VBM688</td>
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160 Hours of Elective Units of Study will be offered by the Program of Adult General Education. Electives may be selected by the Program Area.

Elective Units of Study

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<th>Unit Code</th>
<th>Hours</th>
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<tbody>
<tr>
<td>VBM564</td>
<td>80</td>
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<tr>
<td>VBM670</td>
<td>80</td>
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</tbody>
</table>

or
160 Hours of Elective Units of Study at the same AQF level may be drawn from other accredited courses or units of competency endorsed by Training Packages, may be offered by the Program of Adult General Education. Electives will be selected by the Program Area.

Women's Programs
This course is delivered by Women's Education programs at Footscray Nicholson and Sunshine campuses. Women's Programs provide training and education for mature age women. These programs are designed to meet the needs of women wanting to return to study or the workforce, or who want to improve their skills.

Assessment: As stipulated in the curriculum document assessment will be conducted through meaningful activities and, wherever possible, integrated into and spread throughout the course. Assessment may be through: teacher observation, oral or written assignment, role play, discussion, demonstration, presentation, oral or written test, or questioning.

CERTIFICATE II IN GENERAL EDUCATION FOR ADULTS
Course Code: 21251VIC
Campus Footscray Nicholson, Sunshine or Werribee.
Career Opportunities
Further education and training.
Scope of Delivery
Full-time or part-time.

Course Objectives
The course provides learners with:
• skill development in reading, writing and numeracy;
• skill development in a variety of areas to meet personal needs and facilitate participation in the community, or other workplace and further education and training.

Entry Requirements
To qualify for admission to the course students must have successfully completed Certificate I Level or be assessed by the Head of Department as competent at Certificate I Level.
Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning or from work and/or life experience.

Selection Procedures/Selection Criteria
All applicants who wish to study within the Certificate II in General Education for Adults will be asked to meet with a teacher for an initial assessment and placement interview.

Course Duration
The course may be offered on a full-time basis over 280 nominal hours or part-time equivalent.

Course Structure
<table>
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<th>Unit Code</th>
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<tr>
<td>VBM691 READING AND WRITING II</td>
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</tr>
<tr>
<td>VBM692 NUMERACY AND MATHEMATICS II</td>
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</table>

80 Hours of Elective Units of Study will be offered by the Program of Adult General Education. Electives may be made up of:

Elective Units of Study
VBM565 ORAL COMMUNICATIONS II 80
or
VBM693 GENERAL CURRICULUM OPTIONS II 80
or
80 Hours of Elective Units of Study at the same AQF level, drawn from other accredited courses or units of competency endorsed by Training Packages, may be offered by the Program of Adult General Education. Further education and training. Electives will be selected by the Program Area.

Women's Programs
This course is delivered by Women's Education programs at Footscray Nicholson and Sunshine campuses. Women's Programs provide training and education for mature age women. These programs are designed to meet the needs of women wanting to return to study or the workforce, or who want to improve their skills.

Assessment: As stipulated in the curriculum document assessment will be conducted through meaningful activities and, wherever possible, integrated into and spread throughout the course. Assessment may be through: teacher observation, oral or written assignment, role play, discussion, demonstration, presentation, oral or written test, or questioning.

CERTIFICATE I IN ESL (ACCESS)
Course Code: 21497VIC
Campus Footscray Nicholson, St Albans and Werribee.
Career Opportunities
Various further study.
Scope of Delivery
Offered on a full-time or part-time basis.

Course Objective
The ESL Access courses provides participants from non-English speaking backgrounds with:
• an opportunity to improve their English language skills in the four macro skills for reading, writing, speaking and listening;
• employment and living skills;
• a knowledge of Australian society;
• strategies for successful transition into work or further study in Australia.

Entry Requirements
To qualify for admission to the course, applicants must demonstrate to the satisfaction of the Head of Department that they are capable of successfully completing the course.
Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning or from work and/or life experience.
Selection Procedures/Selection Criteria
Applicants undergo a pre-course English Language Assessment to determine appropriate course placement. If the number of external applicants exceeds available places, then the applicants are ranked according to their date of application.

Course Duration
600 nominal hours on a full-time basis or part-time equivalent.

Course Structure
Unit Code  Hours

Certificate I – Access

Core Units of Study
Unit Code    Hours
VBN462 LISTENING (ACCESS I)  100
VBN463 SPEAKING (ACCESS I)  100
VBN464 READING (ACCESS I)  100
VBN465 WRITING (ACCESS I)  100

Elective Units of Study
Units, together totalling a minimum of 100 nominal hours, selected by the student with the approval of the Head of Department, from the following list of units, or any other nationally endorsed training package or accredited curriculum:

Unit Code Hours
VBN498 LANGUAGE OF COMPUTERS  50
VBN499 ONLINE LANGUAGE LEARNING  50
VBN500 PRACTICAL PLACEMENT  75
VBN501 LOCAL ORIENTATION  50
VBN502 AUSTRALIAN ENVIRONMENT  50
VBN503 AUSTRALIAN GOVERNMENT  50
VBN504 AUSTRALIAN LAW  50
VBN505 DRIVING IN AUSTRALIA  50
VBN506 EDUCATION IN AUSTRALIA  50
VBN507 HEALTH AND MEDICINE  50
VBN508 AUSTRALIAN ART AND CULTURE  50
VBN509 INDIGENOUS AUSTRALIA  50
VBN510 AUSTRALIAN HISTORY  50
VBN511 CURRENT AFFAIRS  50
VBN512 VOCATIONAL ELECTIVE  75

CERTIFICATE IV IN ESL (ACCESS)

Course Code: 21500VIC

Campus
Footscray Nicholson, St Albans and Werribee.

Career Opportunities
Various further study.

Scope of Delivery
Full-time or part-time.

Course Objective
The ESL Access courses provide participants from non-English speaking backgrounds with:

• an opportunity to improve their English language skills in the four macro skills for reading, writing, speaking and listening;
• employment and living skills;
• a knowledge of Australian society;
• strategies for successful transition into work or further study in Australia.

Entry Requirements
To qualify for admission to the course, applicants must demonstrate to the satisfaction of the Head of Department that they are capable of successfully completing the course.

Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning or from work and/or life experience.

Selection Procedures/Selection Criteria
Applicants undergo a pre-course English Language Assessment to determine appropriate course placement. If the number of external applicants exceeds available places, then the applicants are ranked according to their date of application.

Course Duration
This course is delivered over 500 nominal hours on a full-time basis or part-time equivalent.

Course Structure
Unit Code  Hours

Core Units of Study
Unit Code    Hours
VBN482 LISTENING (ACCESS IV)  100
VBN483 SPEAKING (ACCESS IV)  100
VBN484 READING (ACCESS IV)  100
VBN485 WRITING (ACCESS IV)  100

Elective Units of Study
Units, together totalling a minimum of 100 nominal hours, selected by the student with the approval of the Head of Department, from the following list of units, or any other nationally endorsed training package or accredited curriculum:

Unit Code Hours
VBN498 LANGUAGE OF COMPUTERS  50
VBN499 ONLINE LANGUAGE LEARNING  50
VBN500 PRACTICAL PLACEMENT  75
VBN501 LOCAL ORIENTATION  50
VBN502 AUSTRALIAN ENVIRONMENT  50
VBN503 AUSTRALIAN GOVERNMENT  50
VBN504 AUSTRALIAN LAW  50
VBN505 DRIVING IN AUSTRALIA  50
CERTIFICATE I IN GENERAL EDUCATION FOR ADULTS (INTRODUCTORY)

Course Code: 21771VIC

Campus Footscray Nicholson.

Career Opportunities
Further education and training.

Scope of Delivery
Full-time or part-time.

Course Objective
The course aims to provide a general education. That is, initial skill development in reading, writing and numeracy, and skill development in a variety of areas to meet personal needs and to facilitate participation in the community, or other workplace and further education and training.

On successful completion of this course a participant will be able to:
- clarify project goals with an appropriate support person, plan, carry out and evaluate a project
- develop and document a personal study plan and gather a portfolio of evidence with support
- read and interpret short, explicit and personally relevant texts
- create simple, personally relevant texts
- apply simple mathematical knowledge in familiar and everyday situations

Entry Requirements
Selection of participants for General Education for Adults courses would normally be based on their need to develop literacy, numeracy and general education skills.

Participants in the 21771VIC Certificate I (Introductory) in General Education for Adults should have literacy and numeracy skills at least equivalent to 21770VIC Course in Initial General Education for Adults which is equivalent to the National Reporting System (NRS) Level 1 for Reading and Writing and partially equivalent to Level 1 for Numeracy.

Level 1 on the NRS use of language, literacy, and numeracy requires:
- comprehending and or producing simple texts which are typically short and explicit
- recognising, using, checking on, and communicating straight forward mathematical procedures and representations
- relate to immediate contexts
- with extensive and structured support required.

Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning, or from work and/or life experience.

Selection Procedures/Selection Criteria
All applicants who wish to study within the Certificate I in General Education for Adults (Introductory) 21771VIC will be asked to attend an initial assessment and placement interview.

Course Duration
The course may be offered on a full-time basis over 350-370 nominal hours or part-time equivalent. Average duration of the course delivered on a full-time basis is one year.

Course Structure

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Unit Name</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>VBQU117</td>
<td>DEVELOP AND DOCUMENT A LEARNING PLAN AND PORTFOLIO WITH GUIDANCE</td>
<td>10</td>
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<tr>
<td>VBQU118</td>
<td>CONDUCT A PROJECT WITH GUIDANCE</td>
<td>20</td>
</tr>
</tbody>
</table>

Core Units of Study – Reading

Choose three from the following:
- VBQU119 ENGAGE WITH SIMPLE TEXTS FOR PERSONAL PURPOSES 20
- VBQU120 ENGAGE WITH SIMPLE TEXTS FOR LEARNING PURPOSES 20
- VBQU121 ENGAGE WITH SIMPLE TEXTS FOR EMPLOYMENT PURPOSES 20
- VBQU122 ENGAGE WITH SIMPLE TEXTS TO PARTICIPATE IN THE COMMUNITY 20

Core Units of Study – Writing

Choose three from the following:
- VBQU123 CREATE SIMPLE TEXTS FOR PERSONAL PURPOSES 20
- VBQU124 CREATE SIMPLE TEXTS FOR LEARNING PURPOSES 20
- VBQU125 CREATE SIMPLE TEXTS FOR EMPLOYMENT PURPOSES 20
- VBQU126 CREATE SIMPLE TEXTS TO PARTICIPATE IN THE COMMUNITY 20

Core Units of Study – Numeracy and Mathematics

Choose two from the following:
- VBQU127 WORK WITH TIME, MONEY AND DIRECTIONS IN SIMPLE EVERYDAY SITUATIONS 60
- VBQU128 WORK WITH SIMPLE MEASUREMENT AND DESIGN 60
- VBQU129 WORK WITH SIMPLE NUMERICAL AND STATISTICAL INFORMATION 60

Elective Units of Study

Special Interest Electives – choose units to a total of 80 – 100 hrs
(a) Numeracy and Mathematics
- FDFCORBM2A USE BASIC MATHEMATICAL CONCEPTS 20

(b) Verbal Communication
- VBQU170 COMMUNICATE WITH OTHERS IN FAMILIAR AND PREDICTABLE CONTEXTS 20
Unit Code   Hours
(c) Computing Skills
BBBCM0107A OPERATE A PERSONAL COMPUTER 10
BBBCM0108A DEVELOPE KEYBOARD SKILLS 40
VBQU167 USE COMPUTER LANGUAGE AND PERFORM SIMPLE COMPUTING TASKS 20
VBQU168 ACCESS THE INTERNET FOR LANGUAGE LEARNING 20
(d) Work related skills
THHGHS01B FOLLOW WORKPLACE HYGIENE PROCEDURES 15
THHBFB09B PROVIDE RESPONSIBLE SERVICE OF ALCOHOL 10
RTC2704A PROVIDE BASIC FIRST AID 10
BBBCM0106A FOLLOW WORKPLACE SAFETY PROCEDURES 20
VBQU171 PARTICIPATE IN A PRACTICAL PLACEMENT 40
VBNO47 JOB SEEKING 30
(e) General
VBQM475 LOCAL ORIENTATION 20
VBQM476 EDUCATION IN AUSTRALIA 20
VBQM477 HEALTH AND MEDICINE 20
VBQM478 AUSTRALIAN ART AND CULTURE 30
VBQM479 INDIGENOUS AUSTRALIA 30

Successful completion of the 21771VIC Certificate I in General Education for Adults (Introductory) requires the successful completion of:

• 2 Core units
• 3 Core Skills – Reading
• 3 Core Skills – Writing
• 2 Core Skills – Numeracy & Mathematics
• 80 – 100 hours Special Interest Electives.

CERTIFICATE I IN GENERAL EDUCATION FOR ADULTS
Course Code: 21772VIC
Campus Footscray Nicholson.
Career Opportunities
Further education and training.
Scope of Delivery
Full time or part-time
Course Objective
The course aims to provide a general education. That is, initial skill development in reading, writing and numeracy, and skill development in a variety of areas to meet personal needs and to facilitate participation in the community, or other workplace and further education and training.
On successful completion of this course a participant will be able to:
• clarify project goals with an appropriate support person, plan, carry out, document and evaluate a project
• design, monitor and document an individual learning plan, and maintain a portfolio of evidence
• read, interpret and evaluate familiar texts
• create simple texts
• interpret, use, estimate and calculate a range of simple numerical information for immediate personal purposes and some less familiar contexts.

Entry Requirements
Selection of participants for General Education for Adults courses would normally be based on their need to develop literacy, numeracy and general education skills. Participants in the 21772VIC Certificate I in General Education for Adults should have literacy and language skills at least equivalent to 21771VIC Certificate I (Introductory) in General Education for Adults which is equivalent to National Reporting System (NRS) Level 2. Participants in the 21772VIC Certificate I in General Education for Adults should have numeracy skills at least equivalent to NRS Level 1.
Level 2 on the NRS use of language and literacy requires:
• comprehending and/or producing structurally simple and cohesive texts which are typically short and explicit in familiar and predictable contexts, with access to structured support as required.

Selection Procedures/Selection Criteria
All applicants who wish to study within the Certificate I in General Education for Adults 21772VIC will be asked to attend an initial assessment and placement interview.

Course Duration
The course may be offered on a full-time basis over 350-370 nominal hours or part-time equivalent. Average duration of the course delivered on a full-time basis is one year.

Course Structure
Unit Code   Hours
Core Units of Study
VBQU130 DEVELOP AND DOCUMENT A LEARNING PLAN AND PORTFOLIO 10
VBQU131 PLAN AND UNDERTAKE A PROJECT 30
Core Units of Study – Reading
Choose three from the following:
VBQU132 ENGAGE WITH TEXTS OF LIMITED COMPLEXITY FOR PERSONAL PURPOSES 20
VBQU133 ENGAGE WITH TEXTS OF LIMITED COMPLEXITY FOR LEARNING PURPOSES 20
VBQU134 ENGAGE WITH TEXTS OF LIMITED COMPLEXITY FOR EMPLOYMENT PURPOSES 20
VBQU135 ENGAGE WITH TEXTS OF LIMITED COMPLEXITY TO PARTICIPATE IN THE COMMUNITY 20
## Unit Code Hours
### Core Units of Study – Writing
Choose three from the following:
- **VBQU136** CREATE TEXTS OF LIMITED COMPLEXITY FOR PERSONAL PURPOSES 20
- **VBQU137** CREATE TEXTS OF LIMITED COMPLEXITY FOR LEARNING PURPOSES 20
- **TDTE497B** PREPARE WORKPLACE DOCUMENTS 20
- **VBQU138** CREATE TEXTS OF LIMITED COMPLEXITY TO PARTICIPATE IN THE COMMUNITY 20

### Core Units of Study – Numeracy and Mathematics
Choose two from the following:
- **VBQU139** WORK WITH TIME, MONEY AND DIRECTIONS IN FAMILIAR SITUATIONS 60
- **VBQU140** WORK WITH MEASUREMENT AND DESIGN IN FAMILIAR SITUATIONS 60
- **VBQU141** WORK WITH NUMERICAL AND STATISTICAL INFORMATION IN FAMILIAR SITUATIONS 60

### Elective Units of Study
Special Interest Electives – choose units to a total of 70 – 90 hrs
- **(a) Writing**
  - **VBM301** BASIC PERSONAL LETTER WRITING 12
- **(b) Numeracy and Mathematics**
  - **AURC251677A** USE NUMBERS IN THE WORKPLACE 10
  - **VBM298** SPORTS NUMBERS 10
- **(c) Science**
  - **VBQU172** EXPLORE SCIENCE IN THE COMMUNITY 10
  - **VBQU173** EXPLORE HEALTH AND WELL BEING 20
  - **VBQU174** EXPLORE THE ENVIRONMENT 20
  - **VBQU175** EXPLORE ENERGY AND MATTER 20
  - **VBQU176** EXPLORE CHEMICALS AND CHANGE 20
  - **VBQU177** EXPLORE EARTH IN SPACE 20
  - **VBQU178** EXPLORE CONTINITY OF LIFE 20
- **(d) Verbal Communication Skills**
  - **VBM300** BASIC PRESENTATION SKILLS 12
  - **FDFOPTTG2A** PARTICIPATE IN WORK TEAMS AND GROUPS 20
  - **FDFCORWCM1A** COMMUNICATE WORKPLACE INFORMATION 20
  - **THHGGA01A** COMMUNICATE ON THE TELEPHONE 10
- **(e) Computing Skills**
  - **BSBCMN107A** OPERATE A PERSONAL COMPUTER 10
  - **BSBCMN106A** DEVELOP KEYBOARD SKILLS 40
  - **ICAU1133A** SEND AND RETREIVE INFORMATION USING WEB BROWSERS AND EMAIL 25
  - **MNCG1026A** OPERATE A COMPUTER TO PRODUCE DOCUMENTS 20
- **(f) Work-related units**
  - **THHBF809B** PROVIDE RESPONSIBLE SERVICE OF ALCOHOL 10
  - **THHHGS01A** FOLLOW WORKPLACE HYGIENE PROCEDURES 15
  - **BSBCMN106A** FOLLOW WORKPLACE SAFETY PROCEDURES 20
  - **RTC2704A** PROVIDE BASIC FIRST AID 10
  - **VBN047** JOB SEEKING 30
  - **VBQU171** PARTICIPATE IN A PRACTICAL PLACEMENT 40
  - **PUATEA001A** WORK IN A TEAM 20
- **(g) General**
  - **VPBPIS5** INVESTIGATE A SOCIAL ISSUE 40
  - **VBQM475** LOCAL ORIENTATION 20
  - **VBQM474** AUSTRALIAN ENVIRONMENT 20
  - **VBQM480** AUSTRALIAN GOVERNMENT 30
  - **VBQM481** AUSTRALIAN LAW 20
  - **VBQM482** DRIVING IN AUSTRALIA 20
  - **VBQM476** EDUCATION IN AUSTRALIA 20
  - **VBQM477** HEALTH AND MEDICINE 20
  - **VBQM478** AUSTRALIAN ART AND CULTURE 30
  - **VBQM479** INDIGENOUS AUSTRALIA 30
  - **VBQM483** AUSTRALIAN HISTORY 30
  - **VBQM484** CURRENT AFFAIRS 20

Successful completion of the 21772VIC Certificate I in General Education for Adults requires the successful completion of:
- 2 Core units
- 3 Core Skills – Reading
- 3 Core Skills – Writing
- 2 Core Skills – Numeracy & Mathematics
- 70 – 90 hours Special Interest Electives.

**Women’s Programs**
This course is also delivered within the Women’s Education program area at Footscray Nicholson and Sunshine campuses. Women’s Programs provide training and education for mature age women. These programs are designed to meet the needs of women wanting to return to study or the workforce, or who want to improve their skills.

### CERTIFICATE II IN GENERAL EDUCATION FOR ADULTS
**Course Code:** 21773VIC

**Campus** Footscray Nicholson, Werribee and Sunshine.

**Career Opportunities**
Further education and training

**Scope of Delivery**
Full-time or part-time
Course Objective
The course aims to provide a general education. That is, initial skill development in reading, writing and numeracy, and skill development in a variety of areas to meet personal needs and to facilitate participation in the community, or other workplace and further education and training.

On successful completion of this course a participant will be able to:
- clarify project goals with appropriate person(s), plan, carry out and evaluate a project
- identify a range of pathway options, develop a learning plan in relation to identified goals, assemble a portfolio, and evaluate progress in relation to goals
- read, interpret and evaluate texts
- create a range of texts
- investigate, interpret and apply knowledge of everyday and formal mathematics in a range of contexts.

Entry Requirements
Selection of participants for General Education for Adults courses would normally be based on their need to develop literacy, numeracy and general education skills.

Participants in the 21773VIC Certificate II in General Education for Adults should have literacy and numeracy skills at least equivalent to 21772VIC Certificate I in General Education for Adults which is equivalent to National Reporting System (NRS) Level 3.

Level 3 on the NRS use of language, literacy, and numeracy requires:
- require identifying, applying, reflecting on, and communicating mathematical procedures and representations

Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning, or from work and/or life experience.

Selection Procedures/Selection Criteria
All applicants will be asked to attend an initial assessment and placement interview.

Course Duration
The course may be offered on a full-time basis over 350-370 nominal hours or part-time equivalent. Average duration of the course delivered on a full-time basis is one year.

Course Structure

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
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<tbody>
<tr>
<td>Core Units of Study</td>
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<td>VBQU151</td>
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<td>Core Units of Study – Numeracy and Mathematics</td>
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<td>VBQU152</td>
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<td>(a) Numeracy and Mathematics</td>
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<td>FNSFLIT202A</td>
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<td>(b) Verbal Communication</td>
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<td>CUECOR02B</td>
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<tr>
<td>(c) Work related units</td>
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<tr>
<td>BSBCCM211A</td>
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<tr>
<td>THHGH501B</td>
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<td>THHFBF509B</td>
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<td>THHGH503B</td>
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<td>(d) Science</td>
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<td>VBQU184</td>
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</table>
Successful completion of the 21773VIC Certificate II in General Education for Adults requires the successful completion of:

- 2 Core units
- 3 Core Skills – Reading
- 3 Core Skills – Writing
- 2 Core Skills – Numeracy & Mathematics
- 60 – 80 hours Special Interest Electives.

Women’s Programs
This course is delivered within the Women’s Education program area at Footscray Nicholson and Sunshine campuses. Women’s Programs provide training and education for mature age women. These programs are designed to meet the needs of women wanting to return to study or the workforce, or who want to improve their skills.

CERTIFICATE III IN GENERAL EDUCATION FOR ADULTS

Course Code: 21774VIC

Campus Footscray Nicholson, Werribee and Sunshine.

Career Opportunities
Further education and training.

Scope of Delivery
Full-time or part-time.

Course Objective
The course aims to provide a general education. That is, initial skill development in reading, writing and numeracy, and skill development in a variety of areas to meet personal needs and to facilitate participation in the community, or other workplace and further education and training.

On successful completion of this course a participant will be able to:

- design, complete, document and evaluate a project
- research a range of pathway options, develop a learning plan in relation to identified goals, assemble a portfolio, and evaluate progress in relation to goals
- read interpret and critically analyse complex texts
- plan and produce a folio of complex texts
- perform a range of complex mathematical tasks and use a variety of formal and informal mathematical language in a range of contexts.

Entry Requirements
Selection of participants for General Education for Adults courses would normally be based on their need to develop literacy, numeracy and general education skills.

Participants in the 21774VIC Certificate III in General Education for Adults should have literacy and numeracy skills at least equivalent to 21773VIC Certificate II in General Education for Adults which is equivalent to National Reporting System (NRS) Level 4.

Level 4 on the NRS use of language, literacy, and numeracy requires:

- comprehending and/or producing structurally intricate texts which may involve complex relations between pieces of information
- require selecting, applying, reflecting on, and communicating a range of mathematical procedures and representations

Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning, or from work and/or life experience.

Selection Procedures/Selection Criteria
All applicants will be asked to attend an initial assessment and placement interview.

Course Duration
The course may be offered on a full-time basis over 240-260 nominal hours or part-time equivalent. Average duration of the course delivered on a full-time basis is one year.

Course Structure

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
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<tbody>
<tr>
<td>VBU155</td>
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<td>VBU161</td>
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<td>PSPGOV313A</td>
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<tr>
<td>VBU162</td>
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</tbody>
</table>

At least 4 units must be chosen from Reading or Writing or Numeracy & Mathematics to a maximum of 230-250 hours.
### SCHOOL OF GENERAL EDUCATION PROGRAMS AND SERVICES

#### Core Skills – Numeracy and Mathematics

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
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<tr>
<td>VBQ163</td>
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<td>VBQ164</td>
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<tr>
<td>VBQ165</td>
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</tbody>
</table>

#### Elective Units of Study

Special Interest Electives

- **(a) Financial Literacy**
  - SRSCOP006B COMPLETE A TAX RETURN 10
  - SRSCOP020B DEVELOP A PERSONAL FINANCIAL PLAN 5

- **(b) Computing Skills**
  - BSBEUS401A CONDUCT ONLINE RESEARCH 35
  - BBSCMN213A PRODUCE SIMPLE WORDPROCESSED DOCUMENTS 60
  - ICAU1133A SEND AND RETRIEVE INFORMATION USING WEB BROWSERS AND EMAIL 25

- **(c) Work related units**
  - BBSCMN211A PARTICIPATE IN WORKPLACE SAFETY PROCEDURES 20
  - CPSU362A COMMUNICATE AS PART OF A WORK TEAM 30
  - BBFLM303B CONTRIBUTE TO EFFECTIVE WORKPLACE RELATIONS 40
  - PSPGOV312A USE WORKPLACE COMMUNICATION STRATEGIES 30
  - VBQ171 PARTICIPATE IN A PRACTICAL PLACEMENT 40

- **(d) Verbal communication skills**
  - FNSICGEN402A PARTICIPATE IN NEGOTIATIONS 20
  - SRSCOP015B PREPARE A PUBLIC SPEAKING PRESENTATION FOR INFORMATIVE, MOTIVATIONAL AND PERSUASIVE TALKS 5
  - SRSCOP005B DEMONSTRATE BASIC ASSERTIVE COMMUNICATION SKILLS 10
  - CHCICAB COMMUNICATE WITH CHILDREN 30
  - CHCCOM2B COMMUNICATE APPROPRIATELY WITH CLIENTS AND COLLEAGUES 20

- **(e) General**
  - CHCPOL3A UNDERTAKE RESEARCH ACTIVITIES 50
  - VBQ185 ANALYSE SCIENCE IN THE COMMUNITY 40
  - VBQ186 DESIGN AND REVIEW A PROJECT 40
  - VBQM474 AUSTRALIAN ENVIRONMENT 20
  - VBQM480 AUSTRALIAN GOVERNMENT 30
  - VBQM481 AUSTRALIAN LAW 20
  - VBQM482 DRIVING IN AUSTRALIA 20
  - VBQM476 EDUCATION IN AUSTRALIA 20
  - VBQM478 AUSTRALIAN ART AND CULTURE 30
  - VBQM479 INDIGENOUS AUSTRALIA 30
  - VBQM483 AUSTRALIAN HISTORY 30
  - VBQM484 CURRENT AFFAIRS 20

### Successful completion of the 21774VIC Certificate III in General Education for Adults requires the successful completion of:
- 1 Core unit
- 230 – 250 hours – 4 Core Skills and Special Interest Electives

### Women's Programs

This course is delivered within the Women's Education program area at Footscray Nicholson and Sunshine campuses. Women's Programs provide training and education for mature age women. These programs are designed to meet the needs of women wanting to return to study or the workforce, or who want to improve their skills.

### CERTIFICATE I IN INTRODUCTORY VOCATIONAL EDUCATION

**Course Code:** 40512SA

**Campus** Footscray Nicholson, St Albans and Werribee.

**Career Opportunities**
There are no specific career outcomes. The course would prepare students for NTS Level 2 courses in either general or vocational education fields.

**Scope of Delivery**
Part-time or flexible delivery.

**Course Objective**
This course aims to promote access, equity and social justice through the development of generic, underpinning skills and knowledge.

**Entry Requirements**
There are no formal entry requirements. Students will be assessed for placement within the course on the basis of pre-enrolment literacy/numeracy assessment.

**Course Duration**
Nominal hours are 280-370, however only selected modules from this course are delivered, in conjunction with other general education courses.

**Course Structure**

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
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<tbody>
<tr>
<td>NRBB</td>
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<td>20</td>
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<tr>
<td>NYKS</td>
<td>20</td>
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</tbody>
</table>
Elective Units of Study
The electives offered will vary according to the level and ranges being delivered
Level 1 – up to 280 hours
Level 2 – up to 360 hours
Level 3 – minimum of 370 hours (including 230 hours core modules)

CERTIFICATE III IN SPOKEN AND WRITTEN ENGLISH
Course Code: 90992NSW
Campus Sunshine, Footscray Nicholson, St Albans and Werribee.
Career Opportunities
Further education and general employment.
Scope of Delivery
Full-time or part-time basis.
Course Objective
The course develops language level and literacy skills.
Entry Requirements
To qualify for admission to the course, applicants must demonstrate at interview that they are capable of successfully completing the course.
Selection Procedure/Selection Criteria
Applicants undergo a pre-course English Language Assessment to determine appropriate course placement. If the number of external applicants exceeds available places, then the applicants are ranked according to their date of application.
Course Duration
300 nominal hours on a full-time or part-time basis.

Course Structure
Unit Code   Hours
Certificate III Compulsory
Unit of Study Code Hours
90992NSWA DEVELOPING LISTENING AND SPEAKING SKILLS 75
90992NSWB DEVELOP READING AND WRITING SKILLS 75
Elective Units of Study
Three Elective Units of Study selected by the student, with the approval of the Head of Department, from the following:
Unit of Study Code Hours
90992NSWC INTERMEDIATE CONVERSATION SKILLS 50
90992NSWD INTERMEDIATE SPOKEN INTERACTION SKILLS 50
90992NSWE INTERMEDIATE NEGOTIATION SKILLS 50
90992NSWF INTERMEDIATE SPOKEN EXPRESSION SKILLS 50
90992NSWG INTERMEDIATE SPOKEN DISCOURSE SKILLS 50
90992NSWH INTERMEDIATE MEDIA SKILLS 50
90992NSWI INTERMEDIATE DATA PRESENTATION SKILLS 50
90992NSWJ INTERMEDIATE WRITTEN COMMUNICATION SKILLS 50
90992NSWK INTERMEDIATE WRITTEN DISCOURSE SKILLS 50
90992NSWL INTERMEDIATE WRITTEN EXPRESSION SKILLS 50
90992NSWM INTERMEDIATE NARRATIVE WRITING SKILLS 50
90992NSWN INTERMEDIATE MATHEMATICAL SKILLS 50
90992NSWO INTERMEDIATE MEASUREMENT SKILLS 50

Women’s Programs
This course is delivered by Women’s Education programs at Footscray Nicholson and Sunshine campuses. Women’s Programs provide training and education for mature age women. These programs are designed to meet the needs of women wanting to return to study or the workforce, or who want to improve their skills.
Assessment: As stipulated in the curriculum document assessment will be conducted through meaningful activities and, wherever possible, integrated into and spread throughout the course. Assessment may be through: teacher observation, oral or written assignment, role play, discussion, demonstration, presentation, oral or written test, or questioning.

CERTIFICATE II IN SPOKEN AND WRITTEN ENGLISH
Course Code: 90993NSW
Campus Sunshine, Footscray Nicholson, Werribee and St Albans.
Career Opportunities
Further education and general employment.
Scope of Delivery
Full-time or part-time basis.
Course Objective
The course develops language level and literacy skills.
Entry Requirements
To qualify for admission to the course, applicants must have successfully completed Certificate I in Spoken and Written English (90994NSW) or demonstrate at interview that they are capable of successfully completing the course.
Selection Procedure/Selection Criteria
Applicants undergo a pre-course English Language Assessment to determine appropriate course placement. If the number of external applicants exceeds available places, then the applicants are ranked according to their date of application.
Course Duration
This course is offered over 300 nominal hours on a full-time or part-time basis.

Course Structure
Unit Code   Hours
Certificate I Compulsory:
Unit of Study Code Hours
90993NSWA BUILDING LISTENING AND SPEAKING SKILLS 75
90993NSWB BUILDING READING AND WRITING SKILLS 75
### Elective Units of Study

Three Elective Units of Study selected by the student, with the approval of the Head of Department, from the following:

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>90993NSWC</td>
<td>POST-BEGINNER STRATEGIES FOR LEARNING 50</td>
</tr>
<tr>
<td>90993NSWD</td>
<td>POST-BEGINNER LISTENING AND SPEAKING SKILLS 50</td>
</tr>
<tr>
<td>90993NSWE</td>
<td>POST-BEGINNER SPOKEN INTERACTION SKILLS 50</td>
</tr>
<tr>
<td>90993NSWF</td>
<td>POST-BEGINNER SPOKEN DISCOURSE SKILLS 50</td>
</tr>
<tr>
<td>90993NSWH</td>
<td>POST-BEGINNER READING AND WRITING SKILLS 50</td>
</tr>
<tr>
<td>90993NSWI</td>
<td>POST-BEGINNER WRITING SKILLS 50</td>
</tr>
<tr>
<td>90993NSWJ</td>
<td>POST-BEGINNER MATHEMATICAL SKILLS 50</td>
</tr>
<tr>
<td>90993NSWK</td>
<td>POST-BEGINNER MEASUREMENT SKILLS 50</td>
</tr>
<tr>
<td>90993NSWL</td>
<td>POST-BEGINNER VISUAL NUMERACY SKILLS 50</td>
</tr>
</tbody>
</table>

### Women's Programs

This course is delivered by Women's Education programs at Footscray Nicholson campus. Women’s Programs provide training and education for mature age women. These programs are designed to meet the needs of women wanting to return to study or the workforce, or who want to improve their skills.

**Assessment:** As stipulated in the curriculum document assessment will be conducted through meaningful activities and, wherever possible, integrated into and spread throughout the course. Assessment may be through: teacher observation, oral or written assignment, role play, discussion, demonstration, presentation, oral or written test, or questioning.

### CERTIFICATE I IN SPOKEN AND WRITTEN ENGLISH

**Course Code:** 90994NSW

**Campus** Sunshine, Footscray Nicholson, St Albans and Werribee.

**Career Opportunities** Further education and general employment.

**Scope of Delivery** Full-time or part-time basis.

**Course Objective**

The courses develops language level and literacy skills.

**Entry Requirements**

To qualify for admission to the course, applicants must demonstrate at interview that they are capable of successfully completing the course.

**Selection Procedure/Selection Criteria**

Applicants undergo a pre-course English Language Assessment to determine appropriate course placement. If the number of external applicants exceeds available places, then the applicants are ranked according to their date of application.

**Course Duration**

This course is delivered over 300 nominal hours on a full-time or part-time basis.

### Certificate I – Compulsory

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>90994NSWA</td>
<td>BEGINNER STRATEGIES FOR LEARNING 75</td>
</tr>
<tr>
<td>90994NSWB</td>
<td>BEGINNER COMMUNICATION SKILLS 75</td>
</tr>
</tbody>
</table>

### Elective Units of Study

Three Elective Units of Study selected by the student, with the approval of the Head of Department, from the following:

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>90994NSWC</td>
<td>BEGINNER SPOKEN INTERACTION SKILLS 50</td>
</tr>
<tr>
<td>90994NSWD</td>
<td>BEGINNER SPOKEN DISCOURSE SKILLS 50</td>
</tr>
<tr>
<td>90994NSWE</td>
<td>BEGINNER SPEAKING AND READING SKILLS 50</td>
</tr>
<tr>
<td>90994NSWF</td>
<td>BEGINNER LISTENING AND READING SKILLS 50</td>
</tr>
<tr>
<td>90994NSWG</td>
<td>BEGINNER READING AND WRITING SKILLS 50</td>
</tr>
<tr>
<td>90994NSWH</td>
<td>BEGINNER WRITING SKILLS 50</td>
</tr>
<tr>
<td>90994NSWI</td>
<td>BEGINNER MATHEMATICAL SKILLS 50</td>
</tr>
<tr>
<td>90994NSWK</td>
<td>BEGINNER MEASUREMENT SKILLS 50</td>
</tr>
<tr>
<td>90994NSWL</td>
<td>BEGINNER VISUAL NUMERACY SKILLS 50</td>
</tr>
</tbody>
</table>

### Women's Programs

This course is delivered by Women's Education programs at Footscray Nicholson campus. Women’s Programs provide training and education for mature age women. These programs are designed to meet the needs of women wanting to return to study or the workforce, or who want to improve their skills.

**Assessment:** As stipulated in the curriculum document assessment will be conducted through meaningful activities and, wherever possible, integrated into and spread throughout the course. Assessment may be through: teacher observation, oral or written assignment, role play, discussion, demonstration, presentation, oral or written test, or questioning.

### CERTIFICATE I IN INFORMATION TECHNOLOGY

**Course Code:** ICA10105

**Campus** Footscray Nicholson, Werribee, Sunshine and Sunbury.

**Career Opportunities**

Office administration, running small businesses, IT industry.

**Scope of Delivery**

15 weeks full-time or part-time equivalent.

**Course Objectives – Women's Programs**

This course is delivered by Women's Education programs, which provide training and education for mature age women. The course provides entry-level training for women wanting to return to study or the workforce, or who want to improve their skills. Selected modules only offered from this course.
Entry Requirements
No specific requirements.

Selection Procedures/Selection Criteria
All applicants who wish to study will be asked to meet with a teacher for an initial assessment and placement interview.

Course Duration
The course may be offered over 15 weeks full-time or part-time equivalent.

Course Structure

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Core units of Study Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ICAITU128A</td>
<td>OPERATE A PERSONAL COMPUTER</td>
<td>30</td>
</tr>
<tr>
<td>ICAITU129A</td>
<td>OPERATE A WORD PROCESSING APPLICATION</td>
<td>30</td>
</tr>
<tr>
<td>ICAITU133A</td>
<td>SEND AND RETRIEVE INFORMATION OVER THE INTERNET USING BROWSERS AND EMAIL</td>
<td>25</td>
</tr>
</tbody>
</table>

Elective Units of Study
Achieve three electives chosen from the list below. One of the electives may be chosen from elsewhere in ICA05 (at Certificate I or Certificate II); or any other Training Package (at Certificate I or Certificate II).

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Core units of Study Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBCMNN106A</td>
<td>FOLLOW WORKPLACE SAFETY PROCEDURES</td>
<td>20</td>
</tr>
<tr>
<td>CUVVSP11A</td>
<td>APPLY TECHNIQUES TO PRODUCE DIGITAL IMAGES</td>
<td>50</td>
</tr>
<tr>
<td>ICA12015A</td>
<td>INSTALL SOFTWARE APPLICATIONS</td>
<td>20</td>
</tr>
<tr>
<td>ICAS1193A</td>
<td>CONNECT WORKSTATION TO THE INTERNET</td>
<td>30</td>
</tr>
<tr>
<td>ICAS2008A</td>
<td>MAINTAIN INVENTORIES FOR EQUIPMENT,SOFTWARE AND DOCUMENTATION</td>
<td>10</td>
</tr>
<tr>
<td>ICAS2014A</td>
<td>CONNET HARDWARE PERIPHERALS</td>
<td>20</td>
</tr>
<tr>
<td>ICAS2017A</td>
<td>MAINTAIN SYSTEM INTEGRITY</td>
<td>20</td>
</tr>
<tr>
<td>ICAS2243A</td>
<td>DETECT AND PROTECT FROM SPAM AND DESTRUCTIVE SOFTWARE</td>
<td>10</td>
</tr>
<tr>
<td>ICAT1206A</td>
<td>CHECK SITE SECURITY</td>
<td>15</td>
</tr>
<tr>
<td>ICAU1130A</td>
<td>OPERATE A SPREADSHEET APPLICATION</td>
<td>30</td>
</tr>
<tr>
<td>ICAU1131A</td>
<td>OPERATE A DATABASE APPLICATION</td>
<td>40</td>
</tr>
<tr>
<td>ICAU1132A</td>
<td>OPERATE A PRESENTATION PACKAGE</td>
<td>25</td>
</tr>
<tr>
<td>ICAU1204A</td>
<td>LOCATE AND USE RELEVANT ONLINE INFORMATION</td>
<td>20</td>
</tr>
<tr>
<td>ICAU1211A</td>
<td>OPERATE ACCOUNTING APPLICATIONS</td>
<td>30</td>
</tr>
<tr>
<td>ICAU1213A</td>
<td>CONDUCT ON-LINE TRANSACTIONS</td>
<td>10</td>
</tr>
<tr>
<td>ICAU1215A</td>
<td>USE PERSONAL PRODUCTIVITY TOOL</td>
<td>20</td>
</tr>
<tr>
<td>ICAU2005A</td>
<td>OPERATE COMPUTER HARDWARE</td>
<td>20</td>
</tr>
<tr>
<td>ICAU2007A</td>
<td>MAINTAIN EQUIPMENT AND CONSUMABLES</td>
<td>20</td>
</tr>
<tr>
<td>ICAU2013A</td>
<td>INTEGRATE COMMERCIAL COMPUTING PACKAGES</td>
<td>30</td>
</tr>
<tr>
<td>ICAU2020A</td>
<td>COMMUNICATE IN THE WORKPLACE</td>
<td>20</td>
</tr>
</tbody>
</table>

Assessment: As stipulated in the curriculum document assessment will be conducted through meaningful activities and, wherever possible, integrated into and spread throughout the course. Assessment may be through: teacher observation, oral or written assignment, role play, discussion, demonstration, presentation, oral or written test, or questioning.

CERTIFICATE I IN HORTICULTURE

Course Code: RTF10103

Campus
Footscray Nicholson and off-campus locations.

Career Opportunities
This course aims to provide vocational training for people working under supervision in the horticulture industry.

Scope of Delivery
Full-time or part-time.

Course Objective
The course aims to provide training appropriate for a person who is beginning a career in horticulture working under direct supervision.

Entry Requirements
To qualify for admission to the course, applicants must demonstrate to the satisfaction of the Head of Department that they are capable of successfully completing the course.

Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning or from work and/or life experience.

Selection Procedures/Selection Criteria
Selection is conducted via individual interviews.

Course Duration
The course is offered on a full-time or part-time basis over one year, in conjunction with other general education courses.

Course Structure

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Core Units of Study Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>RTCT1801A</td>
<td>PREPARE FOR WORK</td>
<td>15</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Elective Units of Study</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>RTCT1006A</td>
<td>SUPPORT NURSERY WORK</td>
<td>15</td>
</tr>
<tr>
<td>RTCT1201A</td>
<td>MAINTAIN THE WORKPLACE</td>
<td>10</td>
</tr>
<tr>
<td>RTCT1301A</td>
<td>OPERATE BASIC MACHINERY AND EQUIPMENT</td>
<td>20</td>
</tr>
<tr>
<td>RTCT1701A</td>
<td>FOLLOW BASIC CHEMICAL SAFETY RULES</td>
<td>10</td>
</tr>
<tr>
<td>or from</td>
<td>RTD02 Certificate I, and/or RTE03 Certificate I, and/or RTF03 Certificate II, and/or other endorsed Training Package. Units selected must be aligned to Certificate I or II outcomes.</td>
<td></td>
</tr>
</tbody>
</table>
CERTIFICATE II IN HORTICULTURE
Course Code: RTF20103

Campus Footscray Nicholson and off-campus locations.

Career Opportunities
This course aims to provide vocational training for people working under supervision in the horticulture industry.

Scope of Delivery
This course may be offered on a full-time or part-time basis.

Course Objectives
The course aims to provide training appropriate for a person involved in general horticultural tasks and working under some supervision.

Entry Requirements
Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning or from work and/or life experience.

Selection Procedures/Selection Criteria
Selection is conducted via individual interviews.

Course Duration
The course is offered on a full-time or part-time basis over one year, in conjunction with other general education courses.

Course Structure

Unit Code | Hours
---|---

Core Units of Study

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Unit of Study Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>RTC2701A</td>
<td>FOLLOW OHS PROCEDURES</td>
<td>20</td>
</tr>
<tr>
<td>RTC2702A</td>
<td>OBSERVE ENVIRONMENTAL WORK PRACTICES</td>
<td>20</td>
</tr>
<tr>
<td>RTC2705A</td>
<td>WORK EFFECTIVELY IN THE INDUSTRY</td>
<td>20</td>
</tr>
<tr>
<td>RTC2801A</td>
<td>PARTICIPATE IN WORKPLACE COMMUNICATIONS</td>
<td>0</td>
</tr>
</tbody>
</table>

Elective Units of Study

A minimum of thirteen units, selected by the student with the approval of the Head of Department from:

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Unit of Study Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>RTC2012A</td>
<td>PLANT TREES AND SHRUBS</td>
<td>20</td>
</tr>
<tr>
<td>RTC2016A</td>
<td>RECOGNISE PLANTS</td>
<td>40</td>
</tr>
<tr>
<td>RTC2026A</td>
<td>UNDERTAKE PROPAGATION ACTIVITIES</td>
<td>30</td>
</tr>
<tr>
<td>RTC2401A</td>
<td>TREAT WEEDS</td>
<td>40</td>
</tr>
<tr>
<td>RTC2404A</td>
<td>TREAT PLANT PESTS, DISEASES AND DISORDERS</td>
<td>30</td>
</tr>
<tr>
<td>RTC2704A</td>
<td>PROVIDE BASIC FIRST AID</td>
<td>10</td>
</tr>
<tr>
<td>RTE2308A</td>
<td>OPERATE RIDES-ON VEHICLES</td>
<td>30</td>
</tr>
<tr>
<td>RTF2013A</td>
<td>POT-ON PLANTS</td>
<td>20</td>
</tr>
<tr>
<td>RTF2024A</td>
<td>TEND NURSERY PLANTS</td>
<td>30</td>
</tr>
<tr>
<td>RTF2208A</td>
<td>LAY PAVING</td>
<td>30</td>
</tr>
</tbody>
</table>

or from

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Unit of Study Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>RTD02 Certificate I</td>
<td></td>
<td></td>
</tr>
<tr>
<td>RTE03 Certificate I</td>
<td></td>
<td></td>
</tr>
<tr>
<td>RTF03 Certificate II</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

and/or other endorsed Training Packages. Units selected must be aligned to Certificate I, II or III outcomes.
Below are subject details for courses offered by the School of General Education Programs and Services in 2008.

IMPORTANT NOTE: Not all elective subjects for courses offered by the school are listed below. There are numerous elective possibilities that the school can choose to offer and those selected will vary from year to year. Details of these electives will be advised by the school.

90989NSWA ORIENTATION TO LITERACY AND NUMERACY

Content: A pre-certificate Course in Preliminary Spoken and Written English, developed for students with no previous contact with English or whose skills have been assessed as being very elementary. This course covers recognition of the alphabet and numbers, social sight words and signs, basic form-filling and social interaction.

Nominal Hours: 100 Hours

Assessment: Assessment takes place according to the guidelines in the CSWE documents. Students must complete the two modules. Each module is made up of four learning outcomes. The conditions of assessment are as described in the CSWEP learning outcomes descriptors. The Assessment criteria are listed in the CSWEP learning outcome descriptors, and each criterion must be met for the outcome to be awarded.

90989NSWB ORIENTATION TO COMMUNICATION SKILLS

Content: A pre-certificate Course in Preliminary Spoken and Written English, developed for English Language learners which covers the following language domains: speaking & listening, dealing with aural and oral language skills including both interpersonal and transactional texts.

Nominal Hours: 75 Hours

Assessment: Assessment takes place according to the guidelines in the CSWE documents. Students must complete the two modules. Each module is made up of four learning outcomes. The conditions of assessment are as described in the CSWE III learning outcome descriptors. The Assessment criteria are listed in the CSWEP learning outcome descriptors, and each criterion must be met for the outcome to be awarded.

90992NSWA DEVELOPING LISTENING AND SPEAKING SKILLS

Content: A Course in Level III of Spoken and Written English, developed for English Language learners which covers the following language domains: speaking & listening, dealing with aural and oral language skills including both interpersonal and transactional texts.

Nominal Hours: 75 Hours

Assessment: Assessment takes place according to the guidelines in the CSWE documents. Students must complete the two compulsory modules, and 3 electives, selected from 11 languages and 2 numeracy modules. Each module is made up of two or three learning outcomes. The conditions of assessment are as described in the CSWE III learning outcome descriptors. The Assessment criteria are listed in the CSWEP learning outcome descriptors, and each criterion must be met for the outcome to be awarded.

90992NSWB DEVELOP READING AND WRITING SKILLS

Content: A Course in Level III of Spoken and Written English, developed for English Language learners which covers the following language domains: Reading, dealing with texts such as recounts, procedures and information texts; Writing, focusing on the learner using the appropriate knowledge and language features to construct written texts.

Nominal Hours: 75 Hours

Assessment: Assessment takes place according to the guidelines in the CSWE documents. Students must complete two compulsory modules, and 3 electives, selected from 11 languages and 2 numeracy modules. Each module is made up of two or three learning outcomes. The conditions of assessment are as described in the CSWE III learning outcome descriptors. The Assessment criteria are listed in the CSWEP learning outcome descriptors, and each criterion must be met for the outcome to be awarded.

90992NSWC INTERMEDIATE CONVERSATION SKILLS

Content: A Course in Level III of Spoken and Written English, developed for English Language learners which covers the following language domains: learning skills and strategies, including development of autonomy in learning, understanding the role of assessment and the ability to formulate future language and other learning goals.

Nominal Hours: 50 Hours

Assessment: Assessment takes place according to the guidelines in the CSWE documents. Students must complete two compulsory modules, and 3 electives, selected from 11 languages and 2 numeracy modules. Each module is made up of two or three learning outcomes. The conditions of assessment are as described in the CSWE III learning outcomes descriptors. The Assessment criteria are listed in the CSWEP learning outcome descriptors, and each criterion must be met for the outcome to be awarded.

90992NSWD INTERMEDIATE SPoken INTERACTION SKILLS

Content: A Course in Level III of Spoken and Written English, developed for English Language learners which covers the following language domains: speaking & listening, dealing with aural and oral language skills including both interpersonal and transactional texts.

Nominal Hours: 50 Hours

Assessment: Assessment takes place according to the guidelines in the CSWE documents. Students must complete two compulsory modules, and 3 electives, selected from 11 languages and 2 numeracy modules. Each module is made up of two or three learning outcomes. The conditions of assessment are as described in the CSWE III learning outcomes descriptors. The Assessment criteria are listed in the CSWEP learning outcome descriptors, and each criterion must be met for the outcome to be awarded.

90992NSWE INTERMEDIATE NEGOTIATION SKILLS

Content: A Course in Level III of Spoken and Written English, developed for English Language learners which covers the following language domains: learning skills and strategies, including development of autonomy in learning, understanding the role of assessment and the ability to formulate future language and other learning goals.

Nominal Hours: 50 Hours

Assessment: Assessment takes place according to the guidelines in the CSWE documents. Students must complete two compulsory modules, and 3 electives, selected from 11 languages and 2 numeracy modules. Each module is made up of two or three learning outcomes. The conditions of assessment are as described in the CSWE III learning outcomes descriptors. The Assessment criteria are listed in the CSWEP learning outcome descriptors, and each criterion must be met for the outcome to be awarded.

90992NSWF INTERMEDIATE SPOKEN EXPRESSION SKILLS

Content: A Course in Level III of Spoken and Written English, developed for English Language learners which covers the following language domains: speaking & listening, dealing with aural and oral language skills including both interpersonal and transactional texts.

Nominal Hours: 50 Hours

Assessment: Assessment takes place according to the guidelines in the CSWE documents. Students must complete two compulsory modules, and 3 electives, selected from 11 languages and 2 numeracy modules. Each module is made up of two or three learning outcomes. The conditions of assessment are as described in the CSWE III learning outcomes descriptors. The Assessment criteria are listed in the CSWEP learning outcome descriptors, and each criterion must be met for the outcome to be awarded.

90992NSWG INTERMEDIATE SPOKEN DISCOURSE SKILLS

Content: A Course in Level III of Spoken and Written English, developed for English Language learners which covers the following language domains: speaking & listening, dealing with aural and oral language skills including both interpersonal and transactional texts.

Nominal Hours: 50 Hours
Assessment: Assessment takes place according to the guidelines in the CSWE documents. Students must complete two compulsory modules, and 3 electives, selected from 11 languages and 2 numeracy modules. Each module is made up of two or three learning outcomes. The conditions of assessment are as described in the CSWE III learning outcomes descriptors. The Assessment criteria are listed in the CSWE III learning outcome descriptors, and each criterion must be met for the outcome to be awarded.

90992NSWL INTERMEDIATE WRITTEN EXPRESSION SKILLS
Content: A Course in Level III of Spoken and Written English, developed for English Language learners which covers the following language domains: writing, focusing on the learner using the appropriate knowledge and language features to construct written texts.
Nominal Hours: 50 Hours
Assessment: Assessment takes place according to the guidelines in the CSWE documents. Students must complete two compulsory modules, and 3 electives, selected from 11 languages and 2 numeracy modules. Each module is made up of two or three learning outcomes. The conditions of assessment are as described in the CSWE III learning outcomes descriptors. The Assessment criteria are listed in the CSWE III learning outcome descriptors, and each criterion must be met for the outcome to be awarded.

90992NSWM INTERMEDIATE NARRATIVE WRITING SKILLS
Content: A Course in Level III of Spoken and Written English, developed for English Language learners which covers the following language domains: writing, focusing on the learner using the appropriate knowledge and language features to construct written texts.
Nominal Hours: 50 Hours
Assessment: Assessment takes place according to the guidelines in the CSWE documents. Students must complete two compulsory modules, and 3 electives, selected from 11 languages and 2 numeracy modules. Each module is made up of two or three learning outcomes. The conditions of assessment are as described in the CSWE III learning outcomes descriptors. The Assessment criteria are listed in the CSWE III learning outcome descriptors, and each criterion must be met for the outcome to be awarded.

90992NSWI INTERMEDIATE DATA PRESENTATION SKILLS
Content: A Course in Level III of Spoken and Written English, developed for English Language learners which covers the following language domains: learning skills and strategies, including development of autonomy in learning, understanding the role of assessment and the ability to formulate future language and other learning goals.
Nominal Hours: 50 Hours
Assessment: Assessment takes place according to the guidelines in the CSWE documents. Students must complete two compulsory modules, and 3 electives, selected from 11 languages and 2 numeracy modules. Each module is made up of two or three learning outcomes. The conditions of assessment are as described in the CSWE III learning outcomes descriptors. The Assessment criteria are listed in the CSWE III learning outcome descriptors, and each criterion must be met for the outcome to be awarded.

90992NSWJ INTERMEDIATE WRITTEN COMMUNICATION SKILLS
Content: A Course in Level III of Spoken and Written English, developed for English Language learners which covers the following language domains: writing, focusing on the learner using the appropriate knowledge and language features to construct written texts.
Nominal Hours: 50 Hours
Assessment: Assessment takes place according to the guidelines in the CSWE documents. Students must complete two compulsory modules, and 3 electives, selected from 11 languages and 2 numeracy modules. Each module is made up of two or three learning outcomes. The conditions of assessment are as described in the CSWE III learning outcomes descriptors. The Assessment criteria are listed in the CSWE III learning outcome descriptors, and each criterion must be met for the outcome to be awarded.

90992NSWK INTERMEDIATE WRITTEN DISCOURSE SKILLS
Content: A Course in Level III of Spoken and Written English, developed for English Language learners which covers the following language domains: writing, focusing on the learner using the appropriate knowledge and language features to construct written texts.
Nominal Hours: 50 Hours
Assessment: Assessment takes place according to the guidelines in the CSWE documents. Students must complete two compulsory modules, and 3 electives, selected from 11 languages and 2 numeracy modules. Each module is made up of two or three learning outcomes. The conditions of assessment are as described in the CSWE III learning outcomes descriptors. The Assessment criteria are listed in the CSWE III learning outcome descriptors, and each criterion must be met for the outcome to be awarded.

90993NSWA BUILDING LISTENING AND SPEAKING SKILLS
Content: A Course in Level II of Spoken and Written English, developed for English Language learners which covers the following language domains: Speaking & listening, dealing with aural and oral language skills including both interpersonal and transactional texts.
Nominal Hours: 75 Hours
Assessment: Assessment takes place according to the guidelines in the CSWE documents. Students must complete two compulsory modules, and 3 elective, selected from 7 language and 3 numeracy modules. Each module is made up of two or three learning outcomes.
The conditions of assessment are as described in the CSWE II learning outcomes descriptors. The Assessment criteria are listed in the CSWE II learning outcome descriptors, and each criterion must be met for the outcome to be awarded.

### 90993NSW BUILDING READING AND WRITING SKILLS

**Content:** A Course in Level II of Spoken and Written English, developed for English Language learners which covers the following language domains: Reading, dealing with texts such as recounts, procedures and information texts; Writing, focusing on the learner using the appropriate knowledge and language features to construct written texts.

**Nominal Hours:** 75 Hours

**Assessment:** Assessment takes place according to the guidelines in the CSWE documents. Students must complete two compulsory modules, and 3 elective, selected from 7 language and 3 numeracy modules. Each module is made up of two or three learning outcomes. The conditions of assessment are as described in the CSWE II learning outcomes descriptors. The Assessment criteria are listed in the CSWE II learning outcome descriptors, and each criterion must be met for the outcome to be awarded.

### 90993NSWC POST-BEGINNER STRATEGIES FOR LEARNING

**Content:** A Course in Level II of Spoken and Written English, developed for English Language learners which covers the following language domains: learning skills and strategies, including development of autonomy in learning, understanding the role of assessment and the ability to formulate future language and other learning goals.

**Nominal Hours:** 50 Hours

**Assessment:** Assessment takes place according to the guidelines in the CSWE documents. Students must complete two compulsory modules, and 3 elective, selected from 7 language and 3 numeracy modules. Each module is made up of two or three learning outcomes. The conditions of assessment are as described in the CSWE II learning outcomes descriptors. The Assessment criteria are listed in the CSWE II learning outcome descriptors, and each criterion must be met for the outcome to be awarded.

### 90993NSWD POST-BEGINNER LISTENING AND SPEAKING SKILLS

**Content:** A Course in Level II of Spoken and Written English, developed for English Language learners which covers the following language domains: speaking & listening, dealing with aural and oral language skills including both interpersonal and transactional texts.

**Nominal Hours:** 50 Hours

**Assessment:** Assessment takes place according to the guidelines in the CSWE documents. Students must complete two compulsory modules, and 3 elective, selected from 7 language and 3 numeracy modules. Each module is made up of two or three learning outcomes. The conditions of assessment are as described in the CSWE II learning outcomes descriptors. The Assessment criteria are listed in the CSWE II learning outcome descriptors, and each criterion must be met for the outcome to be awarded.

### 90993NSWE POST-BEGINNER SPOKEN INTERACTION SKILLS

**Content:** A Course in Level II of Spoken and Written English, developed for English Language learners which covers the following language domains: speaking & listening, dealing with aural and oral language skills including both interpersonal and transactional texts.

**Nominal Hours:** 50 Hours

**Assessment:** Assessment takes place according to the guidelines in the CSWE documents. Students must complete two compulsory modules, and 3 elective, selected from 7 language and 3 numeracy modules. Each module is made up of two or three learning outcomes. The conditions of assessment are as described in the CSWE II learning outcomes descriptors. The Assessment criteria are listed in the CSWE II learning outcome descriptors, and each criterion must be met for the outcome to be awarded.

### 90993NSWF POST-BEGINNER SPOKEN DISCOURSE SKILLS

**Content:** A Course in Level II of Spoken and Written English, developed for English Language learners which covers the following language domains: speaking & listening, dealing with aural and oral language skills including both interpersonal and transactional texts.

**Nominal Hours:** 50 Hours

**Assessment:** Assessment takes place according to the guidelines in the CSWE documents. Students must complete two compulsory modules, and 3 elective, selected from 7 language and 3 numeracy modules. Each module is made up of two or three learning outcomes. The conditions of assessment are as described in the CSWE II learning outcomes descriptors. The Assessment criteria are listed in the CSWE II learning outcome descriptors, and each criterion must be met for the outcome to be awarded.

### 90993NSWG POST-BEGINNER READING SKILLS

**Content:** A Course in Level II of Spoken and Written English, developed for English Language learners which covers the following language domains: reading, dealing with texts such as recounts, procedures and information texts.

**Nominal Hours:** 50 Hours

**Assessment:** Assessment takes place according to the guidelines in the CSWE documents. Students must complete two compulsory modules, and 3 elective, selected from 7 language and 3 numeracy modules. Each module is made up of two or three learning outcomes. The conditions of assessment are as described in the CSWE II learning outcomes descriptors. The Assessment criteria are listed in the CSWE II learning outcome descriptors, and each criterion must be met for the outcome to be awarded.

### 90993NSWH POST-BEGINNER READING AND WRITING SKILLS

**Content:** A Course in Level II of Spoken and Written English, developed for English Language learners which covers the following language domains: Reading, dealing with texts such as recounts, procedures and information texts; Writing, focusing on the learner using the appropriate knowledge and language features to construct written texts.

**Nominal Hours:** 50 Hours

**Assessment:** Assessment takes place according to the guidelines in the CSWE documents. Students must complete two compulsory modules, and 3 elective, selected from 7 language and 3 numeracy modules. Each module is made up of two or three learning outcomes. The conditions of assessment are as described in the CSWE II learning outcomes descriptors. The Assessment criteria are listed in the CSWE II learning outcome descriptors, and each criterion must be met for the outcome to be awarded.

### 90993NSWI POST-BEGINNER WRITING SKILLS

**Content:** A Course in Level II of Spoken and Written English, developed for English Language learners which covers the following language domains: writing, focusing on the learner using the appropriate knowledge and language features to construct written texts.

**Nominal Hours:** 50 Hours

**Assessment:** Assessment takes place according to the guidelines in the CSWE documents. Students must complete two compulsory modules, and 3 elective, selected from 7 language and 3 numeracy modules. Each module is made up of two or three learning outcomes. The conditions of assessment are as described in the CSWE II learning outcomes descriptors. The Assessment criteria are listed in the CSWE II learning outcome descriptors, and each criterion must be met for the outcome to be awarded.

### 90993NSWJ POST-BEGINNER MATHEMATICAL SKILLS

**Content:** A Course in Level II of Spoken and Written English, developed for English Language learners which covers the following language domains: number, space, measurement and data.

**Nominal Hours:** 50 Hours

**Assessment:** Assessment takes place according to the guidelines in the CSWE documents. Students must complete two compulsory modules, and 3 elective, selected from 7 language and 3 numeracy modules. Each module is made up of two or three learning outcomes. The conditions of assessment are as described in the CSWE II learning
outcomes descriptors. The Assessment criteria are listed in the CSWE II learning outcome descriptors, and each criterion must be met for the outcome to be awarded.

**90993NSWK POST-BEGINNER MEASUREMENT SKILLS**
Content: A Course in Level II of Spoken and Written English, developed for English Language learners which covers the following language domains: numeracy, including elective modules which include the ability to demonstrate understanding and skills in the area of number, space, measurement and data.
Nominal Hours: 50 Hours
Assessment: Assessment takes place according to the guidelines in the CSWE documents. Students must complete two compulsory modules, and 3 elective, selected from 7 language and 3 numeracy modules. Each module is made up of two or three learning outcomes. The conditions of assessment are as described in the CSWE II learning outcomes descriptors. The Assessment criteria are listed in the CSWE II learning outcome descriptors, and each criterion must be met for the outcome to be awarded.

**90993NSWL POST-BEGINNER VISUAL NUMERACY SKILLS**
Content: A Course in Level II of Spoken and Written English, developed for English Language learners which covers the following language domains: numeracy, including elective modules which include the ability to demonstrate understanding and skills in the area of number, space, measurement and data.
Nominal Hours: 50 Hours
Assessment: Assessment takes place according to the guidelines in the CSWE documents. Students must complete two compulsory modules, and 3 elective, selected from 7 language and 3 numeracy modules. Each module is made up of two or three learning outcomes. The conditions of assessment are as described in the CSWE II learning outcomes descriptors. The Assessment criteria are listed in the CSWE II learning outcome descriptors, and each criterion must be met for the outcome to be awarded.

**90994NSWA BEGINNER STRATEGIES FOR LEARNING**
Content: A Course in Level I of Spoken and Written English, developed for English Language learners which covers the following language domains: learning skills and strategies, including development of autonomy in learning, understanding the role of assessment and the ability to formulate future language and other learning goals.
Nominal Hours: 75 Hours
Assessment: Assessment takes place according to the guidelines in the CSWE documents. Students must complete two compulsory modules, and 3 elective, selected from 7 language and 3 numeracy modules. Each module is made up of two or three learning outcomes. The conditions of assessment are as described in the CSWE I learning outcomes descriptors. The Assessment criteria are listed in the CSWE I learning outcome descriptors, and each criterion must be met for the outcome to be awarded.

**90994NSWB BEGINNER COMMUNICATION SKILLS**
Content: A Course in Level I of Spoken and Written English, developed for English Language learners which covers the following language domains: learning skills and strategies, including development of autonomy in learning, understanding the role of assessment and the ability to formulate future language and other learning goals. 
Nominal Hours: 75 Hours
Assessment: Assessment takes place according to the guidelines in the CSWE documents. Students must complete two compulsory modules, and 3 elective, selected from 7 language and 3 numeracy modules. Each module is made up of two or three learning outcomes. The conditions of assessment are as described in the CSWE I learning outcomes descriptors. The Assessment criteria are listed in the CSWE I learning outcome descriptors, and each criterion must be met for the outcome to be awarded.

**90994NSWC BEGINNER SPOKEN INTERACTION SKILLS**
Content: A Course in Level I of Spoken and Written English, developed for English Language learners which covers the following language domains: speaking & listening, dealing with aural and oral language skills including both interpersonal and transactional texts.
Nominal Hours: 50 Hours
Assessment: Assessment takes place according to the guidelines in the CSWE documents. Students must complete two compulsory modules, and 3 elective, selected from 7 language and 3 numeracy modules. Each module is made up of two or three learning outcomes. The conditions of assessment are as described in the CSWE I learning outcomes descriptors. The Assessment criteria are listed in the CSWE I learning outcome descriptors, and each criterion must be met for the outcome to be awarded.

**90994NSWD BEGINNER SPOKEN DISCOURSE SKILLS**
Content: A Course in Level I of Spoken and Written English, developed for English Language learners which covers the following language domains: speaking & listening, dealing with aural and oral language skills including both interpersonal and transactional texts.
Nominal Hours: 50 Hours
Assessment: Assessment takes place according to the guidelines in the CSWE documents. Students must complete two compulsory modules, and 3 elective, selected from 7 language and 3 numeracy modules. Each module is made up of two or three learning outcomes. The conditions of assessment are as described in the CSWE I learning outcomes descriptors. The Assessment criteria are listed in the CSWE I learning outcome descriptors, and each criterion must be met for the outcome to be awarded.

**90994NSWE BEGINNER SPEAKING AND READING SKILLS**
Content: A Course in Level I of Spoken and Written English, developed for English Language learners which covers the following language domains: Speaking & listening, dealing with aural and oral language skills including both interpersonal and transactional texts; Reading, dealing with texts such as recounts, procedures and information texts.
Nominal Hours: 50 Hours
Assessment: Assessment takes place according to the guidelines in the CSWE documents. Students must complete two compulsory modules, and 3 elective, selected from 7 language and 3 numeracy modules. Each module is made up of two or three learning outcomes. The conditions of assessment are as described in the CSWE I learning outcomes descriptors. The Assessment criteria are listed in the CSWE I learning outcome descriptors, and each criterion must be met for the outcome to be awarded.

**90994NSWF BEGINNER LISTENING AND READING SKILLS**
Content: A Course in Level I of Spoken and Written English, developed for English Language learners which covers the following language domains: Speaking & listening, dealing with aural and oral language skills including both interpersonal and transactional texts; Reading, dealing with texts such as recounts, procedures and information texts.
Nominal Hours: 50 Hours
Assessment: Assessment takes place according to the guidelines in the CSWE documents. Students must complete two compulsory modules, and 3 elective, selected from 7 language and 3 numeracy modules. Each module is made up of two or three learning outcomes. The conditions of assessment are as described in the CSWE I learning outcomes descriptors. The Assessment criteria are listed in the CSWE I learning outcome descriptors, and each criterion must be met for the outcome to be awarded.

**90994NSWG BEGINNER READING AND WRITING SKILLS**
Content: A Course in Level I of Spoken and Written English, developed for English Language learners which covers the following language domains: Reading, dealing with texts such as recounts, procedures and information texts; Writing, focusing on the learner using the appropriate knowledge and language features to construct written texts.
Nominal Hours: 50 Hours
Assessment: Assessment takes place according to the guidelines in the CSWE documents. Students must complete two compulsory modules, and 3 elective, selected from 7 language and 3 numeracy modules. Each module is made up of two or three learning outcomes. The conditions of assessment are as described in the CSWE I learning outcomes descriptors. The Assessment criteria are listed in the CSWE I learning outcome descriptors, and each criterion must be met for the outcome to be awarded.
learning outcome descriptors, and each criterion must be met for the outcome to be awarded.

90994NSWH BEGINNER WRITING SKILLS
Content: A Course in Level I of Spoken and Written English, developed for English Language learners which covers the following language domains: writing, focusing on the learner using the appropriate knowledge and language features to construct written texts.
Nominal Hours: 50 Hours
Assessment: Assessment takes place according to the guidelines in the CSWE documents. Students must complete two compulsory modules, and 3 elective, selected from 7 language and 3 numeracy modules. Each module is made up of two or three learning outcomes. The conditions of assessment are as described in the CSWE I learning outcomes descriptors. The Assessment criteria are listed in the CSWE I learning outcome descriptors, and each criterion must be met for the outcome to be awarded.

90994NSWI BEGINNER MATHEMATICAL SKILLS
Content: A Course in Level I of Spoken and Written English, developed for English Language learners which covers the following language domains: numeracy, including elective modules which include the ability to demonstrate understanding and skills in the area of number, space, measurement and data.
Nominal Hours: 50 Hours
Assessment: Assessment takes place according to the guidelines in the CSWE documents. Students must complete two compulsory modules, and 3 elective, selected from 7 language and 3 numeracy modules. Each module is made up of two or three learning outcomes. The conditions of assessment are as described in the CSWE I learning outcomes descriptors. The Assessment criteria are listed in the CSWE I learning outcome descriptors, and each criterion must be met for the outcome to be awarded.

90994NSWJ BEGINNER MEASUREMENT SKILLS
Content: A Course in Level I of Spoken and Written English, developed for English Language learners which covers the following language domains: numeracy, including elective modules which include the ability to demonstrate understanding and skills in the area of number, space, measurement and data.
Nominal Hours: 50 Hours
Assessment: Assessment takes place according to the guidelines in the CSWE documents. Students must complete two compulsory modules, and 3 elective, selected from 7 language and 3 numeracy modules. Each module is made up of two or three learning outcomes. The conditions of assessment are as described in the CSWE I learning outcomes descriptors. The Assessment criteria are listed in the CSWE I learning outcome descriptors, and each criterion must be met for the outcome to be awarded.

90994NSWK BEGINNER VISUAL NUMERACY SKILLS
Content: A Course in Level I of Spoken and Written English, developed for English Language learners which covers the following language domains: numeracy, including elective modules which include the ability to demonstrate understanding and skills in the area of number, space, measurement and data.
Nominal Hours: 50 Hours
Assessment: Assessment takes place according to the guidelines in the CSWE documents. Students must complete two compulsory modules, and 3 elective, selected from 7 language and 3 numeracy modules. Each module is made up of two or three learning outcomes. The conditions of assessment are as described in the CSWE I learning outcomes descriptors. The Assessment criteria are listed in the CSWE I learning outcome descriptors, and each criterion must be met for the outcome to be awarded.

ARYA INDEPENDENT LEARNING STRATEGIES
Content: This module will assist participants to recognise and acquire a range of study skills and learning strategies which will assist them achieve their short and medium term study/training goals.
Nominal Hours: 20 Hours
Assessment: A variety of assessment methods and evidence gathering techniques may be used. These may include verbal presentations, multimedia presentations, written tasks, folios, student self-assessment and ongoing teacher assessment.

AURC251677A USE NUMBERS IN THE WORKPLACE
Content: This unit covers the competence to collect, calculate and/or estimate numerical information and to prepare various numerical reports to ensure efficiency in the organisation.
Nominal Hours: 10 Hours
Assessment: A variety of assessment methods and evidence gathering techniques may be used. These may include verbal presentations, multimedia presentations, written tasks, folios, student self-assessment and ongoing teacher assessment.

BSBADM302A PRODUCE TEXTS FROM NOTES
Content: Take notes; Transcribe notes; Edit and revise text.
Nominal Hours: 30 Hours
Assessment: A variety of assessment methods and evidence gathering techniques may be used. These may include verbal presentations, multimedia presentations, written tasks, folios, student self-assessment and ongoing teacher assessment.

CPSU362A COMMUNICATE AS PART OF A WORK TEAM
Content: This unit covers communication skills used in work teams.
Nominal Hours: 30 Hours
Assessment: Critical aspects of evidence required to demonstrate competency in this unit: communication within the team is clear and logical and is understood by the group. Presentations achieve their aims. Context of assessment: assessment may take place on the job, off the job or a combination of these. Off the job assessment must be undertaken in a closely simulated workplace environment.

FDFCORBM2A USE BASIC MATHEMATICAL CONCEPTS
Content: This unit covers the skills and knowledge required to apply basic mathematical functions of addition, subtraction, multiplication and division to carry out routine work tasks.
Nominal Hours: 20 Hours
Assessment: The assessment process must address all of the following items of evidence. Ability to: identify calculation or estimation requirements to meet workplace requirements; carry out calculations involving basic addition, subtraction, division and multiplication to support work role; use estimation techniques to check calculated results and workplace data. Knowledge of: mathematical processes including addition, subtraction, multiplication and division; application of calculation and estimation techniques to meet work requirements; units of measurement used in the workplace; representation of numerical information relevant to work requirements.

FDFOPTTG2A PARTICIPATE IN WORK TEAMS AND GROUPS
Content: This unit covers the skills and knowledge required to work effectively with others to complete work activities. This unit can apply to participation in structured teams and informal work groups.
Nominal Hours: 20 Hours
Assessment: The assessment process must address all of the following items of evidence. Ability to: identify team objectives, responsibilities and performance standards; confirm and agree on work roles and responsibilities within the team; complete work responsibilities within agreed timelines; assess time and other resource requirements related to achieving own work responsibilities; identify problems and request assistance in a timely manner to achieve personal and team goals; use communication techniques appropriate to the audience; exchange constructive feedback with team members; participate effectively in team processes; support other team members to achieve team goals. Knowledge of: procedures for establishing team goals and performance standards; methods used to measure achievement of personal and team goals.

FNSFLIT201A DEVELOP AND USE A PERSONAL BUDGET
Content: This unit addresses the basic knowledge and skills required to develop, implement and monitor a personal savings budget. It covers exploring the benefits of budgeting, identifying income and expenses and ways to monitor the budget. This is a new unit designed to enhance consumer financial literacy.
Nominal Hours: 20 Hours
Assessment: Assessment of this unit of competence will usually include observation of processes and procedures, oral and/or written questioning on underpinning knowledge and skills and other methods as required.

FNSFLT202A DEVELOP AND USE A SAVINGS PLAN Content: This unit covers the skills and knowledge required for developing and implementing a savings plan to achieve identified goals. It covers identifying savings goals, understanding the role of the savings plan, the risk/return relationship and how to determine appropriate savings vehicles for maximising savings. This is a new unit designed to enhance consumer financial literacy.
Nominal Hours: 20 Hours
Assessment: Assessment of this unit of competence will usually include observation of processes and procedures, oral and/or written questioning on underpinning knowledge and skills and other methods as required.

FNSSICGEN402A PARTICIPATE IN NEGOTIATIONS Content: This unit covers the skills and knowledge required to take part in negotiations either as an individual or as a member of a team. It includes effective negotiating techniques, planning and preparing for the negotiation and finalising the agreement.
Nominal Hours: 20 Hours
Assessment: To achieve competency in this unit, a person must be able to demonstrate: the ability to plan, conduct and finalise negotiations that result in mutually acceptable agreements for negotiating parties.

MNCG1026A OPERATE A COMPUTER TO PRODUCE DOCUMENTS Content: This unit covers the input, editing and printing of simple computer word processing documents and formatted reports.
Nominal Hours: 20 Hours
Assessment: Assessment evidence must include demonstration of: knowledge of procedures, requirements and instructions to operate a computer to produce documents; implementation of appropriate procedures and techniques for the efficient and effective operation of a computer to produce documents, while complying with site risk control, health, safety, environmental, quality and communication requirements.

NRBB ESSENTIAL CALCULATIONS 1 Content: This module focuses on developing confidence in basic calculation skills of addition and subtraction and applying these to practical situations in work, study and everyday life. On completion, learners will be able to add and subtract at least 3 digit numbers. They will also be able to describe and explain the processes they are using.
Nominal Hours: 20 Hours
Assessment: A variety of assessment methods and evidence gathering techniques may be used. These may include verbal presentations, multimedia presentations, written tasks, folios, student self-assessment and ongoing teacher assessment.

NRBC ESSENTIAL CALCULATIONS 2 Content: This module focuses on developing confidence in basic calculation skills of multiplication and division, and applying these to practical situations in work, study and everyday life. On completion, learners will be able to use long and short multiplication and division. They will also be able to describe and explain the processes they are using.
Nominal Hours: 20 Hours
Assessment: A variety of assessment methods and evidence gathering techniques may be used. These may include verbal presentations, multimedia presentations, written tasks, folios, student self-assessment and ongoing teacher assessment.

NYGT READING FOR EVERYDAY USE Content: In this module, learners develop practical reading skills with an emphasis on texts which have predictable structure and familiar vocabulary. At the end of this module, learners will be able to read a short, general newspaper/magazine article on a familiar topic and explain the main idea in their own words.
Nominal Hours: 50 Hours
Assessment: A variety of assessment methods and evidence gathering techniques may be used. These may include verbal presentations, multimedia presentations, written tasks, folios, student self-assessment and ongoing teacher assessment.

NYHT INTERPERSONAL COMMUNICATION Content: In this module learners will look at the way language behaviour changes in different situations. On completion, they will be able to engage in casual conversations, and express ideas and opinions in a range of more formal situations.
Nominal Hours: 20 Hours
Assessment: A variety of assessment methods and evidence gathering techniques may be used. These may include verbal presentations, multimedia presentations, written tasks, folios, student self-assessment and ongoing teacher assessment.

NYHW SAFETY SIGNS AND INFORMATION Content: This module focuses on the language, literacy and numeracy skills needed to respond appropriately to safety signs and information, whatever the context. On completion the module learners will be able to: read and respond to safety signs, warnings, notices and procedures in the immediate environment; give clear spoken instructions to another person on the safe use of familiar products and equipment; follow simple first aid instructions.
Nominal Hours: 20 Hours
Assessment: A variety of assessment methods and evidence gathering techniques may be used. These may include verbal presentations, multimedia presentations, written tasks, folios, student self-assessment and ongoing teacher assessment.

NYHZ EVERYDAY WRITING 1 Content: In this module, learners will develop strategies to improve writing skills through personal systems and procedural contexts, depending on individual needs. On completion, learners will be able to write short texts on familiar topics which are interesting to read and which observe basic writing conventions. Texts will develop a required logical sequence, but control of paragraphs is not required.
Nominal Hours: 40 Hours
Assessment: A variety of assessment methods and evidence gathering techniques may be used. These may include verbal presentations, multimedia presentations, written tasks, folios, student self-assessment and ongoing teacher assessment.

NYKA MEASUREMENT SYSTEMS Content: This module builds on the skills developed in Basic Measurement (NYHP) in Stage 1. It moves from the learner's personal environment to more abstract concepts. Time, geometric shapes, estimation and accurate measurement of length, area, volume, mass and temperature will be studied. On completion of this module learners will be able to estimate and accurately measure length, mass and temperature, and identify common geometric shapes.
Nominal Hours: 20 Hours
Assessment: A variety of assessment methods and evidence gathering techniques may be used. These may include verbal presentations, multimedia presentations, written tasks, folios, student self-assessment, and ongoing teacher assessment.

NYKB THE NUMBER SYSTEM Content: This module develops the learner's practical ability and confidence in the use of the number system in employment, vocational, study, family and community situations. It covers the use of whole numbers to 1,000 and introduces multiplication and division by 10, 100 and 1,000 using the principles of place value. The learner will develop skills in rounding off and converting spoken and written numerals in relevant, practical situations.
Nominal Hours: 20 Hours
Assessment: A variety of assessment methods and evidence gathering techniques may be used. These may include verbal presentations, multimedia presentations, written tasks, folios, student self-assessment, and ongoing teacher assessment.

NYKS USING COMPUTERS FOR LEARNING Content: In this module learners are introduced to the use of personal computers and software as tools for learning. While learners will access computing equipment and use basic functions, the main purpose of the module is on the use of purpose built programs and word processors as tools to learn new skills or support writing outcomes. 
Nominal Hours: 20 Hours
Assessment: A variety of assessment methods and evidence gathering techniques may be used. These may include verbal presentations, multimedia presentations, written tasks, folios, student self-assessment and ongoing teacher assessment.

**PSPGOV312A USE WORKPLACE COMMUNICATION STRATEGIES**

**Content:** This unit covers the use of workplace communication strategies for interacting with internal and external clients. It includes responding to enquiries, receiving and giving directions, participating in meetings and making presentations in the workgroup. Though the prime focus of the unit is on speaking, listening and reading non-verbal cues, if reading, writing and visual literacy are intrinsic to the workplace communication these are included.

**Nominal Hours:** 30 Hours

**Assessment:** Assessment methods suitable for valid and reliable assessment of this competency may include, but are not limited to, a combination of 2 or more of: case studies, demonstration, observation, questioning, scenarios, simulation or role plays and authenticated evidence from the workplace and/or training courses.

**PSPGOV313A COMPOSE WORKPLACE DOCUMENTS**

**Content:** This unit covers interpreting and composing a range of workplace documents from a number of sources. It includes interpreting written information for workplace purposes and preparing written materials. The focus is on the content and structure of written materials and not on the use of computer technology, which is addressed by other competencies.

**Nominal Hours:** 30 Hours

**Assessment:** Assessment methods suitable for valid and reliable assessment of this competency may include, but are not limited to, a combination of 2 or more of: case studies, portfolios, questioning, scenarios and authenticated evidence from the workplace and/or training courses.

**PUATEA001A WORK IN A TEAM**

**Content:** This unit covers competency in working with others and making a positive contribution to the effectiveness and efficiency of a team in a work environment when predominantly under direct supervision.

**Nominal Hours:** 20 Hours

**Assessment:** To achieve competency in this unit, a person must be able to demonstrate: effective communication and contribution to the achievement of tasks consistent with agreed goals.

**RTC1201A MAINTAIN THE WORKPLACE**

**Content:** This competency standard covers the process expected of workers as part of the daily routine to maintain a tidy and safe workplace including workshops, depots, tool sheds and planted areas.

**Nominal Hours:** 10 hours

**Assessment:** Students develop a portfolio of evidence used for assessment. This may include student self-assessment, teacher observation, student logbooks, written tasks, oral presentations and structured work placements.

**RTC1301A OPERATE BASIC MACHINERY AND EQUIPMENT**

**Content:** This competency standard covers the use and maintenance of basic machinery and equipment. Competency requires the application of skills and knowledge to a limited range of tasks including pre-operational checks, and the cleaning and storage of tools and equipment. In addition, competency requires an awareness of workplace safety and positive environmental practices associated with equipment operation.

**Nominal Hours:** 20 hours

**Assessment:** Students develop a portfolio of evidence used for assessment. This may include student self-assessment, teacher observation, student logbooks, written tasks, oral presentations and structured work placements.

**RTC1701A FOLLOW BASIC CHEMICAL SAFETY RULES**

**Content:** This competency standard covers the functions of a person working in an enterprise which uses chemicals and who needs to be aware of their use. Skills and knowledge include awareness of the use of chemicals, how they are handled, stored and transported, recognition of safety issues surrounding chemical use, and the ability to use personal protective equipment when instructed. It requires awareness of the duty of care to self, to others, and to the environment concerning chemicals. This person will be under close supervision in the workplace and will be required to follow instructions at all times.

**Nominal Hours:** 10 hours

**Assessment:** Students develop a portfolio of evidence used for assessment. This may include student self-assessment, teacher observation, student logbooks, written tasks, oral presentations and structured work placements.

**RTC1801A PREPARE FOR WORK**

**Content:** Observe safe work practices; Communicate with others; Contribute to a productive working environment; Follow good environmental practices.

**Nominal Hours:** 15 hours

**Assessment:** Students develop a portfolio of evidence used for assessment. This may include student self-assessment, teacher observation, student logbooks, written tasks, oral presentations and structured work placements.

**RTC2012A PLANT TREES AND SHRUBS**

**Content:** This competency standard covers the manual planting of trees, shrubs and other containerised and bare-rooted plants, and related tasks such as site preparation and pre-planting treatments. It applies to planting activities in parks and gardens, domestic and commercial landscapes, sporting facilities, planting of windbreaks and shelter belts, programmed environmental maintenance, rehabilitation of natural areas, and the reversal of environmental degradation.

**Nominal Hours:** 20 hours

**Assessment:** Students develop a portfolio of evidence used for assessment. This may include student self-assessment, teacher observation, student logbooks, written tasks, oral presentations and structured work placements.

**RTC2016A RECOGNISE PLANTS**

**Content:** This competency standard covers the process of recognising plants that are commonly encountered in horticulture or land management situations. Recognising plants is likely to be under routine supervision with intermittent checking by supervisors, requires a knowledge of plant identification techniques, plant nomenclature, enterprise procedures for obtaining and supplying advice and information about plants, and enterprise expectations about the range and number of plants to be recognised.

**Nominal Hours:** 40 hours
**RTC2026A UNDERTAKE PROPAGATION ACTIVITIES**

**Content:** This competency standard covers the process of plant propagation undertaken in enterprises involved in plant propagation and production. Competency is demonstrated by the application of knowledge and skills to a range of propagation tasks, such as preparing parent plant stock, collecting propagation materials, pre-planting treatments and basic plant propagation techniques. This unit does not include budding and grafting.

**Nominal Hours:** 50 hours

**Assessment:** Students develop a portfolio of evidence used for assessment. This may include student self-assessment, teacher observation, student logbooks, written tasks, oral presentations and structured work placements.

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**RTC2401A TREAT WEEDS**

**Content:** This competency standard covers the process of treating weeds using cultural, biological and chemical methods. Treatment will follow strict work instructions and will be under supervision.

**Nominal Hours:** 40 hours

**Assessment:** Students develop a portfolio of evidence used for assessment. This may include student self-assessment, teacher observation, student logbooks, written tasks, oral presentations and structured work placements.

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**RTC2404A TREAT PLANT PESTS, DISEASES AND DISORDERS**

**Content:** This competency standard covers the process of treating plant pests, diseases and disorders using cultural, biological and chemical methods. Treatment will follow strict work instructions and will be under supervision.

**Nominal Hours:** 30 hours

**Assessment:** Students develop a portfolio of evidence used for assessment. This may include student self-assessment, teacher observation, student logbooks, written tasks, oral presentations and structured work placements.

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**RTC2701A FOLLOW OHS PROCEDURES**

**Content:** Follow workplace procedures for hazard identification and risk control; Observe safe practices during work operations; Participate in arrangements for maintaining health and safety of all people in the workplace.

**Nominal Hours:** 20 hours

**Assessment:** Students develop a portfolio of evidence used for assessment. This may include student self-assessment, teacher observation, student logbooks, written tasks, oral presentations and structured work placements.

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**RTC2702A OBSERVE ENVIRONMENTAL WORK PRACTICES**

**Content:** Follow environmental workplace practices; Contribute to improved environmental work practices; Recognise and report on a potential environmental threat; Maintain environmental records.

**Nominal Hours:** 20 hours

**Assessment:** Students develop a portfolio of evidence used for assessment. This may include student self-assessment, teacher observation, student logbooks, written tasks, oral presentations and structured work placements.

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**RTC2705A WORK EFFECTIVELY IN THE INDUSTRY**

**Content:** Obtain information about the industry; Observe employment requirements; Accept responsibility for quality of own work; Plan own work; Contribute to a productive work environment; Promote workplace co-operation; Undertake an activity to workplace requirements.

**Nominal Hours:** 20 hours

**Assessment:** Students develop a portfolio of evidence used for assessment. This may include student self-assessment, teacher observation, student logbooks, written tasks, oral presentations and structured work placements.

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**RTC2308A OPERATE RIDE-ON VEHICLES**

**Content:** This competency standard covers the process of maintaining and operating two and four wheel all terrain vehicles and ride-on machinery.

**Nominal Hours:** 30 hours

**Assessment:** Students develop a portfolio of evidence used for assessment. This may include student self-assessment, teacher observation, student logbooks, written tasks, oral presentations and structured work placements.

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**RTF2013A POT-ON PLANTS**

**Content:** This competency standard covers the process of production of containerised nursery plants after propagation in production nurseries.

**Nominal Hours:** 20 hours

**Assessment:** Students develop a portfolio of evidence used for assessment. This may include student self-assessment, teacher observation, student logbooks, written tasks, oral presentations and structured work placements.

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**RTF2024A TEND NURSERY PLANTS**

**Content:** This competency standard covers the process of tending containerised nursery plants.

**Nominal Hours:** 30 hours

**Assessment:** Students develop a portfolio of evidence used for assessment. This may include student self-assessment, teacher observation, student logbooks, written tasks, oral presentations and structured work placements.

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**RTF2208A LAY PAVING**

**Content:** This competency standard covers the process of laying modular paving. Modular paving being pre-cut paving bricks that come in range of sizes and colours.

**Nominal Hours:** 30 hours

**Assessment:** Students develop a portfolio of evidence used for assessment. This may include student self-assessment, teacher observation, student logbooks, written tasks, oral presentations and structured work placements.

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**THHBFB09B PROVIDE RESPONSIBLE SERVICE OF ALCOHOL**

**Content:** This unit deals with the skills and knowledge required to satisfy the requirements for responsible service of alcohol under State/Territory legislation. All persons undertaking training as part of a National Certificate in the service of alcohol must complete this unit. All elements are undertaken in accordance with legal provisions of the relevant liquor legislation. Evidence of competence must include demonstrated knowledge of legislation as detailed throughout the unit and in the Evidence Guide. It must also include knowledge of the underpinning reasons for and benefits of responsible service of alcohol reforms. Those developing training to support this unit must undertake consultation with the relevant State/Territory licensing authority.

**Nominal Hours:** 10 hours

**Assessment:** The following assessment strategies are appropriate for this unit: tests or questions to assess knowledge of legislation and knowledge components of competency; role play by candidate to demonstrate ability to deal with intoxicated persons or refuse drinks; case studies and problem solving activities; review of portfolios of evidence. In some States/Territories training and assessment of competence in this unit may be conducted by organisations approved by the relevant licensing authority.

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**THHGGA01A COMMUNICATE ON THE TELEPHONE**

**Content:** This unit deals with the skills and knowledge required to effectively communicate on the phone. It is an essential skill for large numbers of people working in all sectors of the tourism and hospitality industries.

**Nominal Hours:** 10 Hours

**Assessment:** This unit may be assessed on or off the job. Assessment should include practical demonstration either in the workplace or through a simulation. This should be supported by a range of methods to assess underpinning knowledge. Critical aspects of assessment: ability to correctly use telephone equipment; ability to provide courteous and friendly telephone service; clarity in oral communication.
VBH722 CAREER PLANNING
Content: The purpose of this module is to provide participants with the skills, knowledge and attitudes required to undertake basic career planning activities.
Nominal Hours: 16-40 Hours
Assessment: A variety of assessment methods and evidence gathering techniques may be used. These may include verbal presentations, multimedia presentations, folios, student self-assessment and ongoing teacher assessment.

VBH723 INDUSTRY FAMILIARISATION
Content: The purpose of this module is to provide participants with the skills, knowledge and attitudes required to describe the major legal and industrial elements common to all workplaces in Australia.
Nominal Hours: 40 Hours
Assessment: A variety of assessment methods and evidence gathering techniques may be used. These may include verbal presentations, multimedia presentations, folios, student self-assessment and ongoing teacher assessment.

VBH724 WORKPLACE SKILLS
Content: The purpose of this module is to provide participants with the skills, knowledge and attitudes required to perform basic workplace functions.
Nominal Hours: 40 Hours
Assessment: A variety of assessment methods and evidence gathering techniques may be used. These may include verbal presentations, multimedia presentations, folios, student self-assessment and ongoing teacher assessment.

VBK137 PERSONAL EFFECTIVENESS
Content: To enhance the interpersonal skills of participants by developing their self. Personal skills: personal strengths and limitations; unique characteristics of self; self esteem; assertiveness; negotiation; introduction to goal setting; problem solving; stress management; appropriate dress/language/behaviour. Group skills: being part of a group; body language; questioning; active listening; reflecting; giving and receiving feedback; conflict resolution; group goals.
Nominal Hours: 30 Hours
Assessment: A variety of assessment methods and evidence gathering techniques may be used. These may include verbal presentations, multimedia presentations, written tasks, folios, student self-assessment and ongoing teacher assessment.

VBK138 ORIENTATION TO LEARNING
Content: To identify pathways to future education and training through the preparation of an individual action plan. Study skills: preferred learning style; memory skills; strategies for writing; information gathering skills. Self-management skills: time management; personal organisation. Investigation of training programs
Nominal Hours: 25 Hours
Assessment: A variety of assessment methods and evidence gathering techniques may be used. These may include verbal presentations, multimedia presentations, written tasks, folios, student self-assessment and ongoing teacher assessment.

VBK139 ORIENTATION TO WORK
Content: To provide general information and experience of the work environment through investigation of a variety of work situations. Australian workforce: skills; attitudes; values; key features of a selected industry; possible career pathways; wage entitlements; basic workplace conditions; freedom from sexual harassment; racial discrimination; safe work environment; leave entitlements; compensation; complaint procedures; workplace agreement; unions; occupational health and safety; workplace layout and function. Job opportunities: employment agencies/services; newspapers; Yellow pages; telephone technique; personal strengths and weaknesses; resume/portfolio.
Nominal Hours: 25 Hours
Assessment: A variety of assessment methods and evidence gathering techniques may be used. These may include verbal presentations, multimedia presentations, written tasks, folios, student self-assessment and ongoing teacher assessment.

VBM298 SPORTS NUMBERS
Content: To provide participants with the skills and knowledge to make simple calculations related to sports and recreational purposes.

Nominal Hours: 10 Hours
Assessment: Participants will be assessed on their ability to undertake practical tasks associated with scoring sporting events, constructing a ladder and reading and using numerical sporting information given in newspapers.

VBM300 BASIC PRESENTATION SKILLS
Content: To provide participants with the skills and knowledge to present simple information to a small group such as their fellow participants.
Nominal Hours: 12 Hours
Assessment: Participants will be assessed via the delivery of simple presentations to small groups such as their own learning group and participating in being the audience for their fellow participants.

VBM301 BASIC PERSONAL LETTER WRITING
Content: To provide participants with the skills and knowledge to produce a simple personal letter.
Nominal Hours: 12 Hours
Assessment: Participants will be assessed via completion of simple personal letters mailed to friends, family and others.

VBM563 ORAL COMMUNICATIONS – INTRODUCTORY
Content: At the end of this module learners will be able to participate in short speech episodes for a limited range of purposes in familiar and predictable contexts.
Nominal Hours: 80 Hours
Assessment: A variety of assessment methods and evidence gathering techniques may be used. These may include verbal presentations, multimedia presentations, written tasks, folios, student self-assessment and ongoing teacher assessment.

VBM564 ORAL COMMUNICATIONS I
Content: At the end of this module learners will be able to use and respond to language, around everyday subject matter which may include some unfamiliar aspects, for a range of purposes in a number of contexts which may be interrelated.
Nominal Hours: 80 Hours
Assessment: A variety of assessment methods and evidence gathering techniques may be used. These may include verbal presentations, multimedia presentations, written tasks, folios, student self-assessment, and ongoing teacher assessment.

VBM565 ORAL COMMUNICATIONS II
Content: The curriculum is designed for students who wish to extend their reading, writing and oral skills in order to construct a wide variety of text types and expand their general knowledge. The curriculum is designed to develop basic study and research skills, self confidence and general knowledge throughout the study of a variety of topics. The program is particularly suitable for students returning to study, includes an introduction to the library and self-access facilities at the University and uses teaching strategies which encourage students to work together as well as independently on topics of interest and research projects.
Nominal Hours: 80 Hours
Assessment: A variety of assessment methods and evidence gathering techniques may be used. These may include verbal presentations, multimedia presentations, written tasks, folios, student self-assessment and ongoing teacher assessment.

VBM566 ORAL COMMUNICATIONS III
Content: The curriculum is designed to extend the reading, writing and oral communication skills of students who require assistance with, and confidence in, constructing a variety of longer text types such as short essays and reports. The curriculum also incorporates a general studies program based on selected themes. Students are encouraged to use all of the facilities available at the University, including the Library and Self-Access rooms, to further develop their independent research and study skills. In addition, students are expected to make use of community information and cultural amenities, such as the museum, art gallery, documents on radio and television and reference to journal articles to make presentations at a basic level. The course also prepares students for entry into Adult VCE English.
Nominal Hours: 80 Hours
Assessment: A variety of assessment methods and evidence gathering techniques may be used. These may include verbal presentations, multimedia presentations, written tasks, folios, student self-assessment and ongoing teacher assessment.

VBM670 GENERAL CURRICULUM OPTIONS I
Content: The General Curriculum Options (GCO) modules develop generic skills essential for participation in work, further education and daily life.
Nominal Hours: 80 Hours
Assessment: A variety of assessment methods and evidence gathering techniques may be used. These may include verbal presentations, multimedia presentations, written tasks, folios, student self-assessment and ongoing teacher assessment.

VBM685 READING AND WRITING – INTRODUCTORY
Content: Writing for self expression; Writing for practical purposes; Writing for knowledge; Writing for public debate; Reading for self expression; Reading for practical purposes; reading for knowledge; Reading for public debate.
Nominal Hours: 100 Hours
Assessment: A variety of assessment methods and evidence gathering techniques may be used. These may include verbal presentations, multimedia presentations, written tasks, folios, student self-assessment, and ongoing teacher assessment.

VBM686 NUMERACY AND MATHEMATICS – INTRODUCTORY
Nominal Hours: 100 Hours
Assessment: A variety of assessment methods and evidence gathering techniques may be used. These may include verbal presentations, multimedia presentations, written tasks, folios, student self-assessment and ongoing teacher assessment.

VBM687 GENERAL CURRICULUM OPTIONS – INTRODUCTION
Content: The purpose of this module is to provide participants with the skills, knowledge and attitudes required to undertake testing for the Victorian Learner Permit, Vic Roads.
Nominal Hours: 80 Hours
Assessment: A variety of assessment methods and evidence gathering techniques may be used. These may include verbal presentations, multimedia presentations, written tasks, folios, student self-assessment and ongoing teacher assessment.

VBM688 READING AND WRITING I
Prerequisite(s): VBM685 – Reading and Writing (Introductory)
Content: Writing for self expression; Writing for practical purposes; Writing for knowledge; Writing for public debate; Reading for self expression; Reading for practical purposes; Reading for knowledge; Reading for public debate.
Nominal Hours: 100 Hours
Assessment: A variety of assessment methods and evidence gathering techniques may be used. These may include verbal presentations, multimedia presentations, written tasks, folios, student self-assessment and ongoing teacher assessment.

VBM689 NUMERACY AND MATHEMATICS I
Prerequisite(s): VBM686 – Numeracy and Mathematics (Introductory) or equivalent
Nominal Hours: 100 Hours
Assessment: A variety of assessment methods and evidence gathering techniques may be used. These may include verbal presentations, multimedia presentations, written tasks, folios, student self-assessment and ongoing teacher assessment.

VBM691 READING AND WRITING II
Content: The curriculum is designed for students who wish to extend their reading, writing and oral skills in order to construct a wide variety of text types and expand their general knowledge. The curriculum is designed to develop basic study and research skills, self confidence and general knowledge throughout the study of a variety of topics. The program is particularly suitable for students returning to study, includes an introduction to the library and self-access facilities at the University and uses teaching strategies which encourage students to work together as well as independently on topics of interest and research projects.
Nominal Hours: 100 Hours
Assessment: A variety of assessment methods and evidence gathering techniques may be used. These may include verbal presentations, multimedia presentations, written tasks, folios, student self-assessment and ongoing teacher assessment.

VBM692 NUMERACY AND MATHEMATICS II
Content: Numeracy for practical purposes-design; Numeracy for practical purposes-measuring; Numeracy for personal organisation-location; Numeracy for interpreting society-data; Numeracy for interpreting society-numerical information; Numeracy for knowledge-further study in maths (formulae); Numeracy for knowledge-further study in maths (problem solving).
Nominal Hours: 54-100 Hours
Assessment: A variety of assessment methods and evidence gathering techniques may be used. These may include verbal presentations, multimedia presentations, written tasks, folios, student self-assessment and ongoing teacher assessment.

VBM693 GENERAL CURRICULUM OPTIONS II
Content: A thematic curriculum approach is used which allows the skills identified in General Curriculum Options streams to be developed.
Nominal Hours: 80 Hours
Assessment: A variety of assessment methods and evidence gathering techniques may be used. These may include verbal presentations, multimedia presentations, written tasks, folios, student self-assessment and ongoing teacher assessment.

VBM694 READING AND WRITING III
Content: The curriculum is designed to extend the reading, writing and oral communication skills of students who require assistance with, and confidence in, constructing a variety of longer text types such as short essays and reports. The curriculum also incorporates a general studies program based on selected themes. Students are encouraged to use all of the facilities available at the University, including the Library and Self-Access rooms, to further develop their independent research and study skills. In additional, students are expected to make use of community information and cultural amenities, such as the museum, art gallery, documents on radio and television and reference to journal articles to make presentations at a basic level. The course also prepares students for entry into Adult VCE English.
Nominal Hours: 100 Hours
Assessment: A variety of assessment methods and evidence gathering techniques may be used. These may include verbal presentations, multimedia presentations, written tasks, folios, student self-assessment and ongoing teacher assessment.

VBM695 NUMERACY AND MATHEMATICS III
Content: The curriculum is designed to extend students with a sound knowledge of basic maths who may need extended maths skills either for further study or work. A thematic curriculum approach is used which allows the skills identified in the Numeracy and Mathematics streams to be developed practical exercises.
Nominal Hours: 100 Hours
Assessment: A variety of assessment methods and evidence gathering techniques may be used. These may include verbal presentations, multimedia presentations, written tasks, folios, student self-assessment and ongoing teacher assessment.

VBM696 GENERAL CURRICULUM OPTIONS III
Content: A thematic curriculum approach is used which allows the skills identified in General Curriculum Options streams to be developed.
Nominal Hours: 80 Hours
Assessment: Role plays; Referral letters; Reading comprehension tasks; Listening comprehension tasks.
VBN046 MANAGING PERSONAL CHANGE
Content: This module aims to provide participants with the skills, knowledge and confidence in their own abilities to cope with the demands of preparing for employment, job seeking and the workplace.
Nominal Hours: 40 Hours
Assessment: A variety of assessment methods and evidence gathering techniques may be used. These may include verbal presentations, multimedia presentations, written tasks, folios, student self-assessment and ongoing teacher assessment.

VBN047 JOB SEEKING
Content: This module aims to provide participants with the skills, knowledge and attitudes to research and apply for suitable employment and evaluate their individual performance in the job seeking process.
Nominal Hours: 30 Hours
Assessment: A variety of assessment methods and evidence gathering techniques may be used. These may include verbal presentations, multimedia presentations, written tasks, folios, student self-assessment and ongoing teacher assessment.

VBN458 LISTENING (ENTRY)
Content: Recognise basic greetings and introductions. Follow basic, everyday verbal instructions or commands. Recognise a basic short request or inquiry. Identify familiar words in a short, simple oral text in a familiar context. Demonstrate understanding of a simple oral description of a creative visual work.
Nominal Hours: 125 Hours
Assessment: A variety of assessment methods may be used including: oral presentations, oral explanation of a text (spoken or written), role play, teacher observation, student self assessment, written exercises, demonstration of understanding text (written or oral), discussion. Assessment tasks may be completed as individual or group activities, or pair work.

VBN459 SPEAKING (ENTRY)
Content: Use basic greetings and make introductions. Give basic everyday verbal instructions or commands to one other person. Make and respond to a basic short request or inquiry with one other person known to the speaker. Give basic personal information in a familiar context and describe a visual work.
Nominal Hours: 125 Hours
Assessment: A variety of assessment methods may be used including: oral presentations, oral explanation of a text (spoken or written), role play, teacher observation, student self assessment, written exercises, demonstration of understanding text (written or oral), discussion. Assessment tasks may be completed as individual or group activities, or pair work.

VBN460 READING (ENTRY)
Content: Read a simple, short written message. Follow short written everyday directions, Read a simple form requiring basic personal information. Read a short, simplified written text. Read short, simplified creative written text.
Nominal Hours: 125 Hours
Assessment: A variety of assessment methods may be used including: oral presentations, oral explanation of a text (spoken or written), role play, teacher observation, student self assessment, written exercises, demonstration of understanding text (written or oral), discussion. Assessment tasks may be completed as individual or group activities, or pair work.

VBN461 WRITING (ENTRY)
Content: Write a basic note or message for personal purposes. Copy simple information from written texts for personal use or to complete a task. Fill out a simple form requiring basic personal information. Complete a short guided text with personal information. Complete a short guided text about a creative visual or written work.
Nominal Hours: 125 Hours
Assessment: A variety of assessment methods may be used including: oral presentations, oral explanation of a text (spoken or written), role play, teacher observation, student self assessment, written exercises, demonstration of understanding text (written or oral), discussion. Assessment tasks may be completed as individual or group activities, or pair work.

VBN462 LISTENING (ACCESS I)
Content: Recognise greetings and short requests for personal information; Follow short, simple everyday verbal instructions or directions; Respond to a simple request or inquiry; Demonstrate understanding of simple oral texts; Identify simple details in a short, simple creative oral text.
Nominal Hours: 100 Hours
Assessment: A variety of assessment methods may be used including: oral presentations, oral explanation of a text (spoken or written), role play, teacher observation, student self assessment, written exercises, demonstration of understanding text (written or oral), discussion. Assessment tasks may be completed as individual or group activities, or pair work.

VBN463 SPEAKING (ACCESS I)
Content: Exchange greetings and personal information; Give short, simple everyday verbal instructions or directions; Make a simple request or inquiry; Give simple information; Describe a creative work and give a personal opinion.
Nominal Hours: 100 Hours
Assessment: A variety of assessment methods may be used including: oral presentations, oral explanation of a text (spoken or written), role play, teacher observation, student self assessment, written exercises, demonstration of understanding text (written or oral), discussion. Assessment tasks may be completed as individual or group activities, or pair work.

VBN464 READING (ACCESS I)
Content: Write short messages for immediate social purposes; Write short texts to record information for immediate personal and social purposes; Complete a simple form or a guided note for immediate personal and social purposes; Write a short, simple description on a personal or familiar topic; Write a short, simple imaginative or reflective text.
Nominal Hours: 100 Hours
Assessment: A variety of assessment methods may be used including: oral presentations, oral explanation of a text (spoken or written), role play, teacher observation, student self assessment, written exercises, demonstration of understanding text (written or oral), discussion. Assessment tasks may be completed as individual or group activities, or pair work.

VBN465 WRITING (ACCESS I)
Content: Write short messages for immediate social purposes; Write short texts to record information for immediate personal and social purposes; Complete a simple form or a guided note for immediate personal and social purposes; Write a short, simple description on a personal or familiar topic; Write a short, simple imaginative or reflective text.
Nominal Hours: 100 Hours
Assessment: A variety of assessment methods may be used including: oral presentations, oral explanation of a text (spoken or written), role play, teacher observation, student self assessment, written exercises, demonstration of understanding text (written or oral), discussion. Assessment tasks may be completed as individual or group activities, or pair work.

VBN466 LISTENING (ACCESS II)
Content: Demonstrate understanding in simple casual conversation; Follow a set of simple everyday verbal instructions or directions; Demonstrate understanding of a persuasive oral text; Demonstrate comprehension of a simple informational oral text.
Nominal Hours: 100 Hours
Assessment: A variety of assessment methods may be used including: oral presentations, oral explanation of a text (spoken or written), role play, teacher observation, student self assessment, written exercises, demonstration of understanding text (written or oral), discussion. Assessment tasks may be completed as individual or group activities, or pair work.

VBN467 SPEAKING (ACCESS II)
Content: Participate in simple casual conversation; Give a set of simple everyday; Make requests and respond in short everyday transactions; Give a short talk on a familiar and personal topic; Respond orally to a creative work.
Nominal Hours: 100 Hours
Assessment: A variety of assessment methods may be used including: oral presentations, oral explanation of a text (spoken or written), role play, teacher observation, student self-assessment, written exercises, demonstration of understanding text (written or oral), discussion. Assessment tasks may be completed as individual or group activities, or pair work.

VBN468 READING (ACCESS II)
Content: Read simple personal letters and emails; Follow simple everyday written directions or instructions; Read a range of forms and formatted advisory texts; Read an informational written text; Read a simple creative written text.
Nominal Hours: 100 Hours
Assessment: A variety of assessment methods may be used including: oral presentations, oral explanation of a text (spoken or written), role play, teacher observation, student self-assessment, written exercises, demonstration of understanding text (written or oral), discussion. Assessment tasks may be completed as individual or group activities, or pair work.

VBN469 WRITING (ACCESS II)
Content: Write a simple personal letter or email message; Write information from written or oral texts for a range of purposes; Fill out forms for a range of personal and social purposes; Write a short text about a familiar situation, event or personal experience; Write a short imaginative or reflective text.
Nominal Hours: 100 Hours
Assessment: A variety of assessment methods may be used including: oral presentations, oral explanation of a text (spoken or written), role play, teacher observation, student self-assessment, written exercises, demonstration of understanding text (written or oral), discussion. Assessment tasks may be completed as individual or group activities, or pair work.

VBN470 LISTENING (ACCESS III)
Content: Demonstrate understanding in casual conversation; Follow a set of verbal instructions for a familiar process or procedure; Demonstrate understanding of a range of everyday transactions; Demonstrate understanding of informational oral texts; Demonstrate understanding of a creative oral text.
Nominal Hours: 100 Hours
Assessment: A variety of assessment methods may be used including: oral presentations, oral explanation of a text (spoken or written), role play, teacher observation, student self-assessment, written exercises, demonstration of understanding text (written or oral), discussion. Assessment tasks may be completed as individual or group activities, or pair work.

VBN471 SPEAKING (ACCESS III)
Content: Participate in casual conversation; Give a set of verbal instructions on a familiar process or procedure; Participate in a range of everyday transactions; Give detailed information in a talk; Give a detailed oral response to a creative work.
Nominal Hours: 100 Hours
Assessment: A variety of assessment methods may be used including: oral presentations, oral explanation of a text (spoken or written), role play, teacher observation, student self-assessment, written exercises, demonstration of understanding text (written or oral), discussion. Assessment tasks may be completed as individual or group activities, or pair work.

VBN472 READING (ACCESS III)
Content: Read personal messages in a formal letter or email; Follow a set of written instructions on a familiar process or procedure; Analyse a range of a detailed formatted texts; Read a range of informational written texts; Read a creative written text.
Nominal Hours: 100 Hours
Assessment: A variety of assessment methods may be used including: oral presentations, oral explanation of a text (spoken or written), role play, teacher observation, student self-assessment, written exercises, demonstration of understanding text (written or oral), discussion. Assessment tasks may be completed as individual or group activities, or pair work.

VBN473 WRITING (ACCESS III)
Content: Write a personal message in a formal communication; Take notes from oral or written texts for a range of purposes; Complete formatted texts which require some detailed information; Write a descriptive or narrative text; Write an imaginative or reflective text.
Nominal Hours: 100 Hours
Assessment: A variety of assessment methods may be used including: oral presentations, oral explanation of a text (spoken or written), role play, teacher observation, student self-assessment, written exercises, demonstration of understanding text (written or oral), discussion. Assignment tasks may be completed as individual or group activities, or pair work.

VBN482 LISTENING (ACCESS IV)
Content: Demonstrate critical understanding in a sustained casual conversation; Follow multi step verbal instructions for a complex process or procedure; Demonstrate critical comprehension of complex proposals; Demonstrate critical understanding of extended oral presentations or reports; Demonstrate critical understanding of a sustained creative oral text.
Nominal Hours: 100 Hours
Assessment: A variety of assessment methods may be used including: oral presentations, oral explanation of a text (spoken or written), role play, teacher observation, student self-assessment, written exercises, demonstration of understanding text (written or oral), discussion. Assessment tasks may be completed as individual or group activities, or pair work.

VBN483 SPEAKING (ACCESS IV)
Content: Participate in a sustained casual conversation; Give multi step verbal instructions for a complex process or procedure; Raise an issue and present a proposal; Give an extended oral presentation; Give a sustained critical oral response to a creative work or works.
Nominal Hours: 100 Hours
Assessment: A variety of assessment methods may be used including: oral presentations, oral explanation of a text (spoken or written), role play, teacher observation, student self-assessment, written exercises, demonstration of understanding text (written or oral), discussion. Assessment tasks may be completed as individual or group activities, or pair work.

VBN484 READING (ACCESS IV)
Content: Critically read formal letters for a range of community purposes; Critically read multi step complex instructions or advisory texts; Analyse information from a range of complex formatted texts; Critically read a range of extended written presentations or reports; Critically read an extended creative written text.
Nominal Hours: 100 Hours
Assessment: A variety of assessment methods may be used including: oral presentations, oral explanation of a text (spoken or written), role play, teacher observation, student self-assessment, written exercises, demonstration of understanding text (written or oral), discussion. Assessment tasks may be completed as individual or group activities, or pair work.

VBN485 WRITING (ACCESS IV)
Content: Write a formal communication for personal or social purposes; Reproduce information from complex oral or written texts for personal, social and community purposes; Produce formatted texts for personal, social and community purposes; Write an extended text to describe an event, a complex process, or complex ideas; Write detailed imaginative or reflective texts.
Nominal Hours: 100 Hours
Assessment: A variety of assessment methods may be used including: oral presentations, oral explanation of a text (spoken or written), role play, teacher observation, student self-assessment, written exercises, demonstration of understanding text (written or oral), discussion. Assessment tasks may be completed as individual or group activities, or pair work.

VBN498 LANGUAGE OF COMPUTERS
Content: Use correct computer terminology; Describe items on the computer desktop; Perform a simple computer task; Complete computer-based language learning activities; Describe common computer related problems and seek assistance to solve them.
Nominal Hours: 50 Hours
Assessment: A variety of assessment methods may be used including: oral presentations, oral explanation of a text (spoken or written), role play, teacher observation, student self-assessment, written exercises, demonstration of understanding text (written or oral), role play, teacher observation, student self-assessment, written exercises, demonstration of understanding text (written or oral), discussion. Assessment tasks may be completed as individual or group activities, or pair work.

VBN505 DRIVING IN AUSTRALIA
Content: Describe the requirements for driving in Australia; Use a map or street directory for a range of purposes; Describe the process of buying a car.
Nominal Hours: 50 Hours
Assessment: A variety of assessment methods may be used including: oral presentations, oral explanation of a text (spoken or written), role play, teacher observation, student self-assessment, written exercises, demonstration of understanding text (written or oral), discussion. Assessment tasks may be completed as individual or group activities, or pair work.

VBN506 EDUCATION IN AUSTRALIA
Content: Describe the organisational features of the education system in your state; Describe the cultural features of the Australian education system.
Nominal Hours: 50 Hours
Assessment: A variety of assessment methods may be used including: oral presentations, oral explanation of a text (spoken or written), role play, teacher observation, student self-assessment, written exercises, demonstration of understanding text (written or oral), discussion. Assessment tasks may be completed as individual or group activities, or pair work.

VBN507 HEALTH AND MEDICINE
Content: Describe a range of factors in relation to personal health; Describe common household medicines and health equipment and their uses; Describe the purpose and use of a Medicare card; Describe appropriate action in the event of a medical emergency.
Nominal Hours: 50 Hours
Assessment: A variety of assessment methods may be used including: oral presentations, oral explanation of a text (spoken or written), role play, teacher observation, student self-assessment, written exercises, demonstration of understanding text (written or oral), discussion. Assessment tasks may be completed as individual or group activities, or pair work.

VBN508 AUSTRALIAN ART AND CULTURE
Content: Describe the features of one of the visual arts in Australia; Investigate concepts of Australian identity and culture; Investigate a local example of Australian art or culture; Describe the features of an Australian film.
Nominal Hours: 50 Hours
Assessment: A variety of assessment methods may be used including: oral presentations, oral explanation of a text (spoken or written), role play, teacher observation, student self-assessment, written exercises, demonstration of understanding text (written or oral), discussion. Assessment tasks may be completed as individual or group activities, or pair work.

VBN509 INDIGENOUS AUSTRALIA
Content: Describe Indigenous Australia prior to European invasion; Describe the role of European settlers and Indigenous Australians in the 18th and 19th centuries; Describe the key features of Indigenous Australian history during the 20th century; Investigate a key issue in present day Indigenous Australia.
Nominal Hours: 50 Hours
Assessment: A variety of assessment methods may be used including: oral presentations, oral explanation of a text (spoken or written), role play, teacher observation, student self-assessment, written exercises, demonstration of understanding text (written or oral), discussion. Assessment tasks may be completed as individual or group activities, or pair work.

VBN510 AUSTRALIAN HISTORY
Content: Describe coastal exploration of Australia prior to 1788; Describe the role of convicts in the European settlement of Australia; Describe the key features of a particular period or event in Australia; Describe the reasons for immigration to Australia and the impact on Australia’s development.
Nominal Hours: 50 Hours
Assessment: A variety of assessment methods may be used including: oral presentations, oral explanation of a text (spoken or written), role play, teacher observation, student self-assessment, written exercises, demonstration of understanding text (written or oral), discussion. Assessment tasks may be completed as individual or group activities, or pair work.
play, teacher observation, student self-assessment, written exercises, demonstration of understanding text (written or oral), discussion. Assessment tasks may be completed as individual or group activities, or pair work.

**VBN511 CURRENT AFFAIRS**
**Content:** Describe a current issue of significance in Australia; Describe a current issue of international significance.
**Nominal Hours:** 50 Hours
**Assessment:** A variety of assessment methods may be used including: oral presentations, oral explanation of a text (spoken or written), role play, teacher observation, student self-assessment, written exercises, demonstration of understanding text (written or oral), discussion. Assessment tasks may be completed as individual or group activities, or pair work.

**VBN512 VOCATIONAL ELECTIVE**
**Content:** Execute tasks in accordance with safe working practices and procedures; Demonstrate a range of vocational tasks.
**Nominal Hours:** 75 Hours
**Assessment:** A variety of assessment methods and evidence gathering techniques may be used. These may include verbal presentations, multimedia presentations, written tasks, folios, student self-assessment, and ongoing teacher assessment.

**VBP805 INVESTIGATE A SOCIAL ISSUE**
**Content:** This unit develops basic research and presentation skills through examination of a current social issue.
**Nominal Hours:** 40 Hours
**Assessment:** Assessment should be based on: participation in group activities, collection of relevant information and contribution to discussion; presentation of a report, an oral presentation or a journal; group completion of assessment tasks.

**VBQM474 AUSTRALIAN ENVIRONMENT**
**Content:** This module aims to familiarise learners with the Australian environment.
**Nominal Hours:** 20 Hours
**Assessment:** To achieve competency in this unit, a person must be able to demonstrate the ability to: identify information on the Australian environment; and identify the impact of environmental problems. Assessment of knowledge may include: questioning; observation; and actual demonstration.

**VBQM475 LOCAL ORIENTATION**
**Content:** This module aims to familiarise students with their local area and its resources.
**Nominal Hours:** 20 Hours
**Assessment:** To achieve competency in this unit, a person must be able to demonstrate the ability to: source information on the local community; interpret information for personal and social purposes; and identify choices based on information from community sources. Assessment of knowledge may include: questioning; observation; and actual demonstration.

**VBQM476 EDUCATION IN AUSTRALIA**
**Content:** This module aims to familiarise students with the structure of the education system in their state as well as the cultural features of education in Australia.
**Nominal Hours:** 20 Hours
**Assessment:** To achieve competency in this unit, a person must be able to demonstrate the ability to: source education information; and source and interpret information about cultural expectations and practices in education. Assessment of knowledge may include: questioning; observation; and actual demonstration.

**VBQM477 HEALTH AND MEDICINE**
**Content:** This module aims to familiarise students with the health system in Australia and provides skills to access health care. This module is based on VBN507 Health and Medicine from the ESL Framework.
**Nominal Hours:** 20 Hours
**Assessment:** To achieve competency in this unit, a person must be able to demonstrate the ability to: source health information; interpret health information; respond appropriately to a range of health related events.

**VBQM478 AUSTRALIAN ART AND CULTURE**
**Content:** This module aims to familiarise students with aspects of Australian art and culture from both the past and present.
**Nominal Hours:** 30 Hours
**Assessment:** To achieve competency in this unit, a person must be able to demonstrate the ability to: interpret information on visual arts; interpret information on Australian cultural identity; respond to local art and culture; and interpret and respond to Australian films. Assessment of knowledge may include: questioning; observation; and actual demonstration.

**VBQM479 INDIGENOUS AUSTRALIA**
**Content:** This module aims to familiarise students with the political and social history of Indigenous Australia from pre-history to the present day.
**Nominal Hours:** 30 Hours
**Assessment:** To achieve competency in this unit, a person must be able to demonstrate the ability to: source information on Indigenous history, culture and issues; and interpret information on Indigenous history, culture and issues. Assessment of knowledge may include: questioning; observation; and actual demonstration.

**VBQM480 AUSTRALIAN GOVERNMENT**
**Content:** This module aims to familiarise students with the Australian system of government and provides the knowledge and skills required by an Australian citizen to participate in the electoral process.
**Nominal Hours:** 20 Hours
**Assessment:** To achieve competency in this unit, a person must be able to demonstrate the ability to: source information on systems of Australian government; interpret information on election processes; and interpret information on rights and responsibilities of Australian residents and citizens. Assessment of knowledge may include: questioning; observation; and actual demonstration.

**VBQM481 AUSTRALIAN LAW**
**Content:** This module aims to familiarise students with the Australian legal system and provides the knowledge and skills required to access various aspects of the Australian legal system.
**Nominal Hours:** 20 Hours
**Assessment:** To achieve competency in this unit, a person must be able to demonstrate the ability to: source legal information; interpret information on the processes of the courts and justice system; and identify sources of legal support in the community. Assessment of knowledge may include: questioning; observation; and actual demonstration.

**VBQM482 DRIVING IN AUSTRALIA**
**Content:** This module aims to familiarise students with the requirements of driving in Australia and issues surrounding motor vehicle ownership. Students will gain the skills to find their way using maps and street directories.
**Nominal Hours:** 20 Hours
**Assessment:** To achieve competency in this unit, a person must be able to demonstrate the ability to: source information on requirements for driving in Australia; use information from maps and Directories; and interpret information about purchasing cars.

**VBQM483 AUSTRALIAN HISTORY**
**Content:** This module aims to familiarise students with aspects of the political and social history of Australia from pre-history to the present day.
**Nominal Hours:** 30 Hours
**Assessment:** To achieve competency in this unit, a person must be able to demonstrate the ability to: source historical information; order and interpret historical information; and source local historical information.

**VBQM484 CURRENT AFFAIRS**
**Content:** This module is designed to enable students to develop knowledge of national and international current affairs.
**Nominal Hours:** 20 Hours
**Assessment:** To achieve competency in this unit, a person must be able to demonstrate the ability to: source information on current affairs; and order and interpret current affairs information.
**VBQU105 DEVELOP A LEARNING PLAN AND PORTFOLIO WITH SUPPORT**

**Content:** The focus of this unit is to identify and document current skills and plan future skill development with an appropriate support person, and to develop and maintain a portfolio. This unit is designed to meet the needs of learners with personal, learning, employment and community participation goals. Learners needs and expectations require a focus on individual learner objectives such as improved language, literacy and numeracy skills and developing/identifying a purpose for learning.

**Nominal Hours:** 10 Hours

**Assessment:** Assessment may include: Questioning, for example, interviews, self-assessment, verbal questioning; Direct observation, for example, real time activities; Portfolios, for example, collections of samples compiled by the learner, product with supporting documentation; Third party feedback, for example, testimonials/reports from other teachers or support workers.

**VBQU106 ENGAGE WITH SHORT SIMPLE TEXTS FOR PERSONAL PURPOSES**

**Content:** The focus of this unit is on engaging with short, simple texts for personal purposes. Texts would normally be from the learner’s immediate environment. The unit is suitable for those at the very beginning stages of learning to read and develops reading strategies. The required outcomes described in this unit relate directly to the National Reporting System, Commonwealth of Australia and ANTA, 1994-1995. They contribute directly to the achievement of NRS indicators of competence at Level One (Reading).

**Nominal Hours:** 15 Hours

**Assessment:** Assessment may include: Direct observation, recorded in teacher observation schedule; Questioning, for example, verbal questioning, interviews, online responses, self-assessment; Portfolios, for example, collections of samples compiled by the learner, journal/log book; Third party feedback, for example, reports from other teachers or support workers, peer feedback.

**VBQU107 ENGAGE WITH SHORT SIMPLE TEXTS FOR LEARNING PURPOSES**

**Content:** The focus of this unit is on engaging with short, simple texts to participate in learning. The unit is suitable for those at the very beginning stages of learning to read and develops reading strategies. The required outcomes described in this unit relate directly to the National Reporting System, Commonwealth of Australia and ANTA, 1994-1995. They contribute directly to the achievement of NRS indicators of competence at Level One (Reading).

**Nominal Hours:** 15 Hours

**Assessment:** Assessment may include: Direct observation, recorded in teacher observation schedule; Questioning, for example, verbal questioning, interviews, online responses, self-assessment; Portfolios, for example, collections of samples compiled by the learner, journal/log book; Third party feedback, for example, reports from other teachers or support workers, peer feedback.

**VBQU108 ENGAGE WITH SHORT SIMPLE TEXTS FOR EMPLOYMENT PURPOSES**

**Content:** The focus of this unit is on engaging with short, simple texts related to employment. The unit is suitable for those at the very beginning stages of learning to read and develops reading strategies. This unit is suitable for those in employment and those who aspire to employment. The required outcomes described in this unit relate directly to the National Reporting System (NRS), Commonwealth of Australia and ANTA, 1994-1995. They contribute directly to the achievement of NRS indicators of competence at Level One (Reading).

**Nominal Hours:** 15 Hours

**Assessment:** Assessment may include: Direct observation, recorded in teacher observation schedule; Questioning, for example, verbal questioning, interviews, online responses, self-assessment; Portfolios, for example, collections of samples compiled by the learner, journal/log book; Third party feedback, for example, reports from other teachers or support workers, peer feedback.

**VBQU109 ENGAGE WITH SHORT SIMPLE TEXTS TO PARTICIPATE IN THE COMMUNITY**

**Content:** The focus of this unit is on engaging with short, simple texts to participate in the community. The unit is suitable for those at the very beginning stages of learning to read and develops initial reading strategies. The required outcomes described in this unit relate directly to the National Reporting System (NRS), Commonwealth of Australia and ANTA, 1994-1995. They contribute directly to the achievement of NRS indicators of competence at Level One (Reading).

**Nominal Hours:** 15 Hours

**Assessment:** Assessment may include: direct observation, recorded in teacher observation schedule; questioning, for example, verbal questioning, interviews, online responses, self-assessment; portfolios, for example, collections of samples compiled by the learner, journal/log book; third party feedback, for example, reports from other teachers or support workers, peer feedback.

**VBQU110 CREATE SHORT SIMPLE TEXTS FOR PERSONAL PURPOSES**

**Content:** The focus of this unit is on developing initial writing skills to create short simple texts for personal purposes and for communication with others in the immediate social environment. The required outcomes described in this unit of competency relate directly to the National Reporting System (NRS), Commonwealth of Australia and ANTA 1994-5. They contribute directly to the achievement of NRS indicators of competence Level 1 (Writing).

**Nominal Hours:** 15 Hours

**Assessment:** Assessment may include: portfolios, for example, collections of samples compiled by the learner; direct observation, for example, real time activities; third party feedback, for example, reports from other teachers or support workers, peer feedback; self-assessment.

**VBQU111 CREATE SHORT SIMPLE TEXTS FOR LEARNING PURPOSES**

**Content:** The focus of the unit is on developing initial writing skills to create short simple texts to participate in learning. The required outcomes described in this unit of competency relate directly to the National Reporting System (NRS), Commonwealth of Australia and ANTA 1994-5. They contribute directly to the achievement of NRS indicators of competence Level 1 (Writing).

**Nominal Hours:** 15 Hours

**Assessment:** Assessment may include: portfolios, for example, collections of samples compiled by the learner, product with supporting documentation; third party feedback, for example, reports from other teachers or support workers, peer feedback.

**VBQU112 CREATE SHORT SIMPLE TEXTS FOR EMPLOYMENT PURPOSES**

**Content:** The focus of the unit is on developing initial writing skills to create short simple texts for employment purposes. This unit is suitable for those in employment and those who aspire to employment. The required outcomes described in this unit of competency relate directly to the National Reporting System (NRS), Commonwealth of Australia and ANTA 1994-5. They contribute directly to the achievement of the NRS indicators of competence Level 1 (Writing).

**Nominal Hours:** 15 Hours

**Assessment:** Assessment may include: portfolios, for example, collections of samples compiled by the learner, journal/log book; direct observation, for example, real time activities, activities in a simulated environment; third party feedback, for example, reports from other teachers or support workers, reports from employers/supervisors, interview with peer; self-assessment.

**VBQU113 CREATE SHORT SIMPLE TEXTS TO PARTICIPATE IN THE COMMUNITY**

**Content:** The focus of the unit is on developing initial writing skills to create short simple texts to participate in the community. The required outcomes described in this unit of competency relate directly to the National Reporting System (NRS), Commonwealth of Australia and ANTA 1994-5. They contribute directly to the achievement of the NRS indicators of competence Level 1 (Writing).

**Nominal Hours:** 15 Hours

**Assessment:** Assessment may include: portfolios, for example, collections of samples compiled by the learner, journal/log book; direct observation, for example, real time activities; third party feedback, for example, reports from other teachers or support workers, peer feedback; self-assessment.
VBQU114 RECOGNISE TIME, MONEY AND DIRECTIONS
Content: The focus of this unit is on recognising time and money, and using simple everyday language of location to follow informal oral directions. The required outcomes described in this unit of competency relate directly to the National Reporting System (NRS), Commonwealth of Australia and ANTA 1994-5. They partially contribute to the achievement of the NRS indicators of competence Level 1 Numeracy: 1.10, 1.11 & 1.13.
Nominal Hours: 45 Hours
Assessment: Assessment may include: records of teacher observations of students’ activities, discussions and practical tasks; questioning, for example, online responses, interviews, self-assessment, verbal questioning, written questioning; portfolios, for example, samples of the learner’s written work, pictures, diagrams, models etc. created by the learner, records of teacher observations of learner’s activities, discussions and practical tasks; third party feedback such as testimonials/reports from other teachers or support workers.

VBQU115 RECOGNISE MEASUREMENT AND DESIGN
Content: The focus of this unit is on recognising everyday measurements, and recognising and comparing shapes. The required outcomes described in this unit of competency relate directly to the National Reporting System (NRS), Commonwealth of Australia and ANTA 1994-5. They partially contribute to the achievement of the NRS indicators of competence Level 1 Numeracy: 1.10, 1.11 & 1.13.
Nominal Hours: 45 Hours
Assessment: Assessment may include: records of teacher observations of students’ activities, discussions and practical tasks; questioning, for example, online responses, interviews, self-assessment, verbal questioning, written questioning; portfolios, for example, samples of the learner’s written work, pictures, diagrams, models etc. created by the learner, records of teacher observations of learner’s activities, discussions and practical tasks; third party feedback such as testimonials/reports from other teachers or support workers.

VBQU116 RECOGNISE NUMERICAL AND STATISTICAL INFORMATION
Content: The focus of this unit is on recognising simple everyday numerical information in familiar texts and tables. The required outcomes described in this unit of competency relate directly to the National Reporting System (NRS), Commonwealth of Australia and ANTA 1994-5. They partially contribute to the achievement of the NRS indicators of competence Level 1 Numeracy: 1.10 & 1.13.
Nominal Hours: 45 Hours
Assessment: Assessment may include: records of teacher observations of students’ activities, discussions and practical tasks; questioning, for example, online responses, interviews, self-assessment, verbal questioning, written questioning; portfolios, for example, samples of the learner’s written work, pictures, diagrams, models etc. created by the learner, records of teacher observations of learner’s activities, discussions and practical tasks; third party feedback such as testimonials/reports from other teacher or support workers.

VBQU117 DEVELOP AND DOCUMENT A LEARNING PLAN AND PORTFOLIO WITH GUIDANCE
Content: The focus of this unit is to identify and document current skills and plan future skills development with the guidance of an appropriate support person, and to develop and maintain a portfolio. This unit is designed to meet the needs of learners with personal, learning, employment and community participation goals. Learners’ needs and expectations require a focus on individual learner objectives such as: improved language, literacy and numeracy skills; new skills and knowledge.
Nominal Hours: 10 Hours
Assessment: Assessment may include: questioning, for example: interviews, self-assessment, verbal questioning; direct observation, for example, real time activities; portfolios, for example, collections of samples compiled by the learner, product with supporting documentation, diary; third party feedback, for example, testimonials/reports from other teachers or support workers.

VBQU118 CONDUCT A PROJECT WITH GUIDANCE
Content: The focus of this unit is to establish a proposal for a project, plan the project, carry out the project and review the outcome under the guidance of an appropriate adviser.
Nominal Hours: 20 Hours
Assessment: Assessment may include: portfolios, for example, project action plan; journal/log book recording project-related activities; collections of samples compiled by the learner, e.g. photos, written materials, visual materials; direct observation, for example, real time activities; questioning, for example, interviews, self-assessment, verbal questioning; third party feedback, for example, testimonials/reports from other teachers or support workers, interview with peer.

VBQU119 ENGAGE WITH SIMPLE TEXTS FOR PERSONAL PURPOSES
Content: The focus of this unit is on engaging with simple texts for personal purposes. The required outcomes described in this unit relate directly to the National Reporting System (NRS), Commonwealth of Australia and ANTA, 1994-1995. They contribute directly to the achievement of NRS indicators of competence at Level Two (Reading).
Nominal Hours: 20 Hours
Assessment: Assessment may include: direct observation, recorded in teacher observation schedule; questioning, for example, verbal questioning, interviews, online responses, self-assessment, portfolios, for example, collections of samples compiled by the learner, journal/log book; third party feedback, for example, reports from other teachers or support workers, peer feedback.

VBQU120 ENGAGE WITH SIMPLE TEXTS FOR LEARNING PURPOSES
Content: The focus of this unit is on engaging with simple and familiar texts for learning purposes. The required outcomes described in this unit relate directly to the National Reporting System (NRS), Commonwealth of Australia and ANTA, 1994-1995. They contribute directly to the achievement of NRS indicators of competence at Level Two (Reading).
Nominal Hours: 20 Hours
Assessment: Assessment may include: direct observation, recorded in teacher observation schedule; questioning, for example, verbal questioning, interviews, online responses, self-assessment, portfolios, for example, collections of samples compiled by the learner, journal/log book; third party feedback, for example, reports from other teachers or support workers, peer feedback.

VBQU121 ENGAGE WITH SIMPLE TEXTS FOR EMPLOYMENT PURPOSES
Content: The focus of this unit is on engaging with simple and familiar texts for employment purposes. This unit is suitable for those in employment and those who aspire to employment. The required outcomes described in this unit relate directly to the National Reporting System (NRS), Commonwealth of Australia and ANTA, 1994-1995. They contribute directly to the achievement of NRS indicators of competence at Level Two (Reading).
Nominal Hours: 20 Hours
Assessment: Assessment may include: direct observation, recorded in teacher observation schedule; questioning, for example, verbal questioning, interviews, online responses, self-assessment, portfolios, for example, collections of samples compiled by the learner, journal/log book; third party feedback, for example, reports from other teachers or support workers, peer feedback.

VBQU122 ENGAGE WITH SIMPLE TEXTS TO PARTICIPATE IN THE COMMUNITY
Content: The focus of this unit is on engaging with simple and familiar texts to participate in the community. The required outcomes described in this unit relate directly to the National Reporting System (NRS), Commonwealth of Australia and ANTA, 1994-1995. They contribute directly to the achievement of NRS indicators of competence at Level Two (Reading).
Nominal Hours: 20 Hours
Assessment: Assessment may include: direct observation, recorded in teacher observation schedule; questioning, for example, verbal questioning, interviews, online responses, self-assessment, portfolios, for example, collections of samples compiled by the learner, journal/log book; third party feedback, for example, reports from other teachers or support workers, peer feedback.

VBQU123 CREATE SIMPLE TEXTS FOR PERSONAL PURPOSES
Content: The focus of the unit is on developing writing skills to create simple texts for personal purposes and for communication with others.
The required outcomes described in this unit of competency relate directly to the National Reporting System (NRS), Commonwealth of Australia and ANTA 1994-5. They contribute directly to the achievement of the NRS indicators of competence Level 2 (Writing).

Nominal Hours: 20 Hours
Assessment: Assessment may include: portfolios, for example, collections of samples compiled by the learner; product with supporting documentation; journal/log book; direct observation, for example, real time activities; third party feedback, for example, reports from other teachers or support workers, reports from workplace supervisors, employers, peer feedback; self-assessment.

**VBQU125 CREATE SIMPLE TEXTS FOR EMPLOYMENT PURPOSES**

Content: The focus of the unit is on developing writing skills to create simple texts for learning purposes. The required outcomes described in this unit of competency relate directly to the National Reporting System (NRS), Commonwealth of Australia and ANTA 1994-5. They contribute directly to the achievement of the NRS indicators of competence Level 2 (Writing).

Nominal Hours: 20 Hours
Assessment: Assessment may include: portfolios, for example, collections of samples compiled by the learner; product with supporting documentation; journal/log book; direct observation, for example, real time activities; third party feedback, for example, reports from other teachers or support workers, peer feedback; self-assessment.

**VBQU126 CREATE SIMPLE TEXTS TO PARTICIPATE IN THE COMMUNITY**

Content: The focus of the unit is on writing skills to create simple texts relevant to participation in the community. This unit is suitable for those in employment and those who aspire to employment. The required outcomes described in this unit of competency relate directly to the National Reporting System (NRS), Commonwealth of Australia and ANTA 1994-5. They contribute directly to the achievement of the NRS indicators of competence Level 2 (Writing).

Nominal Hours: 20 Hours
Assessment: Assessment may include: portfolios, for example, collections of samples compiled by the learner; product with supporting documentation; journal/log book; direct observation, for example, real time activities; third party feedback, for example, reports from other teachers or support workers, peer feedback; self-assessment.

**VBQU127 WORK WITH TIME, MONEY AND DIRECTIONS IN SIMPLE EVERYDAY SITUATIONS**

Content: The focus of this unit is on using and making decisions about time and money, and using simple everyday language of location to give and follow informal oral directions. The required outcomes described in this unit of competency relate directly to the National Reporting System (NRS), Commonwealth of Australia and ANTA 1994-5. They contribute directly to the achievement of the NRS indicators of competence Level 1 Numeracy: 1.10, 1.11, 1.12 & 1.13.

Nominal Hours: 60 Hours
Assessment: Assessment may include: records of teacher observations of students’ activities, discussions and practical tasks; questioning, for example, online responses, interviews, self-assessment, verbal questioning, written questioning; portfolios, for example, samples of the learner’s written work; pictures, diagrams, models etc. created by the learner; records of teacher observations of learner’s activities, discussions and practical tasks; third party feedback such as testimonials/reports from other teachers or support workers.

**VBQU128 WORK WITH SIMPLE MEASUREMENT AND DESIGN**

Content: The focus of this unit is on using and making decisions about everyday measurements, and using simple everyday language of design to recognise and describe shapes. The required outcomes described in this unit of competency relate directly to the National Reporting System (NRS), Commonwealth of Australia and ANTA 1994-5. They contribute directly to the achievement of the NRS indicators of competence Level 1 Numeracy: 1.10, 1.11, 1.12 & 1.13.

Nominal Hours: 60 Hours
Assessment: Assessment may include: records of teacher observations of students’ activities, discussions and practical tasks; questioning, for example, online responses, interviews, self-assessment, verbal questioning, written questioning; portfolios, for example, samples of the learner’s written work; pictures, diagrams, models etc. created by the learner; records of teacher observations of learner’s activities, discussions and practical tasks; third party feedback such as testimonials/reports from other teachers or support workers.

**VBQU129 WORK WITH SIMPLE NUMERICAL AND STATISTICAL INFORMATION**

Content: The focus of this unit is on locating and using simple everyday numerical information in familiar texts, tables and graphs. The required outcomes described in this unit of competency relate directly to the National Reporting System (NRS), Commonwealth of Australia and ANTA 1994-5. They contribute directly to the achievement of the NRS indicators of competence Level 1 Numeracy: 1.10, 1.12 & 1.13.

Nominal Hours: 60 Hours
Assessment: Assessment may include: records of teacher observations of students’ activities, discussions and practical tasks; questioning, for example, online responses, interviews, self-assessment, verbal questioning, written questioning; portfolios, for example, samples of the learner’s written work; pictures, diagrams, models etc. created by the learner; records of teacher observations of learner’s activities, discussions and practical tasks; third party feedback such as testimonials/reports from other teachers or support workers.

**VBQU130 DEVELOP AND DOCUMENT A LEARNING PLAN AND PORTFOLIO**

Content: The focus of this unit is to identify and document current skills and plan future skills development with the advice of an appropriate support person and to develop and maintain a portfolio. This unit is designed to meet the needs of learners with personal, learning, employment and community participation goals. Learners needs and expectations require a focus on individual learner objectives such as: improved language, literacy and numeracy skills; new skills and knowledge; specific competencies; employment requirements; career advancement. Learner objectives may also include: information and advice on courses, learning programs, qualifications and assessment.

Nominal Hours: 10 Hours
Assessment: Assessment may include: Direct observation, for example: real time activities; Questioning, for example, interviews, self-assessment, verbal questioning; Portfolios, for example, collections of samples compiled by the learner; product with supporting documentation; journal/log book; Third party feedback, for example, testimonials/reports from other teachers or support workers, interview with peer.

**VBQU131 PLAN AND UNDERTAKE A PROJECT**

Content: The focus of this unit is to select an appropriate activity which is of interest and relevance to the learner, to plan and carry it out and review the final outcome.

Nominal Hours: 30 Hours
Assessment: Assessment may include: Portfolios, for example, project action plan; journal/log book recording project-related activities; collections of samples compiled by the learner e.g. photos, written materials and visual materials; Direct observation, for example, real time activities; Questioning, for example, interviews, self-assessment, verbal questioning; Third party feedback, for example, testimonials/reports from other teachers or support workers, interview with peer.
SCHOOL OF GENERAL EDUCATION PROGRAMS AND SERVICES

VBQU132 ENGAGE WITH TEXTS OF LIMITED COMPLEXITY FOR PERSONAL PURPOSES
Content: The focus of this unit is on engaging with everyday texts and less familiar text types, of limited complexity, for personal purposes.
Assessment: Assessment may include: Direct observation, recorded in teacher observation schedule; Questioning for example, oral questioning, interviews, self-assessment, online responses; Portfolios for example, collections of samples compiled by the learner; journal/log book; Third party feedback, for example, reports from other teachers or support workers, peer feedback.
Nominal Hours: 20 Hours

VBQU133 ENGAGE WITH TEXTS OF LIMITED COMPLEXITY FOR LEARNING PURPOSES
Content: The focus of this unit is on engaging with everyday texts and less familiar text types, of limited complexity to participate in learning.
Assessment: Assessment may include: Direct observation, recorded in teacher observation schedule; Questioning for example, verbal questioning, interviews, self-assessment, online responses; Portfolios for example, collections of samples compiled by the learner; journal/log book; Third party feedback, for example, reports from other teachers or support workers, peer feedback.
Nominal Hours: 20 Hours

VBQU134 ENGAGE WITH TEXTS OF LIMITED COMPLEXITY FOR EMPLOYMENT PURPOSES
Content: The focus of this unit is on interpreting everyday texts and less familiar text types, of limited complexity, for employment purposes.
Assessment: Assessment may include: Direct observation, recorded in teacher observation schedule; Questioning for example, verbal questioning, interviews, self-assessment, online responses; Portfolios for example, collections of samples compiled by the learner; journal/log book; Third party feedback, for example, reports from other teachers or support workers, peer feedback.
Nominal Hours: 20 Hours

VBQU135 ENGAGE WITH TEXTS OF LIMITED COMPLEXITY TO PARTICIPATE IN THE COMMUNITY
Content: The focus of this unit is on engaging with everyday texts and less familiar text types, of limited complexity, to participate in the community.
Assessment: Assessment may include: Direct observation, recorded in teacher observation schedule; Questioning for example, verbal questioning, interviews, self-assessment, online responses; Portfolios for example, collections of samples compiled by the learner; journal/log book; Third party feedback, for example, reports from other teachers or support workers, peer feedback.
Nominal Hours: 20 Hours

VBQU136 CREATE TEXTS OF LIMITED COMPLEXITY FOR PERSONAL PURPOSES
Content: The focus of the unit is on writing skills to create everyday texts of limited complexity for personal purposes, which may include some unfamiliar aspects, and for communication with others. The required outcomes described in this unit relate directly to the National Reporting System (NRS), Commonwealth of Australia and ANTA. 1994-95. They contribute directly to the achievement of NRS indicators of competence at Level Three (Reading).
Nominal Hours: 20 Hours

VBQU137 CREATE TEXTS OF LIMITED COMPLEXITY FOR LEARNING PURPOSES
Content: The focus of the unit is on writing skills to create everyday texts of limited complexity which may include some unfamiliar aspects and which are relevant to the learning environment. The required outcomes described in this unit relate directly to the National Reporting System (NRS), Commonwealth of Australia and ANTA 1994-5. They contribute directly to the achievement of the NRS indicators of competence at Level 3 (Writing).
Nominal Hours: 20 Hours

VBQU138 CREATE TEXTS OF LIMITED COMPLEXITY TO PARTICIPATE IN THE COMMUNITY
Content: The focus of the unit is on writing skills to create texts of limited complexity which deal with everyday subject matters but may include some less familiar aspects and which are relevant to participation in the community. The required outcomes described in this unit of competency relate directly to the National Reporting System (NRS), Commonwealth of Australia and ANTA 1994-5. They contribute directly to the achievement of the NRS indicators of competence Level 3 (Writing).
Nominal Hours: 20 Hours

VBQU139 WORK WITH TIME, MONEY AND DIRECTIONS IN FAMILIAR SITUATIONS
Content: The focus of this unit is on interpreting, using and calculating with money and time in familiar situations. It also focuses on interpreting and using position, location and maps to give and follow oral and written directions. The required outcomes described in this unit of competency relate directly to the National Reporting System (NRS), Commonwealth of Australia and ANTA 1994-5. They contribute directly to the achievement of the NRS indicators of competence Level 2 Numeracy: 2.9, 2.10, 2.11, & 2.12 and partially contribute to indicators of competence Level 3 Numeracy: 3.10, 3.11 & 3.13.
Nominal Hours: 60 Hours

VBQU140 WORK WITH MEASUREMENT AND DESIGN IN FAMILIAR SITUATIONS
Content: The focus of this unit is on interpreting plans, drawing and assembling shapes, and estimating, measuring and calculating everyday quantities. The required outcomes described in this unit of competency relate directly to the National Reporting System (NRS), Commonwealth of Australia and ANTA 1994-5. They contribute directly to the achievement of the NRS indicators of competence Level 2 Numeracy: 2.9, 2.10, 2.11 & 2.12 and partially contribute to indicators of competence Level 3 Numeracy: 3.10, 3.11 & 3.13.
Nominal Hours: 60 Hours
The focus of this unit is on interpreting a range of structurally intricate texts which are relevant to learning purposes. The required outcomes described in this unit relate directly to the National Reporting System (NRS), Commonwealth of Australia and ANTA, 1994-1995. They contribute directly to the achievement of NRS indicators of competence at Level Four (Reading).

**Nominal Hours:** 25 Hours

**Assessment:** Assessment may include: Direct observation, recorded in teacher observation schedule; Questioning, for example, oral questioning, interviews, self-assessment, online responses; Portfolios, for example, collections of samples compiled by the learner; journal/log book; Third party feedback, for example, reports from other teachers or support workers, peer feedback.

The focus of this unit is on interpreting a range of structurally intricate texts which are relevant to personal purposes. The required outcomes described in this unit relate directly to the National Reporting System (NRS), Commonwealth of Australia and ANTA, 1994-1995. They contribute directly to the achievement of NRS indicators of competence at Level Four (Reading).

**Nominal Hours:** 25 Hours

**Assessment:** Assessment may include: Direct observation, recorded in teacher observation schedule; Questioning, for example, oral questioning, interviews, self-assessment, online responses; Portfolios, for example, collections of samples compiled by the learner; journal/log book; Third party feedback, for example, reports from other teachers or support workers, peer feedback.

The focus of this unit is on writing skills to create a range of texts of some complexity which are relevant to personal purposes and for communication with others. The required outcomes described in this unit of competency relate directly to the National Reporting System (NRS), Commonwealth of Australia and ANTA, 1994-1995. They contribute directly to the achievement of NRS indicators of competence at Level Four (Writing).

**Nominal Hours:** 25 Hours

**Assessment:** Assessment may include: Portfolios, for example, collections of samples compiled by the learner; journal/log book; Direct observation, for example, real time activities; Third party feedback, for example, reports from other teachers or support workers, peer feedback.

The focus of this unit is on writing skills to create a range of texts of some complexity which are relevant to the learning environment. The required outcomes described in this unit of competency relate directly to the National Reporting System (NRS),...
Commonwealth of Australia and ANTA 1994-5. They contribute directly to the achievement of the NRS indicators of competence Level 4 (Writing).

**Nominal Hours:** 25 Hours

**Assessment:** Assessment may include: Portfolios, for example, collections of samples compiled by the learner, with supporting documentation, journal/log book; Direct observation, for example, real time activities; Third party feedback, for example, reports from other teachers or support workers, peer feedback; Self-assessment.

**VBQU150 CREATE ROUTINE WORKPLACE DOCUMENTS**

**Content:** This unit covers routine written communication. It includes extracting meaning from routine written information for workplace purposes and preparing routine written materials. The focus is on the collection and structure of written materials and not on the use of computer technology, which is addressed by other competencies. In practice, writing routine materials overlaps with other generalist work activities such as routine communication techniques, delivering client service, handling information, using technology, etc.

**Nominal Hours:** 25 Hours

**Assessment:** Assessment may include: Portfolios, for example, collections of samples compiled by the learner, product with supporting documentation, journal/log book; Direct observation, for example, real time activities; Third party feedback, for example, reports from other teachers or support workers, peer feedback; Self-assessment.

**VBQU151 CREATE TEXTS OF SOME COMPLEXITY TO PARTICIPATE IN THE COMMUNITY**

**Content:** The focus of the unit is on writing skills to create a range of texts of some complexity which are relevant to the participation in the community. The required outcomes described in this unit of competency relate directly to the National Reporting System (NRS), Commonwealth of Australia and ANTA 1994-5. They contribute directly to the achievement of the NRS indicators of competence Level 4 (Writing).

**Nominal Hours:** 25 Hours

**Assessment:** Assessment may include: Portfolios, for example, collections of samples compiled by the learner, product with supporting documentation, journal/log book; Direct observation, for example, real time activities; Third party feedback, for example, reports from other teachers or support workers, peer feedback; Self-assessment.

**VBQU152 INVESTIGATE AND INTERPRET MEASUREMENTS AND RELATED FORMULAE FOR EVERYDAY PURPOSES**

**Content:** The focus of this unit is on investigating 2 dimensional and 3-dimensional shapes and their representation and estimating, measuring and calculating quantities using formulae. The required outcomes described in this unit of competency relate directly to the National Reporting System (NRS), Commonwealth of Australia and ANTA 1994-5. They contribute directly to the achievement of the NRS indicators of competence Level 4 Numeracy: 4.10, 4.11, 4.12 & 4.13.

**Nominal Hours:** 50 Hours

**Assessment:** Assessment may include: Records of teacher observations of students’ activities, discussions and practical task; Questioning, for example, online responses, interviews, self-assessment, verbal questioning, written questioning; Portfolios, for example, samples of the learner’s written work, pictures, diagrams, models etc. created by the learner, records of teacher observations of learner’s activities, discussions and practical tasks; Third party feedback such as testimonials/reports from other teachers or support workers.

**VBQU153 INVESTIGATE, INTERPRET AND PRODUCE NUMERICAL AND STATISTICAL INFORMATION**

**Content:** The focus of this unit is on investigating and interpreting numerical information in texts and creating and investigating statistical displays, tables and graphs. The required outcomes described in this unit of competency relate directly to the National Reporting System (NRS), Commonwealth of Australia and ANTA 1994-5. They contribute directly to the achievement of the NRS indicators of competence Level 4 Numeracy: 4.10, 4.11, 4.12 & 4.13.

**Nominal Hours:** 50 Hours

**Assessment:** Assessment may include: Records of teacher observations of students’ activities, discussions and practical tasks; Questioning, for example: online responses, interviews, self-assessment, verbal questioning, written questioning; Portfolios, for example, samples of the learner’s written work, pictures, diagrams, models etc. created by the learner, records of teacher observations of learner’s activities, discussions and practical tasks; Third party feedback such as testimonials/reports from other teachers or support workers.

**VBQU154 INVESTIGATE AND USE SIMPLE MATHEMATICAL FORMULAE FOR EVERYDAY PURPOSES**

**Content:** The focus of this unit is on developing and using simple formulae to describe and represent relationships between variables in real life contexts and on using simple mathematical problem solving techniques to interpret and solve straightforward mathematical problems. The required outcomes described in this unit of competency relate directly to the National Reporting System (NRS), Commonwealth of Australia and ANTA 1994-5. They contribute directly to the achievement of the NRS indicators of competence Level 4 Numeracy: 4.10, 4.11, 4.12 & 4.13.

**Nominal Hours:** 50 Hours

**Assessment:** Assessment may include: Records of teacher observations of students’ activities, discussions and practical tasks; Questioning, for example, online responses, interviews, self-assessment, verbal questioning, written questioning; Portfolios, for example, samples compiled by the learner, written reports of investigations or problem-solving activities, product with supporting documentation, self-assessment sheets, reflections, journal entries, pictures, diagrams, models etc. created by the learner; Third party feedback such as testimonials/reports from other teachers or support workers.

**VBQU155 EVALUATE PATHWAY OPTIONS, DESIGN A LEARNING PLAN AND COMPILE A PORTFOLIO**

**Content:** The focus of the unit is to evaluate pathway options and plan and compile a portfolio. This unit is designed to meet the needs of learners with personal, learning, employment and community participation goals. Learners needs and expectations require a focus on individual learner objectives such as: improved language, literacy and numeracy skills; new skills and knowledge; specific competencies; target qualifications; new career and career advancement. Learner objectives may also include: information and advice on courses, learning programs, qualifications, assessment and individualised learning support systems.

**Nominal Hours:** 10 Hours

**Assessment:** Assessment may include: Direct observation, for example: real time activities; Questioning, for example, interviews, self-assessment, verbal questioning; Portfolios, for example, collections of samples compiled by the learner, product with supporting documentation, journal/log book; Third party feedback, for example, testimonials/reports from other teachers or support workers, interview with peer.

**VBQU156 ENGAGE WITH A RANGE OF COMPLEX TEXTS FOR PERSONAL PURPOSES**

**Content:** The focus of this unit is on interpreting and critically analysing complex texts. These include intricate, dense and extended texts from print based and electronic texts. The required outcomes described in this unit relate directly to the National Reporting System (NRS), Commonwealth of Australia and ANTA, 1994-1995. They contribute directly to the achievement of the NRS indicators of competence at Level Five (Reading).

**Nominal Hours:** 25 Hours

**Assessment:** Assessment may include: Direct observation, recorded in teacher observation schedule; Questioning, for example, verbal questioning, interviews, self-assessment, online responses; Portfolios, for example, collections of samples compiled by the candidate, journal/log book; Third party feedback, for example, reports from other teachers or support workers, peer feedback.

**VBQU157 ENGAGE WITH A RANGE OF COMPLEX TEXTS FOR LEARNING PURPOSES**

**Content:** The focus of this unit is on interpreting, and critically analysing complex texts. These include intricate, dense and extended text from a variety of print based and electronic texts. This unit recognises the importance of lifelong learning, and is suitable for those
wanting to improve their skills in order to access further study. The required outcomes described in this unit relate directly to the National Reporting System (NRS), Commonwealth of Australia and ANTA, 1994-1995. They contribute directly to the achievement of NRS indicators of competence at Level Five (Reading).

**Nominal Hours:** 25 Hours  
**Assessment:** Assessment may include: Direct observation, recorded in teacher observation schedule; Questioning, for example, verbal questioning, interviews, self-assessment, online responses; Portfolios, for example, collections of samples compiled by the candidate; journal/log book; Third party feedback, for example, reports from other teachers or support workers, peer feedback.

**VBUQU158 ENGAGE WITH A RANGE OF COMPLEX TEXTS FOR EMPLOYMENT PURPOSES**

**Content:** The focus of this unit is on interpreting and critically analysing complex texts. These include intricate, dense and extended text from a variety of print based and electronic texts. This unit is suitable for those in employment and those who aspire to employment. The required outcomes described in this unit relate directly to the National Reporting System (NRS), Commonwealth of Australia and ANTA, 1994-1995. They contribute directly to the achievement of NRS indicators of competence at Level Five (Reading).

**Nominal Hours:** 25 Hours  
**Assessment:** Assessment may include: Direct observation, recorded in teacher observation schedule; Questioning, for example, verbal questioning, interviews, self-assessment, online responses; Portfolios, for example, collections of samples compiled by the candidate; journal/log book; Third party feedback, for example, reports from other teachers or support workers, peer feedback.

**VBUQU159 ENGAGE WITH A RANGE OF COMPLEX TEXTS TO PARTICIPATE IN THE COMMUNITY**

**Content:** The focus of this unit is on interpreting and critically analysing complex texts to participate in the community. These include intricate, dense and extended texts from print based and electronic texts. The required outcomes described in this unit relate directly to the National Reporting System (NRS), Commonwealth of Australia and ANTA, 1994-1995. They contribute directly to the achievement of NRS indicators of competence at Level Five (Reading).

**Nominal Hours:** 25 Hours  
**Assessment:** Appropriate assessment strategies include: Direct observation, recorded in teacher observation schedule; Questioning, for example, verbal questioning, interviews, self-assessment, online responses; Portfolios, for example, collections of samples compiled by the candidate; journal/log book; Third party feedback, for example, reports from other teachers or support workers, peer feedback.

**VBUQU160 CREATE A RANGE OF COMPLEX TEXTS FOR PERSONAL PURPOSES**

**Content:** The focus of this unit is on writing skills to create a range of complex texts for personal purposes. The required outcomes described in this unit of competency relate directly to the National Reporting System (NRS), Commonwealth of Australia and ANTA 1994-5. They contribute directly to the achievement of the NRS indicators of competence Level 5 (Writing).

**Nominal Hours:** 25 Hours  
**Assessment:** Assessment may include: Portfolios, for example, collections of samples compiled by the learner, product with supporting documentation, journal/log book; Direct observation, for example, real time activities; Third party feedback, for example, reports from other teachers or support workers, peer feedback; Self evaluation.

**VBUQU161 CREATE A RANGE OF COMPLEX TEXTS FOR LEARNING PURPOSES**

**Content:** The focus of the unit is on writing skills to create complex texts which are relevant to the further study context. Its emphasis is on structured reflective and opinion texts used in a range of study environments. The required outcomes described in this unit of competency relate directly to the National Reporting System (NRS), Commonwealth of Australia and ANTA 1994-5. They contribute directly to the achievement of the NRS indicators of competence Level 5 (Writing).

**Nominal Hours:** 25 Hours  
**Assessment:** Assessment may include: Portfolios, for example, collections of samples compiled by the learner, product with supporting documentation, journal/log book; Direct observation, for example, real time activities; Third party feedback, for example, testimonials/reports from other teachers or support workers, peer feedback; Self evaluation.
assessment, verbal questioning, written questioning; Portfolios, for example, samples collected by the learner, written reports of investigations or problem-solving activities, product with supporting documentation, self-assessment sheets, reflections, journal entries, pictures, diagrams, models etc. created by the learner, records of teacher observations of learner’s activities, discussions and practical tasks; Third party feedback such as testimonials/reports from other teachers or support workers.

**VBQU166 DEVELOP VERBAL COMMUNICATION SKILLS**

Content: The focus of the unit is to communicate verbally with others in the immediate environment. The required outcomes described in this unit relate directly to the National Reporting System (NRS), Commonwealth of Australia and ANTA, 1994-1995. They contribute directly to the achievement of NRS indicators of competence at level 1 (Oral Communication).

Nominal Hours: 20 Hours

Assessment: Assessment may include: Direct observation, for example, real time activities; Questioning, for example, interviews, self-assessment, verbal questioning; Third party feedback, for example, testimonials/reports from other teachers or support workers; interview with peer.

**VBQU167 USE COMPUTER LANGUAGE AND PERFORM SIMPLE COMPUTING TASKS**

Content: This unit aims to provide an introduction to the language of computers. It provides the knowledge and skills to access a range of language learning options online. This unit is based on the module VBN498 Language of Computers from the ESL Framework.

Nominal Hours: 20 Hours

Assessment: Assessment may include: Direct observation, for example, real time activities; Third party feedback, for example, reports from other teachers or support workers, peer feedback; Self-assessment.

**VBQU168 ACCESS THE INTERNET FOR LANGUAGE LEARNING**

Content: This unit aims to provide an introduction to language learning through computers. It provides the knowledge and skills to access a range of language learning options online. This unit is based on the module VBN499 Online Language Learning from the ESL Framework.

Nominal Hours: 20 Hours

Assessment: Assessment may include: Direct observation, for example, real time activities; Third party feedback, for example, reports from other teachers or support workers, peer feedback; Self-assessment.

**VBQU169 COMPLETE A PROJECT WITH SUPPORT**

Content: The focus of this unit is to identify a project area, plan the project, carry out the project and review the project with the support of an appropriate person.

Nominal Hours: 20 Hours

Assessment: Appropriate assessment strategies include: Portfolios, for example, project action plan; journal/log book recording project-related activities; collections of samples compiled by the learner e.g. photos, written materials and visual materials, Direct observation, for example: real time activities, Questioning, for example, interviews, self-assessment, verbal questioning; Third party feedback, for example, testimonials/reports from other teachers or support workers, interview with peer.

**VBQU170 COMMUNICATE WITH OTHERS IN FAMILIAR AND PREDICTABLE CONTEXTS**

Content: The focus of the unit is to communicate verbally with others in familiar and predictable contexts. The required outcomes described in this unit of competency relate directly to the National Reporting System (NRS), Commonwealth of Australia and ANTA 1994-5. They contribute directly to the achievement of NRS indicators of competence at level 2 (Oral Communication).

Nominal Hours: 20 Hours

Assessment: Assessment may include: Direct observation, for example, real time activities; Questioning, for example, interviews, self-assessment, verbal questioning; Third party feedback, for example, testimonials/reports from other teachers or support workers, interview with peer.

**VBQU171 PARTICIPATE IN A PRACTICAL PLACEMENT**

Content: The focus of this unit is on developing the skills and knowledge to select, negotiate and participate in a practical work placement. This unit is based on the module VBN500 Practical Placement from the ESL Framework. It has been customised for inclusion as an elective in the Certificates in General Education for Adults.

Nominal Hours: 40 Hours

Assessment: Assessment may include: Portfolios, for example, collections of samples compiled by the learner; Direct observation, for example, real time activities; Third party feedback, for example, reports from other teachers or support workers, peer feedback; Self-assessment.

**VBQU172 EXPLORE SCIENCE IN THE COMMUNITY**

Content: The focus of this unit is on developing the skills and knowledge to investigate a current scientific issue, and an area where science research or development has impacted on the community and people’s personal lives.

Nominal Hours: 10 Hours

Assessment: Appropriate assessment strategies include: Direct observation of real time activities and activities in a simulated environment, recorded in teacher observation schedule; Questioning, for example, verbal questioning (verbal descriptions, everyday language and gestures may be used for explanations, answers and interpretations), interviews, online responses, self-assessment, written questioning; Portfolios, for example, collections of samples compiled by the candidate, product with supporting documentation, self-assessment sheets, journal/log book, diagrams, models and pictures created by the learner; Written reports of investigations or problem-solving activities; Third party feedback, for example, reports from other teachers or support workers.

**VBQU173 EXPLORE HEALTH AND WELL BEING**

Content: The focus of this unit is on developing the skills and knowledge to investigate and report on the functions of the human body and how these relate to health and well being. This includes developing the skills and knowledge to perform simple scientific investigations.

Nominal Hours: 20 Hours

Assessment: Assessment may include: Direct observation of real time activities and activities in a simulated environment, recorded in teacher observation schedule; Questioning, for example, verbal questioning (verbal descriptions, everyday language and gestures may be used for explanations, answers and interpretations), interviews, online responses, self-assessment, written questioning; Portfolios, for example, collections of samples compiled by the candidate, product with supporting documentation, self-assessment sheets, journal/log book, diagrams, models and pictures created by the learner; Written reports of investigations or problem-solving activities; Third party feedback, for example, reports from other teachers or support workers.

**VBQU174 EXPLORE THE ENVIRONMENT**

Content: The focus of this unit is on developing the skills and knowledge to investigate factors that influence the environment. This includes developing the skills and knowledge to perform simple scientific investigations.

Nominal Hours: 20 Hours

Assessment: Assessment may include: Direct observation of real time activities and activities in a simulated environment, recorded in teacher observation schedule; Questioning, for example, verbal questioning (verbal descriptions, everyday language and gestures may be used for explanations, answers and interpretations), interviews, online responses, self-assessment, written questioning; Portfolios, for example, collections of samples compiled by the candidate, product with supporting documentation, self-assessment sheets, journal/log book, diagrams, models and pictures created by the learner; Written reports of investigations or problem-solving activities; Third party feedback, for example, reports from other teachers or support workers.

**VBQU175 EXPLORE ENERGY AND MATTER**

Content: The focus of this unit is on developing the skills and knowledge to investigate relationships and factors that affect the physical behaviour of solids, liquids and gases. This includes developing the skills and knowledge to perform simple scientific investigations.

Nominal Hours: 20 Hours
**VUQ176 EXPLORE CHEMICALS AND CHANGE**

**Content:** The focus of this unit is on developing the skills and knowledge to investigate relationships and factors that affect the chemical behaviour of matter. This includes developing the skills and knowledge to perform simple scientific investigations.

**Nominal Hours:** 20 Hours

**Assessment:** Assessment may include: Direct observation of real time activities and activities in a simulated environment, recorded in teacher observation schedule; Questioning, for example, verbal questioning (verbal descriptions, everyday language and gestures may be used for explanations, answers and interpretations), interviews, online responses, self-assessment, written questioning; Portfolios, for example, collections of samples compiled by the candidate, product with supporting documentation, self-assessment sheets, journal/log book, diagrams, models and pictures created by the learner; Written reports of investigations or problem-solving activities; Third party feedback, for example, reports from other teachers or support workers.

**VUQ177 EXPLORE EARTH IN SPACE**

**Content:** The focus of this unit is on developing the skills and knowledge to perform simple scientific investigations.

**Nominal Hours:** 20 Hours

**Assessment:** Appropriate assessment strategies include: Direct observation of real time activities and activities in a simulated environment, recorded in teacher observation schedule; Questioning, for example, verbal questioning (verbal descriptions, everyday language and gestures may be used for explanations, answers and interpretations), interviews, online responses, self-assessment, written questioning; Portfolios, for example, collections of samples compiled by the candidate, product with supporting documentation, self-assessment sheets, journal/log book, diagrams, models and pictures created by the learner; Written reports of investigations or problem-solving activities; Third party feedback, for example, reports from other teachers or support workers.

**VUQ178 EXPLORE CONTINUITY OF LIFE**

**Content:** The focus of this unit is on developing the skills and knowledge to investigate the conditions and the processes required for life and its continuation. This includes developing the skills and knowledge to perform simple scientific investigations.

**Nominal Hours:** 20 Hours

**Assessment:** Assessment may include: Direct observation of real time activities and activities in a simulated environment, recorded in teacher observation schedule; Questioning, for example, verbal questioning (verbal descriptions, everyday language and gestures may be used for explanations, answers and interpretations), interviews, online responses, self-assessment, written questioning; Portfolios, for example, collections of samples compiled by the candidate, product with supporting documentation, self-assessment sheets, journal/log book, diagrams, models and pictures created by the learner; Written reports of investigations or problem-solving activities; Third party feedback, for example, reports from other teachers or support workers.

**VUQ179 RESEARCH SCIENCE IN THE COMMUNITY**

**Content:** The focus of this unit is on developing the scientific skills and knowledge to research and report on the impact of science and technology on our way of life and to examine scientific issues in the community.

**Nominal Hours:** 40 Hours

**Assessment:** Assessment may include: Direct observation of real time activities and activities in a simulated environment, recorded in teacher observation schedule; Questioning, for example, verbal questioning (verbal descriptions, everyday language and gestures may be used for explanations, answers and interpretations), interviews, online responses, self-assessment, written questioning; Portfolios, for example, collections of samples compiled by the candidate, product with supporting documentation, self-assessment sheets, journal/log book, diagrams, models and pictures created by the learner; Written reports of investigations or problem-solving activities; Third party feedback, for example, reports from other teachers or support workers.

**VUQ180 RESEARCH LIVING THINGS**

**Content:** The focus of this unit is on developing the skills and knowledge to describe the main characteristics of living things and develop an overview of the classification system. This includes developing the skills and knowledge to use the scientific and evidence based approach to safely set up and perform investigations or experiments.

**Nominal Hours:** 20 Hours

**Assessment:** Assessment may include: Direct observation of real time activities and activities in a simulated environment, recorded in teacher observation schedule; Questioning, for example, verbal questioning (verbal descriptions, everyday language and gestures may be used for explanations, answers and interpretations), interviews, online responses, self-assessment, written questioning; Portfolios, for example, collections of samples compiled by the candidate, product with supporting documentation, self-assessment sheets, journal/log book, diagrams, models and pictures created by the learner; Written reports of investigations or problem-solving activities; Third party feedback, for example, reports from other teachers or support workers.

**VUQ181 RESEARCH THE ENVIRONMENT**

**Content:** The focus of this unit is on developing the skills and knowledge to describe the major factors that have contributed to the development of the Earth’s environment including climate and atmosphere. This includes developing the skills and knowledge to use the scientific and evidence based approach to safely set up and perform investigations or experiments.

**Nominal Hours:** 20 Hours

**Assessment:** Assessment may include: Direct observation of real time activities and activities in a simulated environment, recorded in teacher observation schedule; Questioning, for example, verbal questioning (verbal descriptions, everyday language and gestures may be used for explanations, answers and interpretations), interviews, online responses, self-assessment, written questioning; Portfolios, for example, collections of samples compiled by the candidate, product with supporting documentation, self-assessment sheets, journal/log book, diagrams, models and pictures created by the learner; Written reports of investigations or problem-solving activities; Third party feedback, for example, reports from other teachers or support workers.

**VUQ182 RESEARCH UNIVERSE AND TIME**

**Content:** The focus of this unit is on developing the skills and knowledge to discuss current concepts of the universe and time. This includes developing the skills and knowledge to use the scientific and evidence based approach to safely set up and perform investigations or experiments.

**Nominal Hours:** 20 Hours

**Assessment:** Assessment may include: Direct observation of real time activities and activities in a simulated environment, recorded in teacher observation schedule; Questioning, for example, verbal questioning (verbal descriptions, everyday language and gestures may be used for explanations, answers and interpretations), interviews, online responses, self-assessment, written questioning; Portfolios, for example, collections of samples compiled by the candidate, product with supporting documentation, self-assessment sheets, journal/log book, diagrams, models and pictures created by the learner; Written reports of investigations or problem-solving activities; Third party feedback, for example, reports from other teachers or support workers.

**VUQ183 RESEARCH CHEMICALS AND CHANGE**

**Content:** The focus of this unit is on developing the skills and knowledge to describe the characteristics and behaviour of matter. This includes developing the skills and knowledge to use the scientific and evidence based approach to safely set up and perform investigations or experiments.

**Nominal Hours:** 20 Hours

**Assessment:** Appropriate assessment strategies include: Direct observation of real time activities and activities in a simulated environment, recorded in teacher observation schedule; Questioning, for example, verbal questioning (verbal descriptions, everyday language and gestures may be used for explanations, answers and interpretations), interviews, online responses, self-assessment, written questioning; Portfolios, for example, collections of samples compiled by the candidate, product with supporting documentation, self-assessment sheets, journal/log book, diagrams, models and pictures created by the learner; Written reports of investigations or problem-solving activities; Third party feedback, for example, reports from other teachers or support workers.
environment, recorded in teacher observation schedule; Questioning, for example, verbal questioning (verbal descriptions, everyday language and gestures may be used for explanations, answers and interpretations), interviews, online responses, self-assessment and written questioning; Portfolios, for example, collections of samples compiled by the candidate, product with supporting documentation, self-assessment sheets, journal/log book, diagrams, models and pictures created by the learner; Written reports of investigations or problem-solving activities; Third party feedback, for example, reports from other teachers or support workers.

**VBQU184 RESEARCH ENERGY, FORCE AND MATTER**
Content: The focus of this unit is on developing the skills and knowledge to describe the interactions between energy and matter in our physical world. This includes developing the skills and knowledge to use the scientific and evidence based approach to safely set up and perform investigations or experiments.
Nominal Hours: 20 Hours
Assessment: Assessment may include: Direct observation of real time activities and activities in a simulated environment, recorded in teacher observation schedule; Questioning, for example, verbal questioning (verbal descriptions, everyday language and gestures may be used for explanations, answers and interpretations), interviews, online responses, self-assessment, written questioning; Portfolios, for example, collections of samples compiled by the candidate, product with supporting documentation, self-assessment sheets, journal/log book, diagrams, models and pictures created by the learner; Written reports of investigations or problem-solving activities; Third party feedback, for example, reports from other teachers or support workers.

**VBQU185 ANALYSE SCIENCE IN THE COMMUNITY**
Content: The focus of this unit is on developing the skills and knowledge to use and apply scientific and social knowledge to describe, analyse and report on the impact of science and technology on our way of life. This includes developing the skills and knowledge to critically evaluate scientific methodology and issues in the community.
Nominal Hours: 40 Hours
Assessment: Assessment may include: Direct observation of real time activities and activities in a simulated environment, recorded in teacher observation schedule; Questioning, for example, verbal questioning (verbal descriptions, everyday language and gestures may be used for explanations, answers and interpretations), interviews, online responses, self-assessment, written questioning; Portfolios, for example, collections of samples compiled by the candidate, product with supporting documentation, self-assessment sheets, journal/log book, diagrams, models and pictures created by the learner; Written reports of investigations or problem-solving activities; Third party feedback, for example, reports from other teachers or support workers.

**VBQU186 DESIGN AND REVIEW A PROJECT**
Content: The focus of this unit is to develop skills and knowledge to design, conduct and critically examine a project’s processes and outcomes.
Nominal Hours: 40 Hours
Assessment: Assessment may include: Examination of: project action plan, journal/log book recording project-related activities, project evaluation, budgeting plan, evidence of communications; Project products, for example, book, film, video, digital slide show, exhibition, supporting statements from community members and project team; Direct observation, for example, real time activities; Questioning, for example, interviews, self-assessment, verbal questioning; Third party feedback, for example, testimonials/reports from others, interview with peer, reviews in local newspapers.
Below are details of courses offered by the School of Learning Support Services in 2008. This information is also available online on the University's searchable courses database at www.vu.edu.au/courses.

NOTE: Courses available to International students are marked with the (I) symbol.
SUBJECTS

Below are subject details for courses offered by the School of Learning Support Services in 2008.

IMPORTANT NOTE: Not all elective subjects for courses offered by the school are listed below. There are numerous elective possibilities that the school can choose to offer and those selected will vary from year to year. Details of these electives will be advised by the school.

VBQU044 PREPARE TO STUDY
Content: This unit covers the skills and knowledge required by a learner to access learning support. In particular, it directs learners who are continuing or returning to study as to the skills required in their main course of study.
Nominal Hours: 5 Hours
Assessment: Assessment may include: discussion, semi/formal interview, presentation and discussion of work completed in a vocational course, diaries documenting learning that has taken place, progress records and self-evaluation.

VBQU045 ADOPT RECOMMENDED STUDY PRACTICES
Content: This unit covers the skills and knowledge required by a learner to put recommended study strategies into practices. In particular, it directs learners who are continuing or returning to study as to the skills required in organising, planning, communicating and accessing information relevant to their main course of study.
Nominal Hours: 45 Hours
Assessment: Assessment may include: discussion, semi/formal interview, presentation and discussion of work completed in a vocational course, diaries documenting learning that has taken place, progress records and self-evaluation.

VBQU046 MAINTAIN AN EFFECTIVE PERSONAL STUDY APPROACH
Content: This unit covers the skills and knowledge required to maintain an effective personal study approach. In particular, it directs learners who are continuing or returning to study as to the skills required in establishing priorities, interpreting requirements and collaborating with others in a learning environment.
Nominal Hours: 50 Hours
Assessment: Assessment may include: discussion, semi/formal interview, presentation and discussion of work completed in a vocational course, diaries documenting learning that has taken place, progress records and self-evaluation.

VBQU047 EVALUATE AND ADOPT APPROPRIATE LEARNING STRATEGIES
Content: This unit covers the skills and knowledge required to develop appropriate learning strategies. In particular, it directs learners who are continuing or returning to study as to the skills required for managing the different aspects of their learning, including accessing, interpreting, communicating and participating as a member of a group.
Nominal Hours: 50 Hours
Assessment: Assessment may include: discussion, semi/formal interview, presentation and discussion of work completed in a vocational course, diaries documenting learning that has taken place, progress records and self-evaluation.

VBQU048 DEVELOP AND IMPLEMENT AUTONOMOUS LEARNING
Content: This unit covers the skills and knowledge required for autonomous learning. In particular, it directs learners who are continuing or returning to study as to the skills required in developing independence as a learner, solving problems, researching and contributing to a group learning environment.
Nominal Hours: 50 Hours
Assessment: Assessment may include: discussion, semi/formal interview, presentation and discussion of work completed in a vocational course, diaries documenting learning that has taken place, progress records and self-evaluation.
SCHOOL OF YOUTH, VCE AND COMMUNITY EDUCATION PROGRAMS AND SERVICES

Below are details of courses offered by the School of Youth, VCE and Community Education Programs and Services in 2008. This information is also available online on the University’s searchable courses database at www.vu.edu.au/courses

NOTE: Courses available to International students are marked with the (I) symbol.

CERTIFICATE II IN EQUINE INDUSTRY

Course Code: 21327VIC

Campus Melton.

Career Opportunities
The client groups identified for this course are those wishing to gain direct employment:

• in racing, where with further training graduates may work as strappers, stablehands or trainers in the harness or thoroughbred area
• in horse breeding where graduates may work as stud hands
• to coaching in a range of equestrian centres, working as assistants or assistant instructors while also likely to be undertaking further study
• to outdoor recreation, where graduates may work as stablehands or in a range of assistant positions while also likely to be undertaking further study
• to other associated equine industry destinations, including wholesale/retail of equine

Scope of Delivery
This course is offered on a full-time or part-time basis.

Course Objective
The course aims are to provide:

• access to direct employment opportunities in the equine or equine related industries, principally as stable or stud hand or as an assistant
• articulation opportunities into further vocational courses for which links have been created through the importation of competencies from the Racing and Agriculture Training Packages, or where credit transfers are available
• a confirmation of skills and aptitude necessary to enter further TAFE level training courses which then lead to employment in the equine or equine related industries, for example, horse breeding, racing, mounted police, veterinary nursing, biological science, retail, coaching
• a confirmation of skills and aptitudes necessary to enter a range of higher education degrees, for example veterinary science, agriculture and specialist equine degrees

Entry Requirements
Course participants should be able to demonstrate the following:

• Literacy competencies equivalent to exit level 2 of the Certificate in General Education for Adults
• Numeracy competencies equivalent to exit level 1 of the Certificate in General Education for Adults

Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning or from work and/or life experience.

Selection Procedures/Selection Criteria
Applicants to the course will be interviewed and required to undertake a literacy and numeracy assessment in order to demonstrate competency at the above level.

Course Duration
Average duration of the course if delivered on a full-time basis is six months.

Course Structure

Unit Code   Hours

Core Units of Study

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<th>Unit Code</th>
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<tbody>
<tr>
<td>VBM656</td>
<td>WORK EFFECTIVELY IN THE EQUINE INDUSTRY</td>
<td>80</td>
</tr>
<tr>
<td>VBM657</td>
<td>IDENTIFY AND DEVELOP A CAREER PATH IN THE EQUINE INDUSTRY</td>
<td>20</td>
</tr>
<tr>
<td>VBM658</td>
<td>COMMUNICATE WITHIN THE EQUINE INDUSTRY</td>
<td>20</td>
</tr>
<tr>
<td>RGRH101A</td>
<td>INTRODUCTION TO OCCUPATIONAL HEALTH AND SAFETY PROCEDURES</td>
<td>40</td>
</tr>
<tr>
<td>VBM659</td>
<td>MONITOR HORSE HEALTH</td>
<td>30</td>
</tr>
<tr>
<td>VBM660</td>
<td>HORSE RIDING OR DRIVING SKILLS I</td>
<td>40</td>
</tr>
<tr>
<td>VBM661</td>
<td>HANDLE HORSES SAFELY IN THE EQUINE INDUSTRY</td>
<td>30</td>
</tr>
<tr>
<td>VBM662</td>
<td>CARE FOR HORSES IN THE EQUINE INDUSTRY</td>
<td>50</td>
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<tr>
<td>RGRH311A</td>
<td>APPLY PRINCIPLES OF BASIC ANATOMY AND PHYSIOLOGY TO HORSES</td>
<td>40</td>
</tr>
<tr>
<td>RTE2104A</td>
<td>CARRY OUT REGULAR HORSE OBSERVATION</td>
<td>40</td>
</tr>
</tbody>
</table>

Elective Units of Study

Two units must be selected. A minimum of 60 hours of electives must be undertaken.

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Description</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>VBM663</td>
<td>HORSE RIDING OR DRIVING SKILLS II – SPECIFIC EQUINE DISCIPLINE</td>
<td>40</td>
</tr>
<tr>
<td>VBM664</td>
<td>ASSIST IN THE CONDUCT OF AN EVENT IN THE EQUINE INDUSTRY</td>
<td>40</td>
</tr>
<tr>
<td>VBM670</td>
<td>ASSIST IN THE PREPARATION OF A HORSE FOR A COMPETITION</td>
<td>40</td>
</tr>
<tr>
<td>VBM665</td>
<td>CARE FOR MARES AND FOALS IN THE EQUINE INDUSTRY</td>
<td>40</td>
</tr>
<tr>
<td>VBM666</td>
<td>PROVIDE ADVICE ON EQUINE PRODUCTS AND THE SELECTION AND FITTING OF EQUINE</td>
<td></td>
</tr>
<tr>
<td>RTC2209A</td>
<td>INSTALL, MAINTAIN AND REPAIR FENCING</td>
<td>30</td>
</tr>
<tr>
<td>RTC2210A</td>
<td>MAINTAIN PROPERTIES AND STRUCTURES</td>
<td>30</td>
</tr>
<tr>
<td>VBM739</td>
<td>IDENTIFY HORSE BREEDING PRINCIPLES AND ASSIST IN PRACTICES</td>
<td>40</td>
</tr>
<tr>
<td>BBSCMN214A</td>
<td>CREATE AND USE SIMPLE SPREADSHEETS</td>
<td>20</td>
</tr>
<tr>
<td>WRRCS2B</td>
<td>APPLY POINT OF SALE HANDLING PROCEDURES</td>
<td>21</td>
</tr>
<tr>
<td>WRRCA2B</td>
<td>APPLY RETAIL OFFICE PROCEDURES</td>
<td>18</td>
</tr>
<tr>
<td>RGRH318A</td>
<td>DETERMINE NUTRITIONAL REQUIREMENTS FOR STANDARDBREDS OR THOROUGHBREDS</td>
<td>30</td>
</tr>
</tbody>
</table>
CERTIFICATE I IN TRANSITION EDUCATION
Course Code: 21671VIC

Campus Footscray Nicholson. Western Futures stream only.

Career Opportunities
This a transition program that assists students with intellectual disabilities to move from school to further education, vocational training and/or employment. Through the program, students increase their work readiness, community access awareness, independence, understanding and knowledge of vocational options and possibilities.

Entry Requirements
Applicants must be post school age (18+ of age and eligible Futures Funding) and must be able to demonstrate to the satisfaction of the Program Manager that they are in search of adult study options.

Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning or from work and/or life experience.

Additional Information
Certificate I in Transition Education participants may progress on to Certificate I in Work Education, Certificate I in General Education for Adults (Foundation), or Vocational Courses at AQF levels 1 & 2.

Course Duration
This course is offered on a full-time basis over 2 years (900 nominal hours) or part-time equivalent according to individual needs.

Course Structure
Core Units of Study

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Core Units of Study</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>VBP485</td>
<td>INDIVIDUAL LEARNING PLAN</td>
<td>100</td>
</tr>
<tr>
<td>VBP486</td>
<td>PERSONAL DEVELOPMENT</td>
<td>100</td>
</tr>
<tr>
<td>VBP487</td>
<td>TRAVEL, ORIENTATION AND MOBILITY</td>
<td>100</td>
</tr>
<tr>
<td>VBP488</td>
<td>EXPLORING ADULT OPTIONS</td>
<td>150</td>
</tr>
<tr>
<td>VBP489</td>
<td>COMMUNITY ACCESS</td>
<td>100</td>
</tr>
</tbody>
</table>

Electives units
Choose any combination of electives from any group/s to total 350 hours

Group A Electives (Life Skills focus)

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Core Units of Study</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>VBP490</td>
<td>FUNCTIONAL COMMUNICATION</td>
<td>50</td>
</tr>
<tr>
<td>VBP491</td>
<td>EFFECTIVE PERSONAL COMMUNICATION</td>
<td>50</td>
</tr>
<tr>
<td>VBP492</td>
<td>TECHNOLOGY FOR LIFE</td>
<td>50</td>
</tr>
<tr>
<td>VBP493</td>
<td>SEX EDUCATION</td>
<td>50</td>
</tr>
<tr>
<td>VBP494</td>
<td>DRIVER PERMITS</td>
<td>50</td>
</tr>
<tr>
<td>VBP495</td>
<td>RECREATION AND LEISURE</td>
<td>50</td>
</tr>
<tr>
<td>VBP496</td>
<td>CREATIVE OPTIONS</td>
<td>50</td>
</tr>
<tr>
<td>VBP497</td>
<td>PERSONAL AND COMMUNITY HEALTH</td>
<td>50</td>
</tr>
<tr>
<td>VBP498</td>
<td>VOLUNTARY WORK</td>
<td>100</td>
</tr>
<tr>
<td>BSBCMN106A</td>
<td>FOLLOW WORKPLACE SAFETY PROCEDURES</td>
<td>20</td>
</tr>
<tr>
<td>VBP499</td>
<td>FUNCTIONAL NUMERACY</td>
<td>50</td>
</tr>
<tr>
<td>VBP510</td>
<td>ENVIRONMENT</td>
<td>25</td>
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<tr>
<td>THHGHSO3B</td>
<td>PROVIDE FIRST AID</td>
<td>24</td>
</tr>
</tbody>
</table>

Group B Electives (Literacy and Numeracy focus)

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Core Units of Study</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>VBP500</td>
<td>GENERAL WRITING SKILLS</td>
<td>25</td>
</tr>
<tr>
<td>VBP501</td>
<td>SPELLING IMPROVEMENT TECHNIQUES</td>
<td>25</td>
</tr>
<tr>
<td>VBP502</td>
<td>LETTER WRITING</td>
<td>25</td>
</tr>
<tr>
<td>VBP503</td>
<td>RECREATIONAL READING</td>
<td>25</td>
</tr>
<tr>
<td>VBP504</td>
<td>CRITICAL READING</td>
<td>25</td>
</tr>
<tr>
<td>VBP505</td>
<td>TECHNICAL READING</td>
<td>25</td>
</tr>
<tr>
<td>VBP506</td>
<td>GUIDES, DIRECTORIES AND TIMETABLES</td>
<td>25</td>
</tr>
<tr>
<td>VBP507</td>
<td>THE MEDIA</td>
<td>25</td>
</tr>
<tr>
<td>VBP508</td>
<td>FRACTIONS, DECIMALS AND PERCENTS</td>
<td>25</td>
</tr>
<tr>
<td>VBP509</td>
<td>COMPUTERS FOR LEARNING</td>
<td>25</td>
</tr>
<tr>
<td>ICAITU133A</td>
<td>SEND AND RETRIEVE INFORMATION OVER THE INTERNET USING BROWSERS AND EMAIL</td>
<td>25</td>
</tr>
</tbody>
</table>

Group C Electives (Vocational focus)
Any accredited modules from vocational courses or units of competency from training packages at AQF levels I or II. As a general rule, the nominal hours from existing modules or competencies from training packages should be doubled to meet the learning needs for this client group.

CERTIFICATE I IN WORK EDUCATION
Course Code: 21672VIC

Campus: Footscray Nicholson, Melton, St Albans and Sunbury.

Career Opportunities
Employment or further education

Course Objective
The Certificate I in Work Education is a post secondary course designed to prepare people with a range of special learning needs for employment or further vocational training. The course introduces students to a full time adult learning in valued mainstream setting.

Course aims are:
• to develop confidence in a University and industry based valued learning environment
• to develop effective communication skills through a range of verbal and non verbal strategies
• to develop confidence, skills and strategies to competently manage pathways in future employment and/or education and training
• to develop personal organisational skills related to employment and vocational education and training

Entry Requirements
Participants must:
• have the potential and strong motivation for employment,
• be at least 16 years of age,
• have special learning needs (associated with intellectual and learning disability),
• have the support of his or her family or advocate, and
• be able to travel independently.

Course Duration
This course is two years full-time. Flexible learning arrangements may include off-campus study, workshops or workplace delivery.

Course Structure

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Core Units of Study</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>VBP511</td>
<td>INDUCTION</td>
<td>10</td>
</tr>
<tr>
<td>VBP512</td>
<td>INDIVIDUAL VOCATIONAL PLAN</td>
<td>80</td>
</tr>
<tr>
<td>VBP513</td>
<td>INTERPERSONAL COMMUNICATION SKILLS</td>
<td>30</td>
</tr>
<tr>
<td>ICAITTW011B</td>
<td>PARTICIPATE IN A TEAM AND INDIVIDUALLY TO ACHIEVE ORGANISATION GOALS</td>
<td>20</td>
</tr>
<tr>
<td>TDTE397B</td>
<td>PARTICIPATE IN BASIC WORKPLACE COMMUNICATION</td>
<td>40</td>
</tr>
<tr>
<td>VBP514</td>
<td>PERSONAL MANAGEMENT SKILLS</td>
<td>50</td>
</tr>
<tr>
<td>VBP515</td>
<td>COMMUNITY SKILLS</td>
<td>70</td>
</tr>
<tr>
<td>VBP516</td>
<td>CAREER PLANNING</td>
<td>80</td>
</tr>
<tr>
<td>VBP517</td>
<td>WORKPLACE EDUCATION</td>
<td>300</td>
</tr>
<tr>
<td>VBP518</td>
<td>VOCATIONAL ELECTIVE</td>
<td>400</td>
</tr>
<tr>
<td>BSBCMN106A</td>
<td>FOLLOW WORKPLACE SAFETY PROCEDURES</td>
<td>20</td>
</tr>
</tbody>
</table>

Practical Placement
Practical Placement is a central part of the course. All students undertake a minimum of ten (10) weeks of Practical Placement during the course.
VU COLLEGE

SUBJECTS

Below are subject details for courses offered by the School of Youth, VCE and Community Education Programs and Services in 2008. IMPORTANT NOTE: Not all elective subjects for courses offered by the school are listed below. There are numerous elective possibilities that the school can choose to offer and those selected will vary from year to year. Details of these electives will be advised by the school.

LMFRCR0001A FOLLOW SAFE WORKING POLICIES AND PRACTICES

Content: Follow workplace procedures for hazard identification and risk control; maintain personal well-being for job; apply emergency response first aid; contribute to the workplace management of occupational health and safety.

Nominal Hours: 40 hours
Assessment: As per accredited curriculum

RGRH101A INTRODUCTION TO OCCUPATIONAL HEALTH AND SAFETY PROCEDURES

Content: This unit is concerned with competencies related to occupational health and safety policies and procedures relevant to a range of workplaces of the thoroughbred and standardbred codes of the racing industry.

Nominal Hours: 40 Hours
Assessment: Assessment may include: observation of work practices or demonstration of task; inspection of completed work; questioning; simulation exercises; and testing practical tasks.

RGRH311A APPLY PRINCIPLES OF BASIC ANATOMY AND PHYSIOLOGY TO HORSES

Content: This unit is concerned with understanding and applying knowledge of basic anatomy and physiology of standardbred and thoroughbred horses being trained and prepared for racing in industry-regulated competition. Competencies involve an understanding of horses' major anatomical systems. The competencies of this unit are those expected of people employed to safely handle thoroughbred or standardbred horses in a racing stable environment and at training tracks and on racecourses.

Nominal Hours: 40 Hours
Assessment: Assessment may include: questioning of underpinning knowledge; short answer or multiple choice testing; written examination or assignments; practical testing of horse handling, conformation, and communication skills.

RGRH318A DETERMINE NUTRITIONAL REQUIREMENTS FOR STANDARDBREDS OR THOROUGHBREDS

Content: This unit involves the skills and knowledge required to interpret the nutritional requirements of specific animals and formulate appropriate rations for horses in training, and the assessment of nutritional suitability and outcomes. The unit also deals with assessment of food additives and supplements for horses, in terms of quality and potential influence on industry regulations. Competency obtained in this unit applies to either the thoroughbred or standardbred code of the industry.

Nominal Hours: 30 Hours
Assessment: Assessment may include: questioning of underpinning knowledge; observation of work practices; written examinations or assignments; and practical tests for preparing food.

RTC220A INSTALL, MAINTAIN AND REPAIR FENCING

Content: This competency standard covers the functions required to carry out safe and conventional fencing work. Conventional fencing refers to post and wire/wire netting under tension, and can be used for animal control or as a deterrent for people and vehicles. It requires a working knowledge of the uses and structure of a range of fences and fencing materials, equipment and tools. It requires an awareness of workplace safety and environmental practices associated with maintenance activities.

Nominal Hours: 30 Hours
Assessment: Assessment of practical components may include: observation of work practices or demonstration of tasks; inspection of completed work; questioning. Assessment of knowledge may include: questioning of underpinning knowledge; oral tests; short answer or multiple choice tests; presentation of reports or assignments.

RTC221A MAINTAIN PROPERTIES AND STRUCTURES

Content: This competency standard covers the processes required to maintain and repair properties and structures in a situation that does not require the specialist skills of another trade. It involves the application of basic skills and knowledge to match equipment and materials to job requirements, and select the appropriate tools to carry out repairs. The work is likely to be under direct supervision with intermittent checking within a team environment.

Nominal Hours: 30 Hours
Assessment: Assessment of practical components may include: observation of work practices or demonstration of tasks; inspection of completed work; and questioning. Assessment of knowledge may include: questioning of underpinning knowledge; oral tests; short answer or multiple choice tests; and presentation of reports or assignments.

RTE2104A CARRY OUT REGULAR HORSE OBSERVATION

Content: This competency standard covers the processes of dealing with horse injuries and emergencies when they occur. It includes providing support to professional health practitioners. When the requirements of this standard are achieved, horses are regularly checked in the paddock or stable, emergencies and procedures are efficiently and calmly completed, and symptoms of ill health or injury are identified, reported and actioned promptly. It requires the application of skills and knowledge to carry out horse handling operations safely and humanely in prepared handling areas using appropriate equipment and techniques. Competency requires an awareness of animal welfare legislative requirements and enterprise workplace safe practices. The work in this standard is likely to be carried out under routine supervision within organisation guidelines.

Nominal Hours: 40 Hours
Assessment: Assessment of practical components may include: observation of work practices or demonstration of tasks; inspection of completed work; and questioning. Assessment of knowledge may include: questioning of underpinning knowledge; oral tests; short answer or multiple choice tests; and presentation of reports or assignments.

VBM656 WORK EFFECTIVELY IN THE EQUINE INDUSTRY

Content: This unit covers an overview of the broad nature of the equine industry and the roles, rights, responsibilities and professional behaviour for individuals working in the equine industry.

Nominal Hours: 80 Hours
Practical components may be assessed by: observation of work practices or demonstration of tasks in a workplace setting; inspection of completed work; questioning. Knowledge may be assessed by: questioning of underpinning knowledge; oral tests; short answer or multiple choice tests; presentation of reports or assignments.

VBM657 IDENTIFY AND DEVELOP A CAREER PATH IN THE EQUINE INDUSTRY

Content: This unit covers the competencies required in identifying and implementing a career path in the equine industry.

Nominal Hours: 20 Hours
Assessment: Assessment of practical components may include: observation of work practices or demonstration of tasks; inspection of completed work; questioning; interviews and role plays. Assessment of knowledge may include: questioning of underpinning knowledge; oral tests; short answer or multiple choice tests; presentation of reports or assignments; and presentation of CV.

VBM658 COMMUNICATE WITHIN THE EQUINE INDUSTRY

Content: This unit covers the competencies required to communicate effectively within the equine industry.

Nominal Hours: 20 Hours
Assessment: Assessment of practical components may include: observation of work practices or demonstration of tasks; inspection of completed work; and questioning. Assessment of knowledge may include: questioning of underpinning knowledge; oral tests; short answer or multiple choice tests; and presentation of reports or assignments; and completion of documents, e.g., scoring events, dressage tests, horse trials, day to day documentation, for example identification records, treatment charts, vaccination records.

VBM659 MONITOR HORSE HEALTH
Content: This unit covers the competencies relating to identifying signs of common illnesses and injury in horses and other signs of ill health and generally to report signs accurately and in a timely fashion. Basic treatment may be given under supervision.
Nominal Hours: 30 Hours
Assessment: Assessment of practical components may include: observation of work practices or demonstration of tasks; inspection of completed work; and questioning. Assessment of knowledge may include: questioning of underpinning knowledge; oral tests; short answer or multiple choice tests; and presentation of reports or assignments.

VBM660 HORSE RIDING OR DRIVING SKILLS I
Content: This unit covers the knowledge and skill to participate in horse riding or horse driving activities in controlled conditions under supervision and using safe and suitable horses.
Nominal Hours: 40 Hours
Assessment: Practical components may be assessed by: observation of work practices or demonstration of tasks; inspection of completed work; and questioning. Knowledge may be assessed by: questioning of underpinning knowledge; oral tests; short answer or multiple choice tests; and presentation of reports or assignments.

VBM661 HANDLE HORSES SAFELY IN THE EQUINE INDUSTRY
Content: This unit deals with competencies relating to the identification and safe catching, controlling and handling of horses for the purposes of transporting, training, racing and leisure or other work activity.
Nominal Hours: 30 Hours
Assessment: Assessment of practical components may include: observation of work practices; questioning of underpinning knowledge; and testing practical tasks. Theoretical components can be assessed in a simulated situation but must be related to racing industry conditions and tasks. Assessment of knowledge may include: questioning of underpinning knowledge; oral testing; and short answer or multiple choice testing.

VBM662 CARE FOR HORSES IN THE EQUINE INDUSTRY
Content: This unit is concerned with the general care and maintenance of horses used in the broad equine industry.
Nominal Hours: 20 Hours
Assessment: Assessment of practical components may include: observation of work practices or demonstration of tasks; and questioning. Assessment of knowledge may include: questioning of underpinning knowledge; oral tests; short answer or multiple choice tests; and presentation of reports or assignments.

VBM663 HORSE RIDING OR DRIVING SKILLS II – SPECIFIC EQUINE DISCIPLINE
Content: This unit covers the knowledge and skill to participate in horse riding within specific disciplines or driving within a secure and controlled environment under supervision. A pre-requisite to this unit is VBM660, Horse riding or driving skills I. This unit is not designed for novice riders/drivers, but is designed to allow skills development beyond the basic level to the level of “novice” as determined by the relevant governing industry body in the area of specialisation. Specialisations may include dressage, driving, racing, showing, jumping, eventing, polo, trail riding, western, campdrafting.
Nominal Hours: 40 Hours
Assessment: Assessment of practical components may include: observation of work practices or demonstration of tasks; inspection of completed work; and questioning. Assessment of knowledge may include: questioning of underpinning knowledge; oral tests; short answer or multiple choice tests; and presentation of reports or assignments.

VBM664 ASSIST IN THE CONDUCT OF AN EVENT IN THE EQUINE INDUSTRY
Content: This unit covers the skills and knowledge required to assist in the conduct of an event in the equine industry.
Nominal Hours: 40 Hours
Assessment: Assessment of practical components may include: observation of work practices or demonstration of tasks; inspection of completed work; and questioning. Assessment of knowledge may include: questioning of underpinning knowledge; oral tests; short answer or multiple choice tests; and presentation of reports or assignments.

VBM665 CARE FOR MARES AND FOALS IN THE EQUINE INDUSTRY
Content: This unit covers the processes required to monitor the health of the brood mare, a knowledge of the foaling process and the processes involved in caring for foals. Work will be undertaken under supervision.
Nominal Hours: 40 Hours
Assessment: Assessment of practical components may include: observation of work practices or demonstration of tasks; inspection of completed work; and questioning. Assessment of knowledge may include: questioning of underpinning knowledge; oral tests; short answer or multiple choice tests; and presentation of reports or assignments.

VBM666 PROVIDE ADVICE ON EQUINE PRODUCTS AND THE SELECTION AND FITTING OF EQUINE EQUIPMENT, GEAR AND CLOTHING
Content: This unit covers the knowledge and skill to participate in horse riding or driving activities in controlled conditions under supervision and using safe and suitable horses.
Nominal Hours: 40 Hours
Assessment: Assessment of practical components may include: observation of work practices or demonstration of tasks; and questioning. Assessment of knowledge may include: questioning of underpinning knowledge; oral tests; short answer or multiple choice tests; and presentation of reports or assignments.

VBM709 ASSIST IN THE PREPARATION OF A HORSE FOR A COMPETITION
Content: This unit covers the knowledge and skills required to enable the individual to assist a professional competitor or trainer in the preparation of a horse for a competition. Work is undertaken under supervision.
Nominal Hours: 40 Hours
Assessment: Assessment of practical components may include: observation of work practices or demonstration of tasks; inspection of completed work; and questioning. Assessment of knowledge may include: questioning of underpinning knowledge; oral tests; short answer or multiple choice tests; and presentation of reports or assignments.

VBM739 IDENTIFY HORSE BREEDING PRINCIPLES AND ASSIST IN PRACTICES
Content: This unit provides the basic knowledge and principles of horse breeding and an introduction to the practical skills required. Work is conducted under supervision.
Nominal Hours: 40 Hours
Assessment: Assessment of practical components may include: observation of work practices or demonstration of tasks; inspection of completed work; and questioning. Assessment of knowledge may include: questioning of underpinning knowledge; oral tests; short answer or multiple choice tests; and presentation of reports or assignments.
VBP485 INDIVIDUAL LEARNING PLAN
Content: To provide learners with the skills, knowledge and confidence to design and implement an individual learning plan. The plan documents an agreed program that the learner will undertake during the course to enable transition to a selected adult option(s).
Nominal Hours: 100 Hours
Assessment: A variety of assessment methods may be used, appropriate to the learning outcomes and the learning style, needs and preferences of the learners. Assessment may include: workplace education, self-assessment, role play, practical demonstration, oral questioning, short answers and folio of tasks.

VBP486 PERSONAL DEVELOPMENT
Content: To provide the learner with skills and confidence to participate more effectively in the community.
Nominal Hours: 100 Hours
Assessment: A variety of assessment methods may be used, appropriate to the learning outcomes and the learning style, needs and preferences of the learners. Assessment may include: workplace education, self-assessment, role play, practical demonstration, oral questioning, short answers and folio of tasks.

VBP487 TRAVEL, ORIENTATION AND MOBILITY
Content: To provide learners with the skills to travel independently, and access the most appropriate modes of travel.
Nominal Hours: 100 Hours
Assessment: A variety of assessment methods may be used, appropriate to the learning outcomes and the learning style, needs and preferences of the learners. Assessment may include: workplace education, self-assessment, role play, practical demonstration, oral questioning, short answers and folio of tasks.

VBP488 EXPLORING ADULT OPTIONS
Content: To provide learners with the knowledge and skills to explore realistic options for future involvement in further training, work or community activities.
Nominal Hours: 150 Hours
Assessment: A variety of assessment methods may be used, appropriate to the learning outcomes and the learning style, needs and preferences of the learners. Assessment may include: workplace education, self-assessment, role play, practical demonstration, oral questioning, short answers and folio of tasks.

VBP489 COMMUNITY ACCESS
Content: To provide the learner with the skills and knowledge to participate effectively in the community by accessing a range of services and facilities and systems to meet needs.
Nominal Hours: 100 Hours
Assessment: A variety of assessment methods may be used, appropriate to the learning outcomes and the learning style, needs and preferences of the learners. Assessment may include: workplace education, self-assessment, role play, practical demonstration, oral questioning, short answers and folio of tasks.

VBP490 FUNCTIONAL COMMUNICATION
Content: To provide the learner with the skills to operate more effectively and independently in the community by applying communication skills to meet everyday needs.
Nominal Hours: 50 Hours
Assessment: A variety of assessment methods may be used, appropriate to the learning outcomes and the learning style, needs and preferences of the learners. Assessment may include: workplace education, self-assessment, role play, practical demonstration, oral questioning, short answers and folio of tasks.

VBP491 EFFECTIVE PERSONAL COMMUNICATION
Content: To provide learners with the interpersonal skills necessary to participate effectively in a range of personal and vocational situations.
Nominal Hours: 50 Hours
Assessment: A variety of assessment methods may be used, appropriate to the learning outcomes and the learning style, needs and preferences of the learners. Assessment may include: workplace education, self-assessment, role play, practical demonstration, oral questioning, short answers and folio of tasks.

VBP492 TECHNOLOGY FOR LIFE
Content: To provide the learner with the knowledge and skills to use technology in everyday life.
Nominal Hours: 50 Hours
Assessment: A variety of assessment methods may be used, appropriate to the learning outcomes and the learning style, needs and preferences of the learners. Assessment may include: workplace education, self-assessment, role play, practical demonstration, oral questioning, short answers and folio of tasks.

VBP493 SEX EDUCATION
Content: To provide the learners with age – appropriate sexual information and knowledge about sexual responsibility.
Nominal Hours: 50 Hours
Assessment: A variety of assessment methods may be used, appropriate to the learning outcomes and the learning style, needs and preferences of the learners. Assessment may include: workplace education, self-assessment, role play, practical demonstration, oral questioning, short answers and folio of tasks.

VBP494 DRIVER PERMITS
Content: To provide the learner with the knowledge and skills to undertake the learner driver permit test associated with vehicle licenses (car, motorcycle, forklift etc).
Nominal Hours: 50 Hours
Assessment: A variety of assessment methods may be used, appropriate to the learning outcomes and the learning style, needs and preferences of the learners. Assessment may include: workplace education, self-assessment, role play, practical demonstration, oral questioning, short answers and folio of tasks.

VBP495 RECREATION AND LEISURE
Content: To provide the learner with skills to plan and participate in one or more recreational and leisure options appropriate to budget, interests and needs.
Nominal Hours: 50 Hours
Assessment: A variety of assessment methods may be used, appropriate to the learning outcomes and the learning style, needs and preferences of the learners. Assessment may include: workplace education, self-assessment, role play, practical demonstration, oral questioning, short answers and folio of tasks.

VBP496 CREATIVE OPTIONS
Content: To provide the learner with the knowledge and skills to develop creative aspects to enhance quality of life.
Nominal Hours: 50 Hours
Assessment: A variety of assessment methods may be used, appropriate to the learning outcomes and the learning style, needs and preferences of the learners. Assessment may include: workplace education, self-assessment, role play, practical demonstration, oral questioning, short answers and folio of tasks.

VBP497 PERSONAL AND COMMUNITY HEALTH
Content: To provide the learner with the knowledge and skills to develop preventative health awareness and to access a range of health and medical resources.
Nominal Hours: 50 Hours
Assessment: A variety of assessment methods may be used, appropriate to the learning outcomes and the learning style, needs and preferences of the learners. Assessment may include: workplace education, self-assessment, role play, practical demonstration, oral questioning, short answers and folio of tasks.

VBP498 VOLUNTARY WORK
Content: To provide the learner with the knowledge and skills to undertake voluntary work.
Nominal Hours: 100 Hours
Assessment: A variety of assessment methods may be used, appropriate to the learning outcomes and the learning style, needs and preferences of the learners. Assessment may include: workplace education, self-assessment, role play, practical demonstration, oral questioning, short answers and folio of tasks.

VBP499 FUNCTIONAL NUMERACY
Content: To provide the learner with the skills to use functional numeracy in everyday situations.
Nominal Hours: 50 Hours
Assessment: A variety of assessment methods may be used, appropriate to the learning outcomes and the learning style, needs and preferences of the learners. Assessment may include: workplace education, self assessment, role play, practical demonstration, oral questioning, short answers and folio of tasks.

VBP500 GENERAL WRITING SKILLS
Content: This module aims to familiarise learners with the Australian environment.
Nominal Hours: 25 Hours
Assessment: A variety of assessment methods may be used, appropriate to the learning outcomes and the learning style, needs and preferences of the learners. Assessment may include: workplace education, self assessment, role play, practical demonstration, oral questioning, short answers and folio of tasks.

VBP501 SPELLING IMPROVEMENT TECHNIQUES
Content: To provide the learner with a structured approach towards spelling improvements.
Nominal Hours: 25 Hours
Assessment: A variety of assessment methods may be used, appropriate to the learning outcomes and the learning style, needs and preferences of the learners. Assessment may include: workplace education, self assessment, role play, practical demonstration, oral questioning, short answers and folio of tasks.

VBP502 LETTER WRITING
Content: This module is designed to develop learners' communication skills in writing. It develops the skills to plan, write and edit informal and formal letters.
Nominal Hours: 25 Hours
Assessment: A variety of assessment methods may be used, appropriate to the learning outcomes and the learning style, needs and preferences of the learners. Assessment may include: workplace education, self assessment, role play, practical demonstration, oral questioning, short answers and folio of tasks.

VBP503 RECREATIONAL READING
Content: To provide the learner with the knowledge and skills to read for recreation purposes.
Nominal Hours: 25 Hours
Assessment: A variety of assessment methods may be used, appropriate to the learning outcomes and the learning style, needs and preferences of the learners. Assessment may include: workplace education, self assessment, role play, practical demonstration, oral questioning, short answers and folio of tasks.

VBP504 CRITICAL READING
Content: To provide the learner with the necessary strategies to read and critically evaluate materials in relevant personal, work, and/ or training contexts.
Nominal Hours: 25 Hours
Assessment: A variety of assessment methods may be used, appropriate to the learning outcomes and the learning style, needs and preferences of the learners. Assessment may include: workplace education, self assessment, role play, practical demonstration, oral questioning, short answers and folio of tasks.

VBP505 TECHNICAL READING
Content: To provide the learner with the knowledge and skills to interpret and correctly follow technical instructions and information.
Nominal Hours: 25 Hours
Assessment: A variety of assessment methods may be used, appropriate to the learning outcomes and the learning style, needs and preferences of the learners. Assessment may include: workplace education, self assessment, role play, practical demonstration, oral questioning, short answers and folio of tasks.

VBP506 GUIDES, DIRECTORIES AND TIMETABLES
Content: To provide the learner with the knowledge and skills to access and use a range of commonly used directories, guides and timetables.
Nominal Hours: 25 Hours
Assessment: A variety of assessment methods may be used, appropriate to the learning outcomes and the learning style, needs and preferences of the learners. Assessment may include: workplace education, self assessment, role play, practical demonstration, oral questioning, short answers and folio of tasks.

VBP507 THE MEDIA
Content: To provide the learner with the knowledge and skills to make choices and offer opinions about the way the world is presented in the media.
Nominal Hours: 50 Hours
Assessment: A variety of assessment methods may be used, appropriate to the learning outcomes and the learning style, needs and preferences of the learners. Assessment may include: workplace education, self assessment, role play, practical demonstration, oral questioning, short answers and folio of tasks.

VBP508 FRACTIONS, DECIMALS AND PERCENTS
Content: To provide the learner with the knowledge and skills to use fractions, decimals and percents in everyday situations.
Nominal Hours: 25 Hours
Assessment: A variety of assessment methods may be used, appropriate to the learning outcomes and the learning style, needs and preferences of the learners. Assessment may include: workplace education, self assessment, role play, practical demonstration, oral questioning, short answers and folio of tasks.

VBP509 COMPUTERS FOR LEARNING
Content: To provide the learner with skills and knowledge to use personal computers and software as a tool for learning.
Nominal Hours: 25 Hours
Assessment: A variety of assessment methods may be used, appropriate to the learning outcomes and the learning style, needs and preferences of the learners. Assessment may include: workplace education, self assessment, role play, practical demonstration, oral questioning, short answers and folio of tasks.

VBP510 ENVIRONMENT
Content: This module aims to familiarise learners with the Australian environment.
Nominal Hours: 25 Hours
Assessment: A variety of assessment methods may be used, appropriate to the learning outcomes and the learning style, needs and preferences of the learners. Assessment may include: workplace education, self assessment, role play, practical demonstration, oral questioning, short answers and folio of tasks.

VBP511 INDUCTION
Content: Learners participate in an induction to the training organisation. This includes the range of facilities and services available. This module also enables participants to examine the rules for participation in the program, and personal arrangements they will need to make in order to take part.
Nominal Hours: 10 Hours
Assessment: A variety of assessment methods may be used, appropriate to the learning outcomes and the learning style, needs and preferences of the learners. Assessment may include: workplace education, self assessment, role play, practical demonstration, oral questioning, short answers and folio of tasks.

VBP512 INDIVIDUAL VOCATIONAL PLAN
Content: To provide learners with the skills to develop an individual vocational plan to maximise development throughout the course and to plan for exit.
Nominal Hours: 80 Hours
Assessment: A variety of assessment methods may be used, appropriate to the learning outcomes and the learning style, needs and preferences of the learners. Assessment may include: workplace education, self assessment, role play, practical demonstration, oral questioning, short answers and folio of tasks.

VBP513 INTERPERSONAL COMMUNICATION SKILLS
Content: To provide learners with interpersonal and conversational skills.
Nominal Hours: 30 Hours
Assessment: A variety of assessment methods may be used, appropriate to the learning outcomes and the learning style, needs and preferences of the learners. Assessment may include: workplace education, self assessment, role play, practical demonstration, oral questioning, short answers and folio of tasks.
preferences of the learners. Assessment may include: workplace education, self assessment, role play, practical demonstration, oral questioning, short answers and folio of tasks.

**VBP514 PERSONAL MANAGEMENT SKILLS**

Content: To provide learners with the skills and tools for applying personal independence in everyday situations.

Nominal Hours: 50 Hours

Assessment: A variety of assessment methods may be used, appropriate to the learning outcomes and the learning style, needs and preferences of the learners. Assessment may include: workplace education, self assessment, role play, practical demonstration, oral questioning, short answers and folio of tasks.

**VBP515 COMMUNITY SKILLS**

Content: To provide learners with the knowledge and skills to use community structures and activities in order to participate more fully in their communities.

Nominal Hours: 70 Hours

Assessment: A variety of assessment methods may be used, appropriate to the learning outcomes and the learning style, needs and preferences of the learners. Assessment may include: workplace education, self assessment, role play, practical demonstration, oral questioning, short answers and folio of tasks.

**VBP516 CAREER PLANNING**

Content: To develop personal organisation and job search skills.

Nominal Hours: 80 Hours

Assessment: A variety of assessment methods may be used, appropriate to the learning outcomes and the learning style, needs and preferences of the learners. Assessment may include: workplace education, self assessment, role play, practical demonstration, oral questioning, short answers and folio of tasks.

**VBP517 WORKPLACE EDUCATION**

Content: To provide learners with skills related to employment. Vocational skills may be demonstrated by learners working independently, working under close supervision on simple tasks/operations, or working as part of a work team. If learners complete the learning outcomes in one industry area, it would be expected that they would make significant progress to completing a qualification in the relevant industry. This should be recognised by a certificate or statement of attainment in addition to this module.

Nominal Hours: 300 Hours

Assessment: A variety of assessment methods may be used, appropriate to the learning outcomes and the learning style, needs and preferences of the learners. Assessment may include: workplace education, self assessment, role play, practical demonstration, oral questioning, short answers and folio of tasks.

**VBP518 VOCATIONAL ELECTIVE**

Content: To provide learners with vocational skills related to employment. Students may achieve the learning outcomes in one of the following ways: complete the learning outcomes in 2-6 industry areas, or; complete the learning outcomes in one industry area, in which case it would be expected that students would make significant progress to completing a qualification in the relevant industry. This should be recognised by a certificate or statement of attainment in addition to this module.

Nominal Hours: 400 Hours

Assessment: A variety of assessment methods may be used, appropriate to the learning outcomes and the learning style, needs and preferences of the learners. Assessment may include: workplace education, self assessment, role play, practical demonstration, oral questioning, short answers and folio of tasks.
Below are details of courses offered by College Delivered in 2008. This information is also available online on the University’s searchable courses database at www.vu.edu.au/courses

NOTE: Courses available to International students are marked with the (I) symbol.

**GRADUATE CERTIFICATE IN VOCATIONAL EDUCATION AND TRAINING**

**Course Code:** 21205VIC

**Course Location:** Newport Campus – Staff College

**Career Opportunities**
Professional development to maximize and further develop existing skills of Vocational Education and Training (VET) professionals.

**Scope of Delivery**
One day a fortnight over 24 weeks.

**Course Objective**
The course aims to provide participants with a broadening of knowledge and skills, in a vocational education and training context, in the areas of:

- learning theories and practice;
- integrating technologies into learning processes;
- course design and evaluation;
- policy interpretation and implementation;
- research; responding to change; marketing; and strategic planning.

**Entry Requirements**
To qualify for admission to the course, applicants must:
(a) generally be employed in a registered training organisation, or other vocational education and training organisation or agency, or be involved in practical situations that enable them to apply knowledge and skills that they demonstrate to the satisfaction of the Head of Department
(b) have successfully completed the Diploma of Vocational Education and Training 15560VIC, or equivalent.

Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning, or from work and/or life experience.

**Selection Procedures/Selection Criteria**
The applicant must:
- have a relevant qualification and expertise in their industry;
- have current or recent work experience in a VET environment (last 3 years);
- be currently working in an environment where the applicant can apply and reflect on the learning from the course;
- be able to attend the program of study as set out in the information kit.

**Course Duration**
The course may be offered on a full-time basis over 200 nominal hours or part-time equivalent.

**Course Structure**

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>VBK810</td>
<td>TEACHING &amp; LEARNING PRACTICES 80</td>
</tr>
<tr>
<td>VBK811</td>
<td>USING TECHNOLOGIES IN VET 40</td>
</tr>
</tbody>
</table>

**Elective Units of Study**
At least two units selected from the following (each of which has a value of 40 nominal hours)

- VBK812 VET POLICY ANALYSIS AND IMPLEMENTATION 40
- VBK813 RESEARCH METHODS 40
- VBK814 EDUCATIONAL PLANNING AND DESIGN 40
- VBK815 MARKETING AND STRATEGIC PLANNING 40

For application and enrolment details for this course please contact 9919 8378.

**CERTIFICATE III IN GENERAL EDUCATION FOR ADULTS**

**Course Code:** 21252VIC

**Campus** Footscray Nicholson or Werribee campuses.

**Career Opportunities**
Further education and training.

**Scope of Delivery**
Full time, part-time and flexible delivery.

**Course Objectives**
The course aims to provide learners with:
- skill development in reading, writing and numeracy;
- skill development in a variety of areas to meet personal needs and facilitate participation in the community, or other workplace and further education and training.

**Entry Requirements**
To qualify for admission to the course students must have successfully completed Certificate II Level or be assessed by the Head of Department as competent at Certificate II Level. Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning or from work and/or life experience.

**Selection Procedures/Selection Criteria**
All applicants who wish to study will be asked to meet with a teacher for an initial assessment and placement interview.

**Course Duration**
The course may be offered on a full-time basis over 260 hours or part-time equivalent.

**Course Structure**

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>VBM694</td>
<td>READING AND WRITING III 100</td>
</tr>
<tr>
<td>or</td>
<td></td>
</tr>
<tr>
<td>VBM695</td>
<td>NUMERACY AND MATHEMATICS III 100</td>
</tr>
</tbody>
</table>

160 Hours of Elective Units of Study will be offered by the Program of Adult General Education. Electives may be made up of:
Unit Code   Hours
Core Units of Study
VBM566    ORAL COMMUNICATIONS III  80
VBM696    GENERAL CURRICULUM OPTIONS III 80

or

160 Hours of Elective Units of Study at the same AQF level drawn from other accredited courses or units of competency endorsed by Training Packages, may be offered by the Program of Adult General Education. Electives will be selected by the Program Area.

Other streams:
b) Women’s Programs
This course is delivered by Women’s Education programs at Sunshine campus. Women’s Programs provide training and education for mature age women. These programs are designed to meet the needs of women wanting to return to study or the workforce, or who want to improve their skills. Assessment: As stipulated in the curriculum document assessment will be conducted through meaningful activities and, wherever possible, integrated into and spread throughout the course. Assessment may be through: teacher observation, oral or written assignment, role play, discussion, demonstration, presentation, oral or written test, or questioning.

c) Preparation for the Occupational English Test (OET)
Course Code: 21252VICE (Full fee)
Campus Online delivery only.
Career Opportunities
This course is suitable for overseas trained doctors, nurses, pharmacists, dentists and vets who wish to prepare for the Occupational English Test and practise in Australia.

Scope of Delivery
The Preparation for the Occupational English Test (OET) is delivered online. Only selected units from the Certificate III in General Education for Adults are offered within the OET stream.

Course Objective
The course aims to provide students with:
- an accredited general education course at Australian Qualifications Framework Level 3;
- skill development in reading, writing and numeracy;
- skill development in a variety of areas to meet personal needs and facilitate participation in the community or in workplace and further education and training.

The OET stream will enable students to:
- understand the four criteria of the OET and the cultural requirements of role plays;
- learn effective exam techniques and practise typical tasks of the OET; and
- develop greater confidence in English skills

Entry Requirements
To qualify for admission to the course, students must have successfully completed any Certificate II level or be assessed by the Head of Department as competent at Certificate II level. All applicants must undergo an initial assessment and placement interview. The OET stream is for overseas trained health professionals who already have an advanced knowledge of English and are able to work independently by accessing computer-based materials.

Course Duration
The OET stream, which consists of an 80 hour module, is delivered over a number of weeks.

Course Structure
Unit Code   Hours
Core Units of Study
VBM696    GENERAL CURRICULUM OPTIONS III  80

CERTIFICATE I IN ESL (ENTRY)
Course Code: 21496VIC
Campus Footscray Nicholson campus.
Career Opportunities
This is entry level course is designed to provide additional time for students with low level English skills to reach competency in Certificate I in ESL.

Scope of Delivery
Full-time and flexible delivery.

Course Objectives
This course provides better outcomes for students by improving their English language skills.

Course Duration
This course is delivered on a full-time basis for 36 weeks.

Selection Procedures/ Selection Criteria
No academic entry requirements, students are selected according to their English level.

Course Structure
Unit Code   Hours
Core Units of Study
VBN458    LISTENING (ENTRY)  125
VBN459    SPEAKING (ENTRY)  125
VBN460    READING (ENTRY)  125
VBN461    WRITING (ENTRY)  125

Other streams:
a) Women’s Programs
This course is delivered by Women’s Education programs at Footscray Nicholson campus. Women’s Programs provide training and education for mature age women. These programs are designed to meet the needs of women wanting to return to study or the workforce, or who want to improve their skills.

Assessment: As stipulated in the curriculum document assessment will be conducted through meaningful activities and, wherever possible, integrated into and spread throughout the course. Assessment may be through: teacher observation, oral or written assignment, role play, discussion, demonstration, presentation, oral or written test, or questioning.
b) Youth Transitions Programs
This course is delivered within the Youth Transitions programs at Footscray Nicholson campus. Youth Transitions’ ESL programs are offered to young people aged 16-24 years from countries where English is not the first language. The programs are designed to develop students’ English language skills in the areas of Reading, Writing, Speaking and Listening. Maths and Computer units are also offered to complement their learning. All students take part in a tailored Recreation and Healthy Living Program designed to assist their resettlement and community involvement, and work experience options are available.

Assessment: Students develop a portfolio of evidence used for assessment. This may include student self-assessment, teacher observation, student logbooks, written tasks, oral presentations, and structured work placements.

CERTIFICATE II IN ESL (ACCESS)
Course Code: 21498VIC
Campus Footscray Nicholson and St Albans campuses.
Career Opportunities Various further study.
Scope of Delivery Full-time or part-time basis.
Course Objective
The ESL Access courses aim to provide participants from non-English speaking backgrounds with:
• an opportunity to improve their English language skills in the four macro skills for reading, writing, speaking and listening;
• employment and living skills;
• a knowledge of Australian society;
• strategies for successful transition into work or further study in Australia.

Entry Requirements
To qualify for admission to the course, applicants must demonstrate to the satisfaction of the Head of Department that they are capable of successfully completing the course. Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning or from work and/or life experience.

Selection Procedures/Selection Criteria
Applicants undergo a pre-course English Language Assessment to determine appropriate course placement. If the number of external applicants exceeds available places, then the applicants are ranked according to their date of application.

Course Duration
450 nominal hours on a full-time basis or part-time equivalent.

Course Structure
Unit Code Hours
Core Units of Study
Unit of Study Code Hours
VBN466 LISTENING (ACCESS II) 100
VBN467 SPEAKING (ACCESS II) 100
VBN468 READING (ACCESS II) 100
VBN469 WRITING (ACCESS II) 100

Elective Units of Study
Units, together totalling a minimum of 100 nominal hours, selected by the student with the approval of the Head of Department, from the following list of units, or any other nationally endorsed training package or accredited curriculum:
VBN498 LANGUAGE OF COMPUTERS 50
VBN499 ONLINE LANGUAGE LEARNING 50
VBN500 PRACTICAL PLACEMENT 75
VBN501 LOCAL ORIENTATION 50
VBN502 AUSTRALIAN ENVIRONMENT 50
VBN503 AUSTRALIAN GOVERNMENT 50
VBN504 AUSTRALIAN LAW 50
VBN505 DRIVING IN AUSTRALIA 50
VBN506 EDUCATION IN AUSTRALIA 50
VBN507 HEALTH AND MEDICINE 50
VBN508 AUSTRALIAN ART AND CULTURE 50
VBN509 INDIGENOUS AUSTRALIA 50
VBN510 AUSTRALIAN HISTORY 50
VBN511 CURRENT AFFAIRS 50
VBN512 VOCATIONAL ELECTIVE 75

Other streams:
a) Youth Transitions Programs
This course is delivered within the Youth Transitions programs at Footscray Nicholson campus. Youth Transitions’ ESL programs are offered to young people aged 16-24 years from countries where English is not the first language. The programs are designed to develop students’ English language skills in the areas of Reading, Writing, Speaking and Listening. Maths and Computer units are also offered to complement their learning. All students take part in a tailored Recreation and Healthy Living Program designed to assist their resettlement and community involvement, and work experience options are available.

Assessment: Students develop a portfolio of evidence used for assessment. This may include student self-assessment, teacher observation, student logbooks, written tasks, oral presentations, and structured work placements.

CERTIFICATE III IN ESL (ACCESS)
Course Code:
Campus Footscray Nicholson and St Albans campuses.
Career Opportunities Various further study.
Scope of Delivery Full-time or part-time basis.
Course Objective
The ESL Access courses provide participants from non-English speaking backgrounds with:
• an opportunity to improve their English language skills in the four macro skills for reading, writing, speaking and listening;
• employment and living skills;
• a knowledge of Australian society;
• strategies for successful transition into work or further study in Australia.

Entry Requirements
To qualify for admission to the course, applicants must demonstrate to the satisfaction of the Head of Department that they are capable of successfully completing the course. Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning or from work and/or life experience.

Selection Procedures/Selection Criteria
Applicants undergo a pre-course English Language Assessment to determine appropriate course placement. If the number of external applicants exceeds available places, then the applicants are ranked according to their date of application.

Course Duration
500 nominal hours on a full-time basis or part-time equivalent.

Course Structure

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>VBN470 LISTENING (ACCESS III)</td>
<td>100</td>
</tr>
<tr>
<td>VBN471 SPEAKING (ACCESS III)</td>
<td>100</td>
</tr>
<tr>
<td>VBN472 READING (ACCESS III)</td>
<td>100</td>
</tr>
<tr>
<td>VBN473 WRITING (ACCESS III)</td>
<td>100</td>
</tr>
</tbody>
</table>

Elective Units of Study
Units, together totalling a minimum of 100 nominal hours, selected by the student with the approval of the Head of Department, from the following list of units, or any other nationally endorsed training package or accredited curriculum:

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>VBN498 LANGUAGE OF COMPUTERS</td>
<td>50</td>
</tr>
<tr>
<td>VBN499 ONLINE LANGUAGE LEARNING</td>
<td>50</td>
</tr>
<tr>
<td>VBN500 PRACTICAL PLACEMENT</td>
<td>75</td>
</tr>
<tr>
<td>VBN501 LOCAL ORIENTATION</td>
<td>50</td>
</tr>
<tr>
<td>VBN502 AUSTRALIAN ENVIRONMENT</td>
<td>50</td>
</tr>
<tr>
<td>VBN503 AUSTRALIAN GOVERNMENT</td>
<td>50</td>
</tr>
<tr>
<td>VBN504 AUSTRALIAN LAW</td>
<td>50</td>
</tr>
<tr>
<td>VBN505 DRIVING IN AUSTRALIA</td>
<td>50</td>
</tr>
<tr>
<td>VBN506 EDUCATION IN AUSTRALIA</td>
<td>50</td>
</tr>
<tr>
<td>VBN507 HEALTH AND MEDICINE</td>
<td>50</td>
</tr>
<tr>
<td>VBN508 AUSTRALIAN ART AND CULTURE</td>
<td>50</td>
</tr>
<tr>
<td>VBN509 INDIGENOUS AUSTRALIA</td>
<td>50</td>
</tr>
<tr>
<td>VBN510 AUSTRALIAN HISTORY</td>
<td>50</td>
</tr>
<tr>
<td>VBN511 CURRENT AFFAIRS</td>
<td>50</td>
</tr>
<tr>
<td>VBN512 VOCATIONAL ELECTIVE</td>
<td>75</td>
</tr>
</tbody>
</table>

Other streams:
a) Youth Transitions Programs
This course is delivered within the Youth Transitions programs at Footscray Nicholson campus. Youth Transitions’ ESL programs are offered to young people aged 16-24 years from countries where English is not the first language. The programs are designed to develop students’ English language skills in the areas of Reading, Writing, Speaking and Listening. Maths and Computer units are also offered to complement their learning. All students take part in a tailored Recreation and Healthy Living Program designed to assist their resettlement and community involvement, and work experience options are available.

Assessment: Students develop a portfolio of evidence used for assessment. This may include student self-assessment, teacher observation, student logbooks, written tasks, oral presentations, and structured work placements.

CERTIFICATE I IN VOCATIONAL PREPARATION

Course Code: 21625VIC

Campus Footscray Nicholson campus.

Career Opportunities
Further education and training.

Scope of Delivery
Full-time, part-time or flexible delivery.

Course Objective
Enables learners to develop skills and knowledge to improve their employability and work readiness and to assist them to re engage with learning.

Entry Requirements
You need to have the ability to read and interpret short, simple text, as well as write simple sentences.

Selection Procedures/Selection Criteria
Selection is via individual interviews.

Course Duration
Nominal hours are 125-255, however only selected modules from this course are delivered, in conjunction with other general education courses.

Course Structure

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBCM106A FOLLOW WORKPLACE SAFETY PROCEDURES</td>
<td>20</td>
</tr>
<tr>
<td>VBK137 PERSONAL EFFECTIVENESS</td>
<td>30</td>
</tr>
<tr>
<td>VBK139 ORIENTATION TO WORK</td>
<td>25</td>
</tr>
</tbody>
</table>

72
A minimum of three units with a minimum of 60 hours from the following:

**Elective Units of Study**

- **VBK138** ORIENTATION TO LEARNING 25
- **VBH722** CAREER PLANNING 40
- **VBH724** WORKPLACE SKILLS 40
- **VBN046** MANAGING PERSONAL CHANGE 40
- **VBN047** JOB SEEKING 30
- **VBN500** PRACTICAL PLACEMENT 75
- **VBN512** VOCATIONAL ELECTIVE 75
- **BSBCM102A** COMPLETE DAILY WORK ACTIVITIES 20
- **BSBCM107A** OPERATE A PERSONAL COMPUTER 10
- **BSBCM108A** DEVELOP KEYBOARD SKILLS 40
- **THHGS03B** PROVIDE FIRST AID 24
- **ICPSU62CA** WORKTEAM COMMUNICATION 50
- **TDTE397B** PARTICIPATE IN BASIC WORKPLACE COMMUNICATION 40

**Other streams:**

- **a) Women's Programs**
  This course is delivered by Women's Education programs at Footscray Nicholson and Sunshine campuses. Women's Programs provide training and education for mature age women. These programs are designed to meet the needs of women wanting to return to study or the workforce, or who want to improve their skills.

  **Assessment:** As stipulated in the curriculum document assessment will be conducted through meaningful activities and, wherever possible, integrated into and spread throughout the course. Assessment may be through: teacher observation, oral or written assignment, role play, discussion, demonstration, presentation, oral or written test, or questioning.

- **b) Community Pathways Programs**
  This course is offered within the Community Pathways Program and is designed to develop vocational and employability skills that lead to employment outcomes and/or further education for course participants. It includes a practical placement component.

  **Assessment:** Students develop a portfolio of evidence used for assessment. This may include student self-assessment, teacher observation, student logbooks, written tasks, oral presentations, and structured work placements.

**DIPLOMA OF VOCATIONAL EDUCATION AND TRAINING PRACTICE**

**Course Code:** 21697VIC

**Course Location:** Newport Campus – Staff College

**Career Opportunities**

The 21697VIC Diploma of Vocational Education and Training Practice is designed for TAFE Teachers and provides for professional growth within a recognised career structure in Victoria.

**Scope of Delivery**

Part-time.

**Course Objectives**

The course aims to provide skills and knowledge necessary to:

- teach and assess effectively across a range of VET-related contexts
- facilitate new insights and problem solving when working with learners
- manage the learning process to facilitate change and action learners
- undertake effective self-assessment in the role as teacher/trainer in a VET environment
- research teaching methodologies and relevant theoretical knowledge to build teaching capabilities

**Entry Requirements**

To qualify for admission to this course, applicants must have the TAA40104 Certificate IV Training and Assessment or BSZ40198 Certificate IV Assessment and Workplace Training or equivalent relevant competencies and employed in a teaching capacity or can demonstrate they can undertake the supervised teaching practicum.

**Selection Procedures/Selection Criteria**

Applicants must:

- have a TAA40104 Certificate IV Training and Assessment or a BSZ40198 Certificate IV in Assessment and Workplace Training or equivalent
- be employed in a 0.5 teaching capacity within a TAFE college
- have agreed commitment from workplace mentor/s and supervisor/s to support the applicant in carrying out the 200 hours supervised teaching practice
- be able to attend classes as per the timetable above

And preference will be given to applicants in the following order:

A. Current Teacher Level
B. Date of receipt of application

**Course Duration**

The course may be offered on a part-time basis over 475 hours.

**Course Structure**

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Core Units of Study</strong></td>
<td></td>
</tr>
<tr>
<td>TAASEV501A</td>
<td>MAINTAIN AND ENHANCE PROFESSIONAL PRACTICE 40</td>
</tr>
<tr>
<td>TAADSS501A</td>
<td>DESIGN AND DEVELOP LEARNING STRATEGIES 40</td>
</tr>
<tr>
<td>TAADSS502A</td>
<td>DESIGN AND DEVELOP LEARNING RESOURCES 50</td>
</tr>
<tr>
<td>VBN389</td>
<td>INNOVATION IN EDUCATION AND TRAINING 60</td>
</tr>
<tr>
<td>VBP892</td>
<td>FACILITATE LEARNING IN COMPLEX ENVIRONMENTS 50</td>
</tr>
<tr>
<td>TAADAL502A</td>
<td>FACILITATE ACTION LEARNING PROJECTS 30</td>
</tr>
<tr>
<td>TAADAL501A</td>
<td>FACILITATE E-LEARNING 30</td>
</tr>
</tbody>
</table>

73
**Unit Code** | **Elective Units of Study** | **Hours**
--- | --- | ---
**Stream A** | A minimum of two units from the following list: | 
TAAT501A | UNDERTAKE ORGANISATIONAL TRAINING NEEDS ANALYSIS | 40
BSMKG406A | BUILD CLIENT RELATIONSHIPS | 50
VBEP953 | DEVELOP ASSESSMENT TOOLS FOR DIFFERENTIATING PERFORMANCE | 60
TAADE505A | RESEARCH AND DEVELOP COMPETENCY STANDARDS | 30
**Stream B** | A minimum of two units from the following list or from any other Training Package that is relevant to Teaching and Learning. These units must be packaged at AQF5 level. | 
TAADE503A | RESEARCH AND DESIGN E-LEARNING RESOURCES | 40
TAADE504A | DEVELOP AND EVALUATE E-LEARNING RESOURCES | 40
VBP849A | INTEGRATE GENERIC SKILLS INTO TEACHING PRACTICE | 15
All of the following modules are regarded as the equivalent of one elective: | 
VBP632 | COGNITIVE SKILLS | 12
VBP633 | METACOGNITION | 8
VBP634 | CRITICAL THINKING | 12
VBP635 | CREATIVE THINKING | 8
VBP637 | DECISION-MAKING | 8
VBP638 | VISUAL COMMUNICATION AND SPATIAL REASONING | 12

For application and enrolment details for this course please contact 9919 8378.

**CERTIFICATE IV IN TRAINING AND ASSESSMENT**

**Course Code:** TAA40104

The Certificate IV in Training and Assessment TAA40104 replaces the Certificate IV in Assessment and Workplace Training BSZ40198.

**Course Location:** Newport Campus – Staff College

**Career Opportunities**

For people who are currently working in or wish to work in the area of training/teaching development, delivery and assessment. Upon completion of the 14 units of competence offered, participants will be eligible for a nationally recognised qualification and will meet the AQTF compliance standards for teachers/trainers.

**Scope of Delivery**

Part-time.

**Course Objective**

The course aims to develop competencies to enter into a career as a trainer and/or assessor.

**Entry Requirements**

To qualify for admission to this course there are specific entry requirements. All training is undertaken in English language. Basic English literacy and numeracy will be required as it is clearly stated in the Training Package, that several units within this course require an ability to read, examine and interpret written material. All applicants will need to have access to a practice environment (eg. TAFE, other RTO or workplace). Some assessment must take place in the workplace (eg. classroom, office, factory).

**Selection Procedures/Selection Criteria**

Not applicable.

**Course Duration**

Training Package: 255 – 305 nominal hours.

Average course duration is 14 weeks at 1 day per week. Evening/Weekend courses are also available.

**Delivery Structure**

The Staff College offers 2 options/courses of study from the Training and Assessment Training Package to meet individual needs. Participants have the option of choosing one of the following 2 options.

**Option One:** Certificate IV in Training and Assessment

The Staff College offers the complete Certificate IV in Training & Assessment (12 core units and 2 elective units from a possible 12 elective units of study). This course is delivered in 3 parts over 14 days at one day per week. It is also offered over a number of Saturdays and weekday evenings. In addition to attending training, students will be required to undertake research and project work. The course is structured to meet the needs of new entrants into training as well as those of established trainers with industry, corporations or registered training organisations. This broad mix of participants promotes peer learning through interaction and sharing of ideas and learning experiences. Our trainers use a diverse range of approaches to learning and teaching to meet varied student needs. Participants will have the opportunity to reflect on the learning experience, practice new skills and work on assessment tasks during the course to develop a range of learning strategies and assessment approaches.

**Unit Code** | **Hours**
--- | ---
TAAASS401A | PLAN AND ORGANISE ASSESSMENT | 10
TAAASS402A | ASSESS COMPETENCE | 15
TAAASS403A | DEVELOP ASSESSMENT TOOLS | 30
TAAASS404A | PARTICIPATE IN ASSESSMENT VALIDATION | 20
TAADE501A | USE TRAINING PACKAGES TO MEET CLIENT NEEDS | 20
TAADE502A | DESIGN AND DEVELOP LEARNING PROGRAMS | 40
TAADEL401A | PLAN AND ORGANISE GROUP-BASED DELIVERY | 20
TAADEL403A | FACILITATE INDIVIDUAL LEARNING | 15
TAADEL404A | FACILITATE WORK-BASED LEARNING | 15
TAAENV401A | WORK EFFECTIVELY IN VOCATIONAL EDUCATION AND TRAINING | 10
TAAENV402A | FOSTER AND PROMOTE AN INCLUSIVE LEARNING CULTURE | 10
TAAENV403A | ENSURE A HEALTHY AND SAFE LEARNING ENVIRONMENT | 10

**Elective Units of Study**

Students must complete a minimum of 2 electives from the list of units below. Alternatively, 1 of the 2 elective units can be selected from the TAA50104 Diploma of Training and Assessment, or any other Diploma or any other Certificate IV.

The * denotes the elective units offered by VU as part of course delivery for the Certificate IV in Training and Assessment. All other electives can be acquired through RPL/Credit Transfer.
<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Description</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBAUD402A</td>
<td>PARTICIPATE IN A QUALITY AUDIT</td>
<td>40</td>
</tr>
<tr>
<td>BSBCMN404A</td>
<td>DEVELOP TEAMS AND INDIVIDUALS</td>
<td>30</td>
</tr>
<tr>
<td>BSBCMN405A</td>
<td>ANALYSE AND PRESENT RESEARCH INFORMATION</td>
<td>40</td>
</tr>
<tr>
<td>BSBCMN409A</td>
<td>PROMOTE PRODUCTS AND SERVICES</td>
<td>20</td>
</tr>
<tr>
<td>BSBMKG406A</td>
<td>BUILD CLIENT RELATIONSHIPS</td>
<td>50</td>
</tr>
<tr>
<td>TAAASS301A</td>
<td>CONTRIBUTE TO ASSESSMENT</td>
<td>10</td>
</tr>
<tr>
<td>TAADEL301A</td>
<td>PROVIDE TRAINING THROUGH INSTRUCTION AND DEMONSTRATION OF WORK SKILLS</td>
<td>40</td>
</tr>
<tr>
<td>*TAADEL402A</td>
<td>FACILITATE GROUP-BASED LEARNING</td>
<td>20</td>
</tr>
<tr>
<td>TAADEL405A</td>
<td>COORDINATE AND FACILATE DISTANCE-BASED LEARNING</td>
<td>30</td>
</tr>
<tr>
<td>TAAENV404A</td>
<td>DEVELOP INNOVATIVE IDEAS AT WORK</td>
<td>35</td>
</tr>
<tr>
<td>TAALLN401A</td>
<td>ADDRESS LANGUAGE, LITERACY AND NUMERACY ISSUES WITHIN LEARNING AND ASSESSMENT PRACTICE</td>
<td>30</td>
</tr>
<tr>
<td>*TAATAS401A</td>
<td>MAINTAIN INFORMATION REQUIREMENTS OF TRAINING AND/OR ASSESSMENT ORGANIZATIONS</td>
<td>40</td>
</tr>
</tbody>
</table>

Option Two: Upgrade to the Certificate IV in Training and Assessment

This program is aimed at students who hold the BSZ40198 Certificate IV in Assessment and Workplace Training, are currently involved in training and want to upgrade to TAA40104 Certificate IV in Training and Assessment. This course will run for 4 days face-to-face covering the 4 units of competence listed below. In addition to this, students will be required to undertake research and project work plus present an RPL portfolio.

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Description</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>TAAENV401A</td>
<td>WORK EFFECTIVELY IN VOCATIONAL EDUCATION AND TRAINING</td>
<td>10</td>
</tr>
<tr>
<td>TAAENV402A</td>
<td>FOSTER AND PROMOTE AN INCLUSIVE LEARNING CULTURE</td>
<td>10</td>
</tr>
<tr>
<td>TAAENV403A</td>
<td>ENSURE A HEALTHY AND SAFE LEARNING ENVIRONMENT</td>
<td>10</td>
</tr>
<tr>
<td>TAADES401A</td>
<td>USE TRAINING PACKAGES TO MEET CLIENT NEEDS</td>
<td>20</td>
</tr>
</tbody>
</table>

The RPL process will cover the remaining 9 units.

For application and enrolment details for this course please contact 9919 8378.
SUBJECTS

Below are subject details for courses offered by College Delivered in 2008.

IMPORTANT NOTE: Not all elective subjects for courses offered by the school are listed below. There are numerous elective possibilities that the school can choose to offer and those selected will vary from year to year. Details of these electives will be advised by the school.

BSBCM102A COMPLETE DAILY WORK ACTIVITIES
Content: The unit covers the skills and knowledge required to complete own work activities under direct supervision, and request assistance and feedback on work performance. This unit is related to BSBCM202A Organise and complete daily work activities.
Nominal Hours: 20 Hours
Assessment: A variety of assessment methods and evidence gathering techniques may be used. These may include verbal presentations, multimedia presentations, written tasks, folios, student self-assessment, and ongoing teacher assessment.

ICPSU62CA WORKTEAM COMMUNICATION
Content: Participate in a small group discussion to reach agreement on a workplace related issue; co-operate with team members to plan and prepare a simple presentation; present a job related report to a group.
Nominal Hours: 50 hours
Assessment: A variety of assessment methods and evidence gathering techniques may be used. These may include verbal presentations, multimedia presentations, written tasks, folios, student self-assessment, and ongoing teacher assessment.

TAAASS301A CONTRIBUTE TO ASSESSMENT
Content: Specifies the competency required to contribute to the assessment process.
Nominal Hours: 10 Hours
Assessment: Work in partnership with a qualified assessor to plan an assessment, assess the competence of a learner and review processes and tools.

TAAASS401A PLAN AND ORGANISE ASSESSMENT
Content: Required to plan and organize the assessment process in a competency-based assessment system.
Nominal Hours: 10 Hours
Assessment: Prepare two assessment plans against three different qualification (AQF) levels.

TAAASS402A ASSESS COMPETENCE
Content: Competency required to assess the competence of a candidate.
Nominal Hours: 15 Hours
Assessment: Assess the competence of learners using different methods and tools including recognition (RPL) assessment.

TAAASS403A DEVELOP ASSESSMENT TOOLS
Content: Specifies the competency required to develop assessment tools.
Nominal Hours: 30 Hours
Assessment: Develop, trial and review a range of assessment tools for different candidates and purposes.

TAAASS404A PARTICIPATE IN ASSESSMENT VALIDATION
Content: Required to participate in an assessment validation process.
Nominal Hours: 20 Hours
Assessment: Participate in two assessment validation sessions/workshops.

TAADEL301A PROVIDE TRAINING THROUGH INSTRUCTION AND DEMONSTRATION OF WORK SKILLS
Content: Competency required to conduct individual and group instruction and demonstration of work skills.
Nominal Hours: 40 Hours
Assessment: Facilitate three training sessions of work skills with different individuals and/or small groups using instruction, demonstration and practice.

TAADEL401A PLAN AND ORGANISE GROUP-BASED DELIVERY
Content: Plan and organize training for individuals within a group.
Nominal Hours: 20 Hours
Assessment: Develop session plans, learner and trainer material to use in group-based facilitation.

TAADEL402A FACILITATE GROUP-BASED LEARNING
Content: Specifies the competency required to facilitate learning by individuals within a group.
Nominal Hours: 10 Hours
Assessment: Develop plans and material to facilitate a sequential series of training sessions with a group of learners; Review training and learning effectiveness.

TAADEL403A FACILITATE INDIVIDUAL LEARNING
Content: Specifies the competency required to facilitate individual learning through a one-on-one relationship between a learner and facilitator.
Nominal Hours: 15 Hours
Teaching practice focused on facilitation with individual learners; Review effectiveness of facilitation.

TAADEL404A FACILITATE WORK-BASED LEARNING
Content: Specifies the competency required to use work effectively as a learning process.
Nominal Hours: 15 Hours
Assessment: Develop a workbased learning pathway for individuals; Facilitate and review this pathway.

TAADEL405A COORDINATE AND FACILITATE DISTANCE-BASED LEARNING
Content: Required to coordinate, organize and facilitate a distance-based learning process.
Nominal Hours: 30 Hours
Assessment: Develop and implement a distance-based learning program and monitor learner progress; Review the effectiveness of a distance-based learning program.

TAADEL501A FACILITATE E-LEARNING
Content: Facilitate learning delivered via electronic media.
Nominal Hours: 30 Hours
Assessment: Complete in-class activities; Facilitate, review and report on an activity through the bulletin board.

TAADEL502A FACILITATE ACTION LEARNING PROJECTS
Content: Facilitate a group to engage in action learning projects.
Nominal Hours: 30 Hours
Assessment: Conduct two action learning sets; Prepare a handbook and objectives; Facilitate the sets and evaluate the outcomes.

TAADES401A USE TRAINING PACKAGES TO MEET CLIENT NEEDS
Content: Competency required to use Training Packages and accredited courses as a tool to support industry, organization or individual competency development needs.
Nominal Hours: 20 Hours
Assessment: Complete in-class activities; Interpret language and content within an Industry Training Package and accredited courses to design relevant programs and outcomes for clients; Present information on a Training Package and unit of competency.

TAADES402A DESIGN AND DEVELOP LEARNING PROGRAMS
Content: Required to conceptualise, design, develop and evaluate learning programs to meet an identified need for a group of learners.
using appropriate criteria. Criteria may include competency standards and other specifications such as organizational performance standards, product equipment specifications and workplace procedures.

**Nominal Hours:** 40 Hours

**Assessment:** Use components of Training Packages and accredited courses to design and develop learning programs that meet identified training needs

**TAADE5501A DESIGN AND DEVELOP LEARNING STRATEGIES**
- **Content:** Determine the parameters of the learning strategy; Develop the framework for the learning strategy; Devise the content and structure of the learning strategy; Review the learning strategy.
- **Nominal Hours:** 40 Hours
- **Assessment:** As per accredited curriculum

**TAADE5502A DESIGN AND DEVELOP LEARNING RESOURCES**
- **Content:** Design and develop resources to support learning.
- **Nominal Hours:** 50 Hours
- **Assessment:** Produce a written learning resource in accordance with the Australian National Training Authority Style guide

**TAADE5503A RESEARCH AND DESIGN E-LEARNING RESOURCES**
- **Content:** Research the requirements for e-learning resources and to design resources based on that research.
- **Nominal Hours:** 40 Hours
- **Assessment:** Complete a design concept for an e-learning resource in response to an identified need

**TAADE5504A DEVELOP AND EVALUATE E-LEARNING RESOURCES**
- **Content:** Develop and evaluate e-learning resources based on an agreed design concept.
- **Nominal Hours:** 40 Hours
- **Assessment:** Build and trial an e-learning prototype; Make modifications in response to feedback

**TAADE5505A RESEARCH AND DEVELOP COMPETENCY STANDARDS**
- **Content:** Research and develop competency standards for particular work functions, work processes, work roles and work-related vocational outcomes.
- **Nominal Hours:** 30 Hours
- **Assessment:** Develop three units of competency in accordance with the Training Package Developers Handbook

**TAAENV401A WORK EFFECTIVELY IN VOCATIONAL EDUCATION AND TRAINING**
- **Content:** Competency required to work effectively in the policy and operating environment of the vocational education and training sector.
- **Nominal Hours:** 10 Hours
- **Assessment:** In-class activities; Gather and present information on the relevant vocational education and training organisation, jargon and sources of information; Analyse and interpret VET policies in the context of your role as a trainer/assessor; Develop written information on the VET organisations and sources of information to VET newcomers

**TAAENV402A FOSTER AND PROMOTE AN INCLUSIVE LEARNING CULTURE**
- **Content:** Unit specifies the competency required to foster and promote an environment which supports inclusive work practices and learning culture.
- **Nominal Hours:** 10 Hours
- **Assessment:** In-class activities; demonstrate inclusive practices in facilitation.

**TAAENV403A ENSURE A HEALTHY AND SAFE LEARNING ENVIRONMENT**
- **Content:** Competency required to ensure the health, safety and welfare of learners and candidates.
- **Nominal Hours:** 10 Hours
- **Assessment:** Complete an Occupational Health & Safety hazard identification, risk assessment and risk management plan on your training environment to ensure the health and safety of learners.

**TAAENV404A DEVELOP INNOVATIVE IDEAS AT WORK**
- **Content:** Develop innovative ideas in the workplace by addressing the skills needed to interpret or observe a need and to develop a detailed idea.
- **Nominal Hours:** 35 Hours
- **Assessment:** Prepare a proposal for a new approach to the design of your training program which incorporates feedback from colleagues

**TAAENV501A MAINTAIN AND ENHANCE PROFESSIONAL PRACTICE**
- **Content:** Model high standards of performance; Determine personal development needs; Participate in professional development activities; Reflect on and evaluate professional practice.
- **Nominal Hours:** 40 Hours
- **Assessment:** As per accredited curriculum

**TAATAS401A MAINTAIN INFORMATION REQUIREMENTS OF TRAINING AND/OR ASSESSMENT ORGANIZATIONS**
- **Content:** Requires to maintain training and/or Assessment: information requirements.
- **Nominal Hours:** 40 Hours
- **Assessment:** Provide information to learners beginning a program and ensure record keeping meets quality standards

**TAATAS501A UNDERTAKE ORGANISATIONAL TRAINING NEEDS ANALYSIS**
- **Content:** Undertake a training needs analysis (TNA) to identify the training and assessment needs of an organisation.
- **Nominal Hours:** 40 Hours
- **Assessment:** Conduct an interview and surveys; Analyse information gathered and develop a proposal for professional development to be undertaken

**VKB810 TEACHING & LEARNING PRACTICES**
- **Content:** To provide the participants with broad-based knowledge and skills required to operate as an effective VET professional, with the opportunity to think in new and challenging ways about the teaching and learning environment in which they engage.
- **Nominal Hours:** 40 Hours
- **Assessment:** Participants will be directly involved with educational planning and design as appropriate to the course area and teaching practice.

**VKB811 USING TECHNOLOGIES IN VET**
- **Content:** To provide the participants with broad-based knowledge and skills required to use technology as both an educational delivery method and an instructional design tool in order to provide greater flexibility and choice for learners.
- **Nominal Hours:** 40 hours
- **Assessment:** Participants will develop and integrate technology into learning processes, engage in collaborative learning and develop online resources for the VET context.

**VKB812 VET POLICY ANALYSIS AND IMPLEMENTATION**
- **Content:** To provide the participants with the knowledge and skills required to interpret Australian VET policy and devise and strategically manage it’s local implementation.
- **Nominal Hours:** 40 hours
- **Assessment:** 4,000 word essay

**VKB813 RESEARCH METHODS**
- **Content:** To provide participants with the knowledge and skills required to effectively design and implement a research project relevant to the VET system.
- **Nominal Hours:** 40 hours
- **Assessment:** Prepare a research proposal.
**VBK814 EDUCATIONAL PLANNING AND DESIGN**
**Content:** To provide the participants with the knowledge and skills required to effectively plan and design programs in VET within relevant and changing organisational, cultural and political contexts.
**Nominal Hours:** 40 hours
**Assessment:** 4,000 word essay

**VBP632 COGNITIVE SKILLS**
**Content:** Participants will learn to develop the lower and higher order cognitive skills of learners.
**Nominal Hours:** 12 Hours
**Assessment:** Integrated with VBP633, VBP634, VBP635, VBP637 and VBP638; Evidence of these units is gathered throughout all assessment tasks such as: journal reflection, developing innovative strategies, developing PowerPoint slideshows, using Blooms taxonomy, mind mapping, six thinking hats and other tools and techniques used.

**VBP633 METACOGNITION**
**Content:** Participants will learn to develop the metacognitive skills of learners.
**Nominal Hours:** 8 Hours
**Assessment:** Integrated with VBP633, VBP634, VBP635, VBP637 and VBP638; Evidence of these units is gathered throughout all assessment tasks such as: journal reflection, developing innovative strategies, developing PowerPoint slideshows, using Blooms taxonomy, mind mapping, six thinking hats and other tools and techniques used.

**VBP634 CRITICAL THINKING**
**Content:** Participants will learn to develop the critical thinking skills of learners.
**Nominal Hours:** 12 Hours
**Assessment:** Integrated with VBP633, VBP634, VBP635, VBP637 and VBP638; Evidence of these units is gathered throughout all assessment tasks such as: journal reflection, developing innovative strategies, developing PowerPoint slideshows, using Blooms taxonomy, mind mapping, six thinking hats and other tools and techniques used.

**VBP635 CREATIVE THINKING**
**Content:** Participants will learn to develop the creative thinking skills of learners.
**Nominal Hours:** 8 Hours
**Assessment:** Integrated with VBP633, VBP634, VBP635, VBP637 and VBP638; Evidence of these units is gathered throughout all assessment tasks such as: journal reflection, developing innovative strategies, developing PowerPoint slideshows, using Blooms taxonomy, mind mapping, six thinking hats and other tools and techniques used.

**VBP637 DECISION-MAKING**
**Content:** Participants will learn to develop the decision-making skills of learners.
**Nominal Hours:** 8 Hours
**Assessment:** Integrated with VBP633, VBP634, VBP635, VBP637 and VBP638; Evidence of these units is gathered throughout all assessment tasks such as: journal reflection, developing innovative strategies, developing PowerPoint slideshows, using Blooms taxonomy, mind mapping, six thinking hats and other tools and techniques used.

**VBP894 INTEGRATE GENERIC SKILLS INTO TEACHING PRACTICE**
**Content:** Participants will learn to identify generic skills and to integrate them within teaching practice.
**Nominal Hours:** 15 Hours
**Assessment:** Develop a delivery strategy and assessment task/s that incorporate the Employability skills evident in a unit of competency you are teaching.
CONTINUING EDUCATION

Below are details of courses offered by Continuing Education in 2008. This information is also available online on the University’s searchable courses database at www.vu.edu.au/courses.

NOTE: Courses available to international students are marked with the (I) symbol.

VICTORIAN CERTIFICATE OF APPLIED LEARNING (FOUNDATION)

Course Code: 21352VIC

Campus: Footscray Nicholson, Newport or Sunshine, depending on stream.

Career Opportunities
A senior school leaving qualification for students 15-19 years.

Scope of Delivery
This course is delivered on a full-time basis.

Course Objective
The Victorian Certificate of Applied Learning (VCAL) provides options for young people exploring work pathways and further education. The emphasis is on practical, experiential education and training, i.e., “hands-on” learning giving young people skills and knowledge relevant to work and life. It develops skills by concentrating on: literacy and numeracy; work related skills; industry specific skills; and personal and employability skills.

Entry Requirements
Student entry point is dependent on a pre-course assessment and would start at the level which matches needs and abilities.

Course Duration
One year full-time.

Course Structure
The VCAL has three levels – Foundation, Intermediate and Senior. Currently only Foundation and Intermediate levels are offered.

Victorian Certificate of Applied Learning (Foundation) – Return to Study

This return to study program includes subjects from the VCE, the VCAL and VET, work placements and individualised vocational pathway planning. The course focuses on developing “learning to learn” skills, continuing literacy and numeracy learning and preparation for further study and/or employment. As part of the program students may opt to include a VET subject selected from a range of VET programs offered at VU. Information Technology (IT) and multimedia projects are also offered as core VET units for all students undertaking this program. Students study at Footscray Nicholson campus.

Victorian Certificate of Applied Learning (Foundation) – ‘Try a Trade’

This program is designed to give young people the opportunity to experience a range of trades in the form of ‘taster’ programs. Students study different trade areas, undertake work placement and continue to work on communication skills, literacy and numeracy. Trade areas include: Metal Fabrication; Automotive; Bricklaying; Painting & Decorating; Sign Writing; Carpentry; Transport & Distribution; Welding; Spray Painting. Students study at Footscray and Sunshine campuses.

Victorian Certificate of Applied Learning (Foundation) – ESL

This program is designed to support the learning and employment needs of ESL youth. Students learn about work opportunities and practices and undertake a supported work placement. They undertake community projects and participate in a health and recreation program. Concurrently, students receive intensive English language tuition and support and individualised vocational pathway planning. Students study at Footscray Nicholson campus.

VICTORIAN CERTIFICATE OF APPLIED LEARNING (INTERMEDIATE)

Course Code: 21352VIC

Campus: Newport, Sunshine or City King, depending on stream.

Career Opportunities
A senior school leaving qualification for students 15-19 years.

Scope of Delivery
This course is delivered on a full-time basis.

Course Objective
The Victorian Certificate of Applied Learning (VCAL) provides options for young people exploring work pathways and further education. The emphasis is on practical, experiential education and training, i.e., “hands-on” learning giving young people skills and knowledge relevant to work and life. It develops skills by concentrating on: literacy and numeracy; work related skills; industry specific skills; and personal and employability skills.

Entry Requirements
Student entry point is dependent on a pre-course assessment and would start at the level which matches needs and abilities.

Course Duration
One year full-time.

Course Structure
The VCAL has three levels – Foundation, Intermediate and Senior. Currently only Foundation and Intermediate levels are offered.

Victorian Certificate of Applied Learning (Intermediate) – Automotive

This themed Intermediate VCAL is designed to provide students with extensive opportunities to gain practical skills and knowledge through hands-on learning, project work and through actual work placements in the automotive industry. Students are also enrolled in the full Certificate II in Automotive Technology Studies allowing students to graduate with the VCAL Certificate and the Certificate II which has direct employment benefits for those seeking apprenticeships in the automotive industry. Students study at Newport Campus.

Victorian Certificate of Applied Learning (Intermediate) – Building & Construction

The VCAL in Building and Construction develops a range of technical and trade skills and provides pathways into employment in the industry. Students will undertake extensive studies in carpentry, joinery, bricklaying, plumbing, and painting and decorating. Team projects, structured work placement, themed literacy, numeracy and communication skills are also offered as part of the overall delivery of this program. Students study at Newport and Sunshine campuses.

Victorian Certificate of Applied Learning (Intermediate) – Hair & Beauty

This themed VCAL develops a range of technical skills and provides pathways into the personal services field of employment. Students undertake the full Certificate II in Hairdressing as part of the program as well as over 300 hours of modules from Make-up Artistry, Modelling, Nail Technology and Retail Operations. The VCAL core units of Literacy, Numeracy, Work Related Skills and Personal Development develop critical life and work skills and are all themed to the Personal Services Industry to ensure interest and relevance for the students. Students study at City King campus.
COURSE IN GATEWAY TO NURSING AND HEALTH SCIENCES
Course Code: 21379VIC
Campus St Albans.
Career Opportunities
This is an academic skills bridging course that leads to nursing and other health sciences courses.
Scope of Delivery
The course is offered on a full-time basis.
Course Objectives
The course provides students with the knowledge, skills and confidence required to successfully participate in nursing and other health sciences courses.
Entry Requirements
To qualify for admission to the course, applicants must demonstrate to the satisfaction of the Head of Department that they possess:
- competency in reading, and writing, equivalent to the National Reporting System Level 4, and
- numeracy skills equivalent to the National Reporting System Level 2.
The general English language proficiency of students entering the course will be a minimum of the Australian Second Language Proficiency Rating 2+ or IELTS 6.
Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning, or from work and/or life experience.
Selection Procedures/Selection Criteria
Applicants must submit a TAFE Direct Entry form, and will be contacted by mail to attend an interview at the St Albans campus. Applicants to the course will be interviewed and required to undertake a literacy and numeracy assessment in order to demonstrate competency at the above level.
Course Duration
This course is conducted over 18 weeks, or one semester, on a full-time basis.
Course Structure
Unit Code Hours
Core Units of Study
VBM510 LEARNING TO LEARN 90
VBM692 NUMERACY AND MATHEMATICS II 100
VBN049 HUMAN BIOLOGY FOR HEALTH SCIENCES 70
Elective Units of Study
Unit Code Hours
VBN050 CHEMISTRY FOR THE LIFE SCIENCES 50

COURSE IN PREPARATION FOR TERTIARY STUDIES (ARTS)
Course Code: 21380VIC
Campus St Albans.
Career Opportunities
Upon successful completion of all modules, students will be eligible to graduate with the award of Course in Preparation for Tertiary Studies (Arts).
Scope of Delivery
The course may be offered on a full-time or part-time basis.
Course Objective
This course provides a pathway for those returning to study. The course also aims to provide introductory content in a range of disciplines within the humanities and equip students with the necessary discourse within which to frame their academic writing.
Entry Requirements
To qualify for admission to the course, applicants must demonstrate to the satisfaction of the Head of Department that they possess competency in speaking, reading, and writing, at a minimum of Level 4 of the Certificate of General Education for Adults or Level 4 Certificate in English as a Second Language (Academic).
Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning, or from work and/or life experience.
Selection Procedures/Selection Criteria
All applicants who wish to study will be asked to meet with a teacher for an initial assessment and placement interview.
Course Duration
The course is offered on a full-time basis over 180 nominal hours or part-time equivalent.
Course Structure
Unit Code Hours
Core Units of Study
VBQU226 APPLY ESSENTIAL FURTHER STUDY SKILLS 90
VBQU227 RESEARCH FIELDS OF STUDY AND ENQUIRY 40
VBN048 HUMANITIES LECTURE PROGRAM THEORY AND PRACTICUM 36

COURSE IN CONCURRENT STUDY
Course Code: 21731VIC
Campus Footscray Nicholson, Sunshine and St Albans.
Career Opportunities
No specific career outcomes.
Scope of Delivery
The course may be offered on a full-time or part-time basis.
Course Objective
The course enables participants to develop specific study skills; increase generic literacy, numeracy, computer and academic skills; build their confidence in a new academic environment; and have a better opportunity to access further education.
Entry Requirements
To qualify for admission to the course, applicants must be enrolled at Victoria University in another course of vocational or further education study. It is expected that participants will have literacy, numeracy and study skills equivalent to level 2 of the NRS.
Course Duration
The course is offered full-time over 200 nominal hours or part-time equivalent.
CONTINUING EDUCATION

Course Structure
Unit Code
Core Units of Study
All to be completed
VBQU045 ADOPT RECOMMENDED STUDY PRACTICES 45
VBQU046 MAINTAIN AN EFFECTIVE PERSONAL STUDY APPROACH 50
VBQU047 EVALUATE AND ADOPT APPROPRIATE LEARNING STRATEGIES 50
VBQU048 DEVELOP AND IMPLEMENT AUTONOMOUS LEARNING 50
VBQU044 PREPARE TO STUDY 5

COURSE IN INITIAL GENERAL EDUCATION FOR ADULTS
Course Code: 21770VIC

Campus Footscray Nicholson and Sunshine.

Career Opportunities
Further education and training.

Scope of Delivery
Full time or part-time.

Course Objective
The course aims to provide a general education. That is, initial skill development in reading, writing and numeracy, and skill development in a variety of areas to meet personal needs and to facilitate participation in the community, or other workplace and further education and training.

On successful completion of this course a participant will be able to:

- develop a learning plan and portfolio with support
- read and interpret a limited range of short, simple and personally relevant texts
- create short simple, personally relevant texts
- recognise simple mathematical information in familiar and everyday situations.

Entry Requirements
Selection of participants for General Education for Adults courses would normally be based on their need to develop literacy, numeracy and general education skills.

Participants in the 21770VIC Course in Initial General Education for Adults will have emerging literacy and numeracy skills, and may have some skills at level 1 of National Reporting System (NRS).

There are no formal entry requirements for the course but participants should have sufficient communication skills to undertake assessment.

Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning, or from work and/or life experience.

Selection Procedures/Selection Criteria
All applicants will be asked to attend an initial assessment and placement interview.

Course Duration
The course may be offered on a full-time basis over 250 – 260 nominal hours or part-time equivalent. Average duration of the course delivered on a full-time basis is one year.

Course Structure
Unit Code
Core Units of Study
Core Units of Study – Reading
Choose three from the following:
VBQU105 DEVELOP A LEARNING PLAN AND PORTFOLIO WITH SUPPORT 10
VBQU106 ENGAGE WITH SHORT SIMPLE TEXTS FOR PERSONAL PURPOSES 15
VBQU107 ENGAGE WITH SHORT SIMPLE TEXTS FOR LEARNING PURPOSES 15
VBQU108 ENGAGE WITH SHORT SIMPLE TEXTS FOR EMPLOYMENT PURPOSES 15
VBQU109 ENGAGE WITH SHORT SIMPLE TEXTS TO PARTICIPATE IN THE COMMUNITY 15

Core Units of Study – Writing
Choose three from the following:
VBQU110 CREATE SHORT SIMPLE TEXTS FOR PERSONAL PURPOSES 15
VBQU111 CREATE SHORT SIMPLE TEXTS FOR LEARNING PURPOSES 15
VBQU112 CREATE SHORT SIMPLE TEXTS FOR EMPLOYMENT PURPOSES 15
VBQU113 CREATE SHORT SIMPLE TEXTS TO PARTICIPATE IN THE COMMUNITY 15

Core Units of Study – Numeracy and Mathematics
Choose two from the following:
VBQU114 RECOGNISE TIME, MONEY AND DIRECTIONS 45
VBQU115 RECOGNISE MEASUREMENT AND DESIGN 45
VBQU116 RECOGNISE NUMERICAL AND STATISTICAL INFORMATION 45

Elective Units of Study
Special Interest Electives – choose units to a total of 60 – 70 hours
(a) Verbal Communication
VBQU166 DEVELOP VERBAL COMMUNICATION SKILLS 20

(b) Computing skills
VBQU167 USE COMPUTER LANGUAGE AND PERFORM SIMPLE COMPUTING TASKS 20
VBQU168 ACCESS THE INTERNET FOR LANGUAGE LEARNING 20

(c) General
VBQU169 COMPLETE A PROJECT WITH SUPPORT 20
VBQM474 AUSTRALIAN ENVIRONMENT 20
RTC2704A PROVIDE BASIC FIRST AID 10

Successful completion of the 21770VIC Course in Initial General Education for Adults requires the successful completion of:
1 Core units
3 Core Skills – Reading
3 Core Skills – Writing
2 Core Skills – Numeracy & Mathematics
60 – 70 hours Special Interest Electives.
Women’s Programs
This course is delivered within the Women’s Education program area at Footscray Nicholson and Sunshine campuses. Women’s Programs provide training and education for mature age women. These programs are designed to meet the needs of women wanting to return to study or the workforce, or who want to improve their skills.

VICTORIAN CERTIFICATE OF EDUCATION (I)
Course Code: 2200LZV
Campus Footscray Nicholson.
Career Opportunities
Further education.
Scope of Delivery
This course may be offered on a full-time or part-time basis.
Course Objective
VCE stands for the Victorian Certificate of Education that is the Year 11 and 12 taught at most Victorian Secondary Schools. The Victorian Curriculum and Assessment Authority issues the VCE. All students throughout the state do the same course. The VCE is the entrance requirement for most TAFE and tertiary (university) courses and is increasingly becoming a pre-requisite for employment in many areas.
Entry Requirements
To qualify for admission to the course, applicants must demonstrate to the satisfaction of the Program Manager that they are capable of successfully completing the course. Although this is primarily a course for adults, those younger than 18 are also considered on application if spaces are available. VCAA considers an adult student to be one who is at least 18 years of age at 1st January and at least one year out of school.
Selection Procedures/Selection Criteria
Students are expected to attend an interview prior to enrolment. At that interview literacy and numeracy may be assessed in response to student course selection. Students over 18 may enrol directly into Units 3 and 4. However if students wish to study Maths and Science subjects at: Unit 3 and 4 – prerequisite courses of Units 1 and 2 must be completed. All students over 18 are eligible for enrolment.
Course Duration
One-year full-time or equivalent part-time, though students can take as many years as needed to satisfactorily complete VCE. Units 1 & 2 are run over 18 weeks each, with two hour classes scheduled twice a week. Units 3 & 4 are 17 week in duration and are also scheduled twice in two hour blocks. In addition to these hours, students will need to allow 4 -6 hours outside the class time for each unit of study.
Course Structure
Adult students returning to study can gain their VCE by completing 8 units, 6 units at 3 and 4 level, plus 2 units of English at either Unit 1 and 2 level or Unit 3 and 4 level. Each unit is a half year (semester) of study. Units 3 and 4 in a subject must be completed in the same year.
If students intend to undertake tertiary study in the future they are advised to do some units at 1 and 2 level in preparation for tackling Units at 3 and 4 level. This is essential for Mathematics and Science subjects. Students should check the pre-requisites suggested for units in the information brochure. Students can combine subjects from full-time and part-time attempts. Subjects obtained prior to the introduction of VCE can also be counted. Subjects can be done at more than one institution in the same year. Continuing students, i.e., students who have completed Units 1 and 2 in the previous year, require 16 units: details on request.

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Year 12 Core Units of Study

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**GENERAL ENGLISH**

**Course Code:** 3113TU0107A-I

**Campus:** City Flinders.

**Career Opportunities**

English for everyday living skills and travel purposes, further education in Australia or enhancement of employment opportunities in home country.

**Scope of Delivery**

Course delivery is flexible. Students are assessed every five weeks and can remain in the same level or can move to a higher level depending on assessment results.

**Course Objective**

The General English (GE) course aims to:

- develop students' confidence in using English for general purposes;
- develop students' English proficiency so they can focus on English for Academic Purposes once they have attained the Intermediate level of English; and
- improve students' skills in the areas of speaking, listening, reading and writing in order to communicate effectively in English in both formal and informal settings.

**Entry Requirements**

Students are assessed on enrolment as having a lower intermediate level of English. This is approximately equivalent to an IELTS 4 (entry to TAFE is generally 5.5 and to Higher Ed generally 6.0). According to ESOS regulations, all students on a student visa must study for 25 hours a week. As such, all ELI courses are delivered according to this requirement.

**Selection Procedures/Selection Criteria**

Applicants to the course are required to complete an ELICOS Application Form and submit evidence in order to demonstrate competency at the above level. Placement is based on the English Language Institute ELICOS Placement Test and an oral interview.

**Course Duration**

The course can be delivered in 5, 10, 20 and 40 week options. The time required to reach the intermediate level will vary from student to student and will depend on the individual’s entrance level, educational and language background, learning strategies, application and motivation.

**Course Structure**

**Entry Levels**

Level 1 Beginner
Level 2 Elementary
Level 3 Lower Intermediate
Level 4 Intermediate
Level 5 Upper Intermediate
Level 6 Advanced

The General English courses can stand alone or can articulate into various English for Specific Purposes type courses after reaching the Intermediate level such as English for Academic Purposes. Flexible entry and exit arrangements are possible. Currently, ELI is only delivering one General English course which is at a lower intermediate level. The course is structured thematically and teaches the IELTS testing areas – reading, writing, listening and speaking.

**Units of Study**

Units at the Lower Intermediate level include:

- Orientation to living in Melbourne
- Shopping
- Food and Cooking
- Health
- Accommodation
- Getting around (Transportation)
- Education
- Travel
- Festivals and Cultural Celebrations
- CALL (Computer Assisted language learning)
- SAC-Self Access
Assessment
Assessment is based on satisfactory completion of set tasks and satisfactory attendance and participation in class activities. Main forms of assessment used in the course are as follows: journal, reading and listening tasks, writing folio, vocabulary book, oral presentation, role plays, reader. Students receive a formal graded report at the end of each 10 week course. Please note that in order to be granted a certificate at the end of a course, students must have completed all tasks to a satisfactory level and must have a minimum 80 per cent attendance rate.

ENGLISH FOR ACADEMIC PURPOSES: TAFE PREPARATION AND UNIVERSITY PREPARATION (I)

Course Code: 3113TU0207A-I

Campus City Flinders.

Career Opportunities
The TAFE and University Preparation courses provide a specific study focus bridging course prior to entry into TAFE and higher education mainstream studies.

Scope of Delivery
Course delivery is flexible. Students are assessed every five weeks and can remain in the same level or can move to a higher level depending on assessment results.

Course Objective
The EAP courses aim to:
• improve language proficiency;
• sharpen academic skills in preparation for study at TAFE, undergraduate and postgraduate level at VU; and
• enable students to gain an understanding of Australian academic culture.

Entry Requirements
New students are tested upon enrolment and placed in an appropriate class. IELTS test results are also used as a placement tool. An overall IELTS 4.5, or equivalent, is required for entry into the Intermediate class. An overall IELTS 5 with no subtest less than 5.0, or equivalent, is required for entry into the Upper Intermediate course. An overall 5.5 with Reading and Writing 5.5 and other subtests not less than 5.0, or equivalent, is required for entry into the University Preparation Level 2 Course. An overall IELTS 6.0 with no subtest less than 6.0, or equivalent, is required for entry into the University Preparation Level 1 Course. According to ESOS regulations, all students on a student visa must study for 25 hours a week. As such, all ELI courses are delivered according to this requirement.

Selection Procedures/Selection Criteria
Applicants to the course are required to complete an ELICOS Application Form and submit evidence in order to demonstrate competency at the above level. Placement is based on the English Language Institute ELICOS Placement Test and an oral interview.

Course Duration
25 hours per week for 5, 10, 15 or 20 weeks, depending on the individual’s entrance level, educational and language background, learning strategies, application and motivation. The time required to reach each level will vary from student to student however, on average, it takes students ten weeks to complete each level.

Course Structure
Entry Levels
• EAP TAFE Preparation – Intermediate
• EAP TAFE Preparation – Upper Intermediate
• EAP TAFE Preparation – Advanced
• EAP University Preparation Level 2
• EAP University Preparation Level 1

The above entry levels in the EAP stream consist of the following:
• EAP – Intermediate; this course introduces students to basic academic language skills;
• EAP – Upper Intermediate/Advanced; this course further develops students academic language skills for entry into VU TAFE courses;
• EAP – Direct Entry University Preparation 2 (UP2) for VU undergraduate entry; successful completion of this specialised 10-week program gives students entry to VU undergraduate courses; and
• EAP – Direct Entry University Preparation 1 (UP1) for VU postgraduate entry; successful completion of this specialised 10-week course gives students entry to VU postgraduate courses which require IELTS 6.5 with no subtest below 6.0. Please note that for postgraduate courses in Law and Education which require IELTS 7.0 with no subtests below 6, you must achieve higher grades on the UP1 course and/or submit an IELTS score of 7.0 with no subtest below 6.0.

Units of Study
The course is divided into 4 five week modules at both the Intermediate and Upper Intermediate levels. Each module focuses on a specific genre. The modules are as follows:
• Module 1A – Orientation/Description
• Module 1B – Comparison/Contrast
• Module 2A – Pathways and Processes
• Module 2B – Argument/Social issues

An additional module that is held in intake 1 is Cause/Effect. This is offered at Upper Intermediate only. The UP2 and UP1 courses are both specialised 10 week EAP Direct Entry courses. The focus is on academic Listening, Speaking, Reading, Writing, and Research Skills.

Assessment
For all EAP courses assessment is based on satisfactory completion of set tasks and satisfactory attendance and participation in class activities. Main forms of assessment used in the course are as follows: essay, case studies, formal report, summary writing, timed writing and tests. Students receive a formal graded report at the end of each 10 week course. Please note that in order to be granted a certificate at the end of a course, students must have completed all tasks to a satisfactory level and must have a minimum 80 per cent attendance rate.

IELTS PREPARATION

Course Code: 3113TU0307A-I

Campus City Flinders.

Career Opportunities
Comprehensive preparation for and practice of the skills required in the IELTS test.

Scope of Delivery
Course delivery is flexible. Students are assessed every five weeks and can remain in the same level or can move to a higher level depending on assessment results.
CONTINUING EDUCATION

Course Objective
This 10-week course is offered at Upper Intermediate level and prepares students to sit the IELTS. The course aims to allow students to:
• improve their general levels of English proficiency;
• become familiar with the IELTS format; and
• improve the test-taking strategies that are appropriate to the IELTS test.

Entry Requirements
The prerequisite is an Upper Intermediate level of English (according to the Victoria University, English language Institute descriptors).

Selection Procedures/Selection Criteria
Applicants to the course are required to complete an ELICOS Application Form and submit evidence in order to demonstrate competency at the above level. Placement is based on the English Language Institute ELICOS Placement Test and an oral interview.

Course Duration
125 hours or 250 hours, i.e., 5 or 10 weeks.

Course Structure
Units of Study
The course is structured thematically and teaches the IELTS testing areas – reading, writing, listening and speaking through the following themes:
• Communication /the Arts
• The Environment
• Technology
• Gender Issues
• Health/Social Issues
• Test Taking Strategies

There are multiple entry and exit points for students doing the IELTS Preparation course. IELTS scores can be used to gain entry into further English courses or into mainstream courses at Victoria University or at other tertiary institutions.

Assessment
Main forms of assessment used in the course are as follows: essays, oral presentations, personal journals, timed writing and practice IELTS tests. Assessment is based on satisfactory completion of set tasks and satisfactory attendance and participation in class activities. Please note that in order to be granted a certificate at the end of a course, students must have completed all tasks to a satisfactory level and must have a minimum 80 per cent attendance rate.

ENGLISH FOR OVERSEAS TEACHERS OF ENGLISH

Course Code: 3113TU0507A-I

Campus City Flinders.

Career Opportunities
Professional development for teachers of English.

Scope of Delivery
Course delivery is flexible. Content and delivery can be negotiated with the various university group and/or agent. The course is run as a study tour. Students are usually either primary or secondary teachers in their country of origin.

Core Units of Study
• Teaching Methodology
• Teaching Skills
• Approaches to language Teaching and Learning
• Communication Skills and Language Proficiency

Assessment
Main forms of assessment used in the course are as follows: observational journal; report; presentation. Assessment is based on satisfactory completion of set tasks and satisfactory attendance and participation in class activities. Please note that in order to be granted a certificate at the end of a course, students must have completed all tasks to a satisfactory level and must have a minimum 80 per cent attendance rate.

ENGLISH FOR HEALTH SCIENCES

Course Code: 3113TU0607A-I

Campus City Flinders.

Career Opportunities
Further study or employment in the Health Sciences area.

Scope of Delivery
Course delivery is flexible. Students are assessed every five weeks and can remain in the same level or can move to a higher level depending on assessment results.

Course Objective
This course is offered at Upper Intermediate level and is designed to prepare students for further study or employment in the Health Sciences area. It is envisaged that students exiting this course will take up positions commensurate with their needs at TAFE or universities either in undergraduate or postgraduate courses in Australia.

Entry Requirements
The English entry level for this course is Upper Intermediate.
Selection Procedures/Selection Criteria
Applicants to the course are required to complete an ELICOS Application Form and submit evidence in order to demonstrate competency at the above level. Placement is based on the English Language Institute ELICOS Placement Test and an oral interview. Students will be asked to take a longer or shorter ELICOS course depending on the results of the ELI placement test, their performance in class, their background in learning and using English, and previous test results.

Course Duration
10 weeks.

Course Structure
Study areas comprise the following objectives:
• to develop communication skills and language proficiency
• to demonstrate a general knowledge of medical terminology
• to understand a range of issues that relate to Health Sciences in Australia
• to develop study skills appropriate to the chosen tertiary course
• to become familiar with technology related to language learning.

Assessment
Participants will be given feedback in the form of a written report on all assessment tasks, a mid course report and a final course report. Additional feedback may also be given in the form of academic counselling by the class teacher in consultations with the student services counsellor. Assessment is based on satisfactory completion of set tasks and satisfactory attendance and participation in class activities. Please note that in order to be granted a certificate at the end of a course, students must have completed all tasks to a satisfactory level and must have a minimum 80 per cent attendance rate.

COURSE IN PRELIMINARY SPOKEN AND WRITTEN ENGLISH
Course Code: 90989NSW
Campus Footscray Nicholson, Werribee and Sunshine.

Career Opportunities
Further education and general employment.

Scope of Delivery
The course may be offered on a full time or part-time basis.

Course Objective
The course develops language and literacy skills.

Entry Requirements
To qualify for admission to the course, applicants must demonstrate at interview that they are capable of successfully completing the course.

Selection Procedure/Selection Criteria
Applicants undergo a pre-course English Language Assessment to determine appropriate course placement. If the number of external applicants exceeds available places, then the applicants are ranked according to their date of application.

Course Duration
200 hours offered on a full time or part-time basis.

Course Structure

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Women's Programs
This course is delivered by Women's Education programs at Footscray Nicholson campus. Women's Programs provide training and education for mature age women. These programs are designed to meet the needs of women wanting to return to study or the workforce, or who want to improve their skills.

Assessment: As stipulated in the curriculum document assessment will be conducted through meaningful activities and, wherever possible, integrated into and spread throughout the course. Assessment may be through: teacher observation, oral or written assignment, role play, discussion, demonstration, presentation, oral or written test, or questioning.
SUBJECTS

Below are subject details for courses offered by Continuing Education in 2008.

IMPORTANT NOTE: Not all elective subjects for courses offered by the school are listed below. There are numerous elective possibilities that the school can choose to offer and those selected will vary from year to year. Details of these electives will be advised by the school.

AC011 ACCOUNTING 1 & 2
Content: Unit 1 focuses on accounting and financial management for a small business. The unit introduces the fundamental processes of recording, reporting and analysing financial information required for sole-proprietor service businesses. Unit 2 focuses on the accounting and financial operations of a sole proprietor trading business. The unit introduces an accounting system using the accrual approach for recording and reporting, which recognises the impact of credit transactions.
Nominal Hours: 72 Hours each
Assessment: Demonstration of performance to 'Satisfactory' standard on a selection of Assessment tasks: exercises, tests, assignments, presentations etc.

AC012 ACCOUNTING 1 & 2
Content: This unit focuses on the accounting and financial operations of a sole proprietor trading business. The unit introduces an accounting system using the accrual approach for recording and reporting, which recognises the impact of credit transactions. Students look at tools of analysis and interpretation in order to assist in the evaluation of business performance.
Nominal Hours: 72 Hours
Assessment: Demonstration of performance to 'Satisfactory' standard on a selection of Assessment tasks: exercises, tests, assignments, presentations etc.

AC033 ACCOUNTING 3
Content: This unit focuses on accounting and financial issues of a small trading business, operating as a sole proprietor. The unit introduces a double entry system using the accrual basis of accounting. It emphasises the role of accounting as an information system and the role of ICT in completing procedures. It also investigates alternative approaches in accounting and their impact on financial reports.
Nominal Hours: 68 Hours
Assessment: SAC 17% & Mid year Exam 33%.

AC034 ACCOUNTING 4
Content: The unit further develops the role of accounting in providing information, with the main focus on accounting information for management. It covers recording, reporting and budgeting for trading businesses, using perpetual inventory recording and reporting on the accrual basis.
Nominal Hours: 68 Hours
Assessment: SAC 17% & End of year Exam 33%.

BI011A BIOLOGY 1 & 2
Content: This unit examines ecosystems with their communities of living organisms and their non-living surroundings. It investigates the classification and identification of organisms and the nature of interactions that occur between living organisms and between organisms and their environments. The complex interactions that sustain life on Earth, the nature and effects of environmental change and issues of conservation are also considered. Students investigate the nature and characteristics of different ecosystems, the interdependence and relationships that exist within these ecosystems and changes that have occurred in ecosystems, both short term and long term, including changes caused by human influence. Students conduct and report on field and laboratory investigations related to the nature of ecosystems and the interrelationships of organisms within them.
Nominal Hours: 72 Hours each
Assessment: Demonstration of performance to 'Satisfactory' standard on a selection of Assessment tasks: exercises, tests, assignments, presentations etc.

BI012A BIOLOGY 1 & 2
Content: This unit examines the functional and structural characteristics of organisms, and the similarities and differences of structures and systems between plants and animals. The application of technology to explore, maintain and modify biological functions, and issues associated with the use of this technology, are also investigated. Students are required to examine and compare digestive, transport, respiratory, excretory and reproductive systems in plants and animals, and to relate these where relevant to their own health. They also look at the diverse ways by which organisms obtain their energy and matter requirements.
Nominal Hours: 72 Hours
Assessment: Demonstration of performance to 'Satisfactory' standard on a selection of Assessment tasks: exercises, tests, assignments, presentations etc.

BI033A BIOLOGY 3
Content: This unit examines the challenges to survival and the mechanisms which enhance the survival of individual organisms in the face of changing conditions, environmental extremes and challenges from other organisms. Cell structure and functioning and homeostasis are examined in theory and in practical work. The functioning of the human immune systems and the nature and treatment of infection and disease are investigated in relation to the characteristics of pathogenic organisms and agents, and the infected organism. Throughout the unit consideration is given to examples of the use of modern technology to increase the chance of survival of an organism when its control systems or defences are inadequate. Unit 3 has an external exam that is held in June along with school-assessed coursework throughout the semester.
Nominal Hours: 85 Hours
Assessment: SAC 17% & Mid year Exam 33%.

BI034A BIOLOGY 4
Content: This unit examines the mechanisms of inheritance, genes, DNA, mitosis and meiosis, and the causes of variation, both genetic and environmental. Recent advances in biotechnology are explored. An examination of the processes of evolution, including natural selection, leads to investigation of the origins and diversity of living organisms. Unit 4 has an external exam that is held in November along with school-assessed coursework throughout the semester. Each exam and the school-assessed coursework contribute equally to the overall final assessment for the subject.
Nominal Hours: 85 Hours
Assessment: SAC 17% End of year Exam 33%.

BM011 BUSINESS MANAGEMENT 1 & 2
Content: Small rather than large businesses make up the vast majority of all businesses in the Australian Economy. It is the small sector that provides a wide variety of goods and services for both consumers and industries, such as manufacturing, construction and retail. This, combined with the employment opportunities, makes the small business sector a vital component in the success, growth and stability of Australia. Small businesses are tangible to students as they are visible and often utilised in daily life. This unit provides an opportunity for students to explore the operations of a small business and its likelihood of success.
Nominal Hours: 72 Hours
Assessment: Demonstration of performance to 'Satisfactory' standard on a selection of Assessment tasks: exercises, tests, assignments, presentations etc.

BM012 BUSINESS MANAGEMENT 1 & 2
Content: This unit focuses on the importance of effective communication in achieving business objectives. It includes communication both internally and externally to business with special attention to the functions of marketing and public relations. Students develop knowledge of fundamental aspects of business communication and are introduced to skills related to its effective use in different contexts.
Nominal Hours: 72 Hours
Assessment: Demonstration of performance to 'Satisfactory' standard on a selection of Assessment tasks: exercises, tests, assignments, presentations etc.
BM033 BUSINESS MANAGEMENT 3
Content: In this unit students investigate how large-scale organisations operate. Students examine the context in which they conduct their business, focusing on aspects of their internal environment and then look at the operations management function. Students develop an understanding of the complexity and challenge of managing large organisations and have the opportunity to compare theoretical perspectives with practical applications.
Nominal Hours: 72 Hours
Assessment: SAC 25 % (see Unit 4).

BM034 BUSINESS MANAGEMENT 4
Content: The unit continues the examination of corporate management. It commences with a focus on the human resource management function. Students learn about the key aspects of this function and strategies used to most effectively manage human resources. The unit concludes with an analysis of the management of change. Students learn about key change management processes and strategies and are provided with the opportunity to apply these to a contemporary issue of significance.
Nominal Hours: 72 Hours
Assessment: SAC 25 % & End of Year Exam 50%.

CHO11A CHEMISTRY 1 & 2
Content: This unit examines a range of chemical processes and activities through the study of common materials. The chemical nature of materials is explored through an investigation of their properties and their modification. This examination of materials aims to familiarise students with the structures of substances in everyday use. The properties of water are related to its importance to life and its use as a medium for chemical reactions. The application of these concepts to the structures of surfaces and the nature of interactions occurring at surfaces is also included in this unit.
Nominal Hours: 72 Hours each
Assessment: Demonstration of performance to 'Satisfactory' standard on a selection of Assessment tasks: exercises, tests, assignments, presentations etc.

CHO12A CHEMISTRY 1 & 2
Content: This unit examines a wide range of chemical reactions with emphasis on the writing of chemical equations and performance of calculations based on them. Appropriate chemical concepts are introduced and students are encouraged to evaluate the environmental impact of human activity on the biosphere.
Nominal Hours: 72 Hours
Assessment: Demonstration of performance to 'Satisfactory' standard on a selection of Assessment tasks: exercises, tests, assignments, presentations etc.

CHO33A CHEMISTRY 3
Content: This unit adopts a global perspective by examining the large-scale industrial production of some chemicals. The work of chemists in these industries is examined. The investigation of quality control introduces students to a range of analytical techniques and the work of analytical chemists.
Nominal Hours: 85 Hours
Assessment: SAC 17% & Mid year Exam 33%.

CHO34A CHEMISTRY 4
Content: This unit examines the relationship between the production and use of energy in non-living and living systems. It provides an opportunity to revisit the concepts of the mole, chemical reactions, stoichiometry, equilibrium, organic chemistry and atomic structure, and illustrates the development of chemical ideas within the context of the Periodic Table.
Nominal Hours: 85 Hours
Assessment: SAC 17% & End of year Exam 33%.

EN011 ENGLISH 1 & 2
Content: Students will be required to demonstrate achievements of three outcomes. Students should be able to: Identify and discuss ideas, themes and issues in set texts, and to construct a personal response; Communicate effectively in writing, taking into account context, purpose and audience; Explore ideas and issues orally, giving considered reasons for a point of view and listening actively to the views of others.
Nominal Hours: 72 Hours each
Assessment: Demonstration of performance to 'Satisfactory' standard on a selection of Assessment tasks: exercises, tests, assignments, presentations etc.

EN012 ENGLISH 1 & 2
Content: Students will be required to demonstrate achievements of three outcomes. Students should be able to: Construct responses to set texts and Australian media texts; Produce effective written texts for a range of purposes and audiences; Comment orally on the key ideas and information conveyed in non-print texts and identify and analyse verbal and non-verbal methods of presentation.
Nominal Hours: 72 Hours
Assessment: Demonstration of performance to 'Satisfactory' standard on a selection of Assessment tasks: exercises, tests, assignments, presentations etc.

EN013 ENGLISH 3
Content: Students will be required to demonstrate achievements of two outcomes. Students should be able to: Discuss in detail the ideas, experiences and issues dealt with in a selected text and in current media texts; Present complex ideas and information to an audience through prepared oral presentation.
Nominal Hours: 68 Hours
Assessment: SAC 25 % & End of Year Exam 50%.

EN014 ENGLISH 4
Content: Students will be required to demonstrate achievements of two outcomes. Students should be able to: Develop and justify a detailed interpretation of selected texts; Communicate complex ideas and information effectively through finished writing for different purposes.
Nominal Hours: 68 Hours
Assessment: SAC 25 % & End of Year Exam 50%.

EN093 ENGLISH (ESL) 3
Content: Students will be required to demonstrate achievements of two outcomes. Students should be able to: Discuss in detail the ideas, experiences and issues dealt with in a selected text and in current media texts; Present complex ideas and information to an audience through prepared oral presentation.
Nominal Hours: 102 Hours
Assessment: SAC 25 % (see Unit 4).

EN094 ENGLISH (ESL) 4
Content: Students will be required to demonstrate achievements of two outcomes. Students should be able to: Develop and justify a detailed interpretation of selected texts; Communicate complex ideas and information effectively through finished writing for different purposes.
Nominal Hours: 102 Hours
Assessment: SAC 25 % & End of Year Exam 50%.

EN111 ENGLISH AS A SECOND LANGUAGE 3 & 4
Content: Students will be required to demonstrate achievements of three outcomes. Students should be able to: Identify and discuss ideas, themes and issues in set texts, and to construct a personal response; Communicate effectively in writing, taking into account context, purpose and audience; Explore ideas and issues orally, giving considered reasons for a point of view and listening actively to the views of others.
Nominal Hours: 108 Hours each
Assessment: Demonstration of performance to 'Satisfactory' standard on a selection of Assessment tasks: exercises, tests, assignments, presentations etc.

EN112 ENGLISH AS A SECOND LANGUAGE 3 & 4
Content: Students will be required to demonstrate achievements of three outcomes. Students should be able to: Construct responses to set texts and Australian media texts; Produce effective written texts for a range of purposes and audiences; Comment orally on the key ideas and information conveyed in non-print texts and identify and analyse verbal and non-verbal methods of presentation.
Nominal Hours: 108 Hours
Assessment: Demonstration of performance to 'Satisfactory' standard on a selection of Assessment tasks: exercises, tests, assignments, presentations etc.
HH033 HEALTH & DEVELOPMENT 3
Content: Students explore the diversity of health outcomes within our population that are the result of factors such as biology, socio-economic status, lifestyle, inherited lifestyle, behaviour, knowledge, attitudes and beliefs.
Nominal Hours: 68 Hours
Assessment: SAC 25 % (see Unit 4).

HH034 HEALTH & DEVELOPMENT 4
Content: This unit focuses on the developmental changes that occur as individuals move through the lifespan as well as an exploration of inherited factors that determine developmental potential. There is an analysis of the impact of a range of environmental factors that contribute to variations in health and developmental outcomes both between and within industrialised and developing countries.
Nominal Hours: 68 Hours
Assessment: SAC 25 % & End of Year Exam 50%.

HI083 AUSTRALIAN HISTORY 3
Content: These units examine the meanings that have been made of Australia’s past by historians, film makers, politicians, novelists, artists and others. Sources such as these are used to explore issues and problems involved with the role of history in society and the nature of historical inquiry. Students are required to demonstrate achievement of a set of major outcomes based on four areas of study. They are required to analyse representations of power and cultural identity; research and report on aspects of the way in which Australian people lived their lives during selected historical periods; and investigate and prepare essays on changes in the Australian economy and in the organisation and distribution of power.
Nominal Hours: 68 Hours
Assessment: SAC 25 % & End of Year Exam 50%.

HI084 AUSTRALIAN HISTORY 4
Content: These units examine the meanings that have been made of Australia’s past by historians, film makers, politicians, novelists, artists and others. Sources such as these are used to explore issues and problems involved with the role of history in society and the nature of historical inquiry. Students are required to demonstrate achievement of a set of major outcomes based on four areas of study. They are required to analyse representations of power and cultural identity; research and report on aspects of the way in which Australian people lived their lives during selected historical periods; and investigate and prepare essays on changes in the Australian economy and in the organisation and distribution of power.
Nominal Hours: 68 Hours
Assessment: SAC 25 % & End of Year Exam 50%.

IT011A INFORMATION TECHNOLOGY 1 & 2
Content: The focus of this unit is the study of how individuals use, and can be affected by, information technology in their daily lives. Students acquire and apply a range of knowledge and skills to create solutions that inform, persuade, educate or entertain. The output produced from solutions may be affected by, information technology in their daily lives. Students acquire and apply a range of knowledge and skills to create solutions that inform, persuade, educate or entertain. The output produced from solutions may be information, such as a flyer, or they may be actions, such as controlling the lights for a school musical. Students examine the functions and technical capabilities of hardware and software components and investigate how these components are configured to form a computer system. Students explore how their lives are affected by information technology. They critically evaluate the quality of information available from Internet sources and assess the social effects of using information technology for purposes of informing, persuading, educating or entertaining.
Nominal Hours: 72 Hours each
Assessment: Demonstration of performance to ‘Satisfactory’ standard on a selection of Assessment tasks: exercises, tests, assignments, presentations etc.

IT012A INFORMATION TECHNOLOGY 1 & 2
Content: The focus of this unit is the study of how individuals use, and can be affected by, information systems. Students acquire and apply a range of knowledge and skills to create solutions that assist in controlling systems or managing information. The output produced from solutions may be information, such as pay advice statements or actions, such as ringing of an alarm. Students also work in project teams to coordinate the creation of electronic publications. They evaluate the extent to which the publications fulfil social, legal and ethical responsibilities. Students examine the roles and functions of the components of information systems and investigate how these components are configured to form a small local area network. The proposed network is evaluated in terms of its potential economic effect on individuals or organisations.
Nominal Hours: 72 Hours
Assessment: Demonstration of performance to ‘Satisfactory’ standard on a selection of Assessment tasks: exercises, tests, assignments, presentations etc.

LS011A LEGAL STUDIES 1 & 2
Content: This unit introduces the difference between legal and non-legal rules, the Victorian court hierarchy and the process of making laws through Parliament. It provides an examination of the role of the police in criminal investigation and the procedures of a criminal trial. The concepts of fairness and justice are explored within the criminal justice system.
Nominal Hours: 72 Hours each
Assessment: Demonstration of performance to ‘Satisfactory’ standard on a selection of Assessment tasks: exercises, tests, assignments, presentations etc.

LS012A LEGAL STUDIES 1 & 2
Content: This unit introduces the principles of civil law and examines the processes and procedures involved in civil action and the possible defences to civil claims. It also provides an investigation into alternative avenues of dispute resolution and recent changes in the law and the implications for society (e.g. reproductive technology or computer fraud).
Nominal Hours: 72 Hours
Assessment: Demonstration of performance to ‘Satisfactory’ standard on a selection of Assessment tasks: exercises, tests, assignments, presentations etc.

LS034 LEGAL STUDIES 4
Content: This unit focuses on the function and jurisdiction of the courts, tribunals and alternative avenues of dispute resolution, and processes and procedures which operate with the Victorian legal system (civil and criminal). It also includes a review of the operation of the legal system, giving consideration of the strengths and weaknesses, and possible areas for change and reform.
Nominal Hours: 68 Hours
Assessment: SAC 25 % & End of Year Exam 50%.

LS033 LEGAL STUDIES 3
Content: This unit focuses on the institutions which determine laws and the processes by which laws are made. It considers why laws are necessary and the main types of laws which exist within the community. It also explores the way in which an individual working alone, or as a member of a group, can influence change to the law. The law is not static and is under constant review. Legal rules tend to reflect community values and are therefore constantly being modified as values change. This unit investigates the relationship between these values and the law.
Nominal Hours: 68 Hours
Assessment: SAC 25 % (see Unit 4).

MA071 GENERAL MATHEMATICS 1 & 2
Content: Unit 1 Statistics; Arithmetic; Functions and graphs; Algebra. Additional material involving trigonometry, geometry and/or probability may also be included.
Content: Unit 2 Geometry plus some or all of: Arithmetic; Functions and graphs; Trigonometry; Algebra; Probability.
Nominal Hours: 72 Hours each
Assessment: Demonstration of performance to ‘Satisfactory’ standard on a selection of Assessment tasks: exercises, tests, assignments, presentations etc.

MA072 GENERAL MATHEMATICS 1 & 2
Content: Each unit deals with specific content and is designed to enable students to achieve a set of outcomes. Each outcome is described in terms of key knowledge and skills.
Nominal Hours: 72 Hours
Assessment: Demonstration of performance to ‘Satisfactory’ standard on a selection of Assessment tasks: exercises, tests, assignments, presentations etc.
MA073 FURTHER MATHS 3
Content: Further Maths consists of a compulsory core, covering data handling and then a selection of three from five possible optional modules. This selection is determined by the Maths Faculty staff. The core content involves the topic of data handling with particular emphasis on simulation, correlation and regression, and time series analysis. The optional modules include: number patterns and applications; geometry and trigonometry; graphs and relations; business related maths; and networks and decision maths. In the past staff have chosen modules 2 (geometry and trigonometry), 4 (business related maths) and 5 (networks and decision maths). Students are required to: learn, practice and apply mathematical algorithms, routines and techniques by completing application tasks, written tests, assignments, short investigations, and finding solutions to standard problems.
Nominal Hours: 68 Hours
Assessment: SAC 25 % (see Unit 4).

MA074 FURTHER MATHS 4
Content: Further Maths consists of a compulsory core, covering data handling and then a selection of three from five possible optional modules. This selection is determined by the Maths Faculty staff. The core content involves the topic of data handling with particular emphasis on simulation, correlation and regression, and time series analysis. The optional modules include: number patterns and applications; geometry and trigonometry; graphs and relations; business related maths; and networks and decision maths. In the past staff have chosen modules 2 (geometry and trigonometry), 4 (business related maths) and 5 (networks and decision maths). Students are required to: learn, practice and apply mathematical algorithms, routines and techniques by completing application tasks, written tests, assignments, short investigations, and finding solutions to standard problem
Nominal Hours: 68 Hours
Assessment: SAC 14% & End of year Exam 66%.

MA081 MATHEMATIC METHODS 1 & 2
Content: This unit involves the study of probability, covering introductory probability; functions and graphs, covering graphical representation of linear and non-linear functions and relations; calculus, covering the analysis of properties of functions; and algebra, covering the use of formulas and equations to generalise and analyse work in the other areas. Students are required to: learn, practice and apply mathematical algorithms, routines and techniques by completing assignments, solving problems, providing short written responses, and finding solutions to standard problems.
Nominal Hours: 72 Hours each
Assessment: Demonstration of performance to ‘Satisfactory’ standard on a selection of Assessment tasks: exercises, tests, assignments, presentations etc.

MA082 MATHEMATIC METHODS 1 & 2
Content: This unit involves the study of probability, covering combinatorics and applications of combinatorics to probability; functions and graphs, covering graphical representation of circular and exponential functions; calculus, covering the analysis of properties of functions, approximating the behaviour of functions by lines and rectangles, and limits of approximations; and algebra, covering the use of formulas and equations to generalise and analyse work in the other areas. Students are required to: learn, practice and apply mathematical algorithms, routines and techniques by completing assignments, solving problems, providing short written responses, and finding solutions to standard problems.
Nominal Hours: 72 Hours
Assessment: Demonstration of performance to ‘Satisfactory’ standard on a selection of Assessment tasks: exercises, tests, assignments, presentations etc.

MA093 SPECIALIST MATHS 3
Content: Specialist Mathematics consists of the following areas of study: ‘Functions, relations and graphs’ ‘Algebra’, ‘Calculus’, ‘Vectors’ and ‘Mechanics’. Students are expected to be able to apply techniques, routines and processes, involving rational, real and complex arithmetic, algebraic manipulation, diagrams and geometric constructions, solving equations, graph sketching, differentiation and integration related to the areas of study, as applicable, both with and without the use of technology.
Nominal Hours: 72 Hours
Assessment: SAC 25 % (see Unit 4).

MA094 SPECIALIST MATHS 4
Content: Specialist Maths involves the study of coordinate geometry, functions and their graphs; trigonometry, proofs and solving equations; algebra, complex numbers; calculus, differential and integral calculus, differential equations; kinematics, velocity-time graphs; and vectors in two and three dimensions and mechanics. Students are required to: learn, practice and apply mathematical algorithms, routines and techniques by completing application tasks, written tests, assignments, short investigations and by finding solutions to standard problems.
Nominal Hours: 72 Hours
Assessment: SAC 22% & End of year Exam 66%.

MA101 FOUNDATION MATHS UNITS 1 AND 2
Content: This unit involves the study of space and shape, covering 2 and 3 dimensional objects; patterns in number, covering basic operations; handling data, covering preparation of graphs; and measurement and design, covering metric measurement. Students are required to: learn, practice and apply mathematical algorithms, routines and techniques by completing assignments, solving problems, providing short written responses, and finding solutions to standard problems.
Nominal Hours: 72 Hours
Assessment: Demonstration of performance to ‘Satisfactory’ standard on a selection of Assessment tasks: exercises, tests, assignments, presentations etc.

MA102 FOUNDATION MATHS UNITS 1 AND 2
Content: This unit involves the space and shape, covering drawing plans, making models and drawing diagrams; patterns in numbers, covering place value and decimals; handling data, covering interpretation of graphs; and measurement and design, covering problems involving measurement. Students are required to: learn, practice and apply mathematical algorithms, routines and techniques by completing assignments, solving problems, providing short written responses, and finding solutions to standard problems.
Nominal Hours: 72 Hours
Assessment: Demonstration of performance to ‘Satisfactory’ standard on a selection of Assessment tasks: exercises, tests, assignments, presentations etc.

MA133 MATHS METHOD 3
Content: These units involve the study of co-ordinate geometry, graphing numerous polynomial functions; trigonometric functions, solving a range of trigonometric equations; calculus, using appropriate rules to differentiate and antidifferentiate functions; properties of integrals, applying theoretical understanding to a range of practical situations; algebra, factorisation of polynomials, solution of exponential and logarithmic equations; and statistics and probability, with emphasis on empirical methods, random variables, probability distributions, normal distributions and hypergeometric distributions. Students are required to: learn, practice and apply mathematical algorithms, routines and techniques by completing assignments, solving problems, providing short written responses, and finding solutions to standard problems.
Nominal Hours: 68 Hours
Assessment: SAC 25 % (see Unit 4).

MA134 MATHS METHOD 4
Content: These units involve the study of co-ordinate geometry, graphing numerous polynomial functions; trigonometric functions, solving a range of trigonometric equations; calculus, using appropriate rules to differentiate and antidifferentiate functions; properties of integrals, applying theoretical understanding to a range of practical situations; algebra, factorisation of polynomials, solution of exponential and logarithmic equations; and statistics and probability, with emphasis on discrete random variables, binomial distributions, normal distributions and hypergeometric distributions. Students are required to: learn, practice and apply mathematical algorithms, routines and techniques by completing assignments, solving problems, providing short written responses, and finding solutions to standard problems.
Nominal Hours: 68 Hours
Assessment: SAC 25 % & End of Year Exam 50%.
**PH011 PHYSICS 1 & 2**

**Content:** This unit is an introduction to the nature and scope of physics in selected contexts. Core concepts covered include: the nature of light; properties of light; reflection and refraction at plane and curved surfaces; atoms and radioactivity; ionising radiation – alpha, beta, gamma; radiation and humans. Students also undertake a detailed study of a topic chosen from Astronomy, Medical Physics or Energy from the Nucleus.

**Nominal Hours:** 72 Hours each

**Assessment:** Demonstration of performance to 'Satisfactory' standard on a selection of Assessment tasks: exercises, tests, assignments, presentations etc.

**PH012 PHYSICS 1 & 2**

**Content:** This unit examines key concepts of mechanics and electricity in selected contexts. Concepts covered include: descriptions of motion – mathematical, graphical, textual; vector and scalar quantities; displacement, velocity and acceleration; forces; Newton's laws of motion; inertia; momentum; impulse; energy; kinetic energy; potential energy; electrical energy; voltage; current; conventional current; electron current; circuit theory; series and parallel circuits. Students also undertake a detailed study of a topic chosen from Cosmology, Aerospace Physics or Energy Alternatives.

**Nominal Hours:** 72 Hours

**Assessment:** Demonstration of performance to 'Satisfactory' standard on a selection of Assessment tasks: exercises, tests, assignments, presentations etc.

**PH033 PHYSICS 3**

**Content:** Unit 3 consists of two prescribed areas of study: Motion in one and two dimensions; Electronics and photonics; and a third area of study to be chosen from one of three detailed studies: Einstein's relativity; Investigating structures and materials, or Further electronics.

**Nominal Hours:** 85 Hours

**Assessment:** SAC 17% & Mid year Exam 33%.

**PH034 PHYSICS 4**

**Content:** Unit 4 consists of two prescribed areas of study: Interactions of light and matter; Electric power; and a third area of study to be chosen from one of three detailed studies: Synchrotron and applications, Photonics, or Recording and reproducing sound.

**Nominal Hours:** 85 Hours

**Assessment:** SAC 17% & End of year Exam 33%.

**PY011 PSYCHOLOGY 1 & 2**

**Content:** This unit introduces students to the scientific study of psychology as the investigation into human behaviour and the mental processes that determine it; including perception, cognition and emotion. Students learn about the use of theories, models and controlled observations to describe and explain human behaviour. In this context, human behaviour is examined in social situations where certain behaviours are seen to be a consequence of environmental processes. Individual development of cognitive and perceptual abilities is also explored. Areas of study include: Introduction to psychology; Social relationships; Development of individual behaviour

**Nominal Hours:** 72 Hours each

**Assessment:** Demonstration of performance to 'Satisfactory' standard on a selection of Assessment tasks: exercises, tests, assignments, presentations etc.

**PY012 PSYCHOLOGY 1 & 2**

**Content:** This unit introduces students to the different methods and models which describe and explain human behaviour. The unit focuses on internal physical, chemical and biological processes that influence behaviour. Methods of studying the differences in behaviour between people are evaluated and the study of individual behaviour in social situations is also explored. Ethical principles in the conduct of psychological research and practice are also included. Areas of study include: Introduction to neurons and nervous system; Individual differences; Social attitudes

**Nominal Hours:** 72 Hours

**Assessment:** Demonstration of performance to 'Satisfactory' standard on a selection of Assessment tasks: exercises, tests, assignments, presentations etc.

**PY033 PSYCHOLOGY 3**

**Content:** This unit focuses on the brain and the nervous system as a whole structure and investigates their role in affecting human behaviour. Brain research methods are examined and different approaches in psychology are integrated in a study of visual perception and states of consciousness. These approaches are used to explain behaviour in terms of internal physical and biological processes. Areas of study include: Brain and nervous system; Visual perception; States of consciousness.

**Nominal Hours:** 68 Hours

**Assessment:** SAC 17% & Mid year Exam 33%.

**PY034 PSYCHOLOGY 4**

**Content:** In this unit students study cognitive psychological methods through the concepts of memory and learning. The concept of behaviour is understood in terms of mental processing of information. Research studies are used to illustrate the application of statistical procedures to the development of models and theories of psychology. Areas of study include: Memory; Learning; Research Investigation.

**Nominal Hours:** 68 Hours

**Assessment:** SAC 17% & End of year Exam 33%.

**SO011 SOCIOLOGY 1 & 2**

**Content:** This unit explores the way Australians think about youth and adolescence as social categories, and the experiences of young people. This unit examines stereotypes of young people in a context characterised by a rich diversity in the ways young people live. By studying this unit students should be able to: discuss in an informed way the idea that youth and adolescence are social categories; explain the key changes influencing the experience of being young in contemporary Australian society; analyse how young people are represented in institutional and governmental policy, the various strategies used to govern young people and their participation in democratic practices.

**Nominal Hours:** 72 Hours

**Assessment:** Demonstration of performance to 'Satisfactory' standard on a selection of Assessment tasks: exercises, tests, assignments, presentations etc.

**SO012 SOCIOLOGY 1 & 2**

**Content:** This unit investigates three central social institutions: the family, education and the workplace. Each of these institutions is central to our individual and collective identities and have undergone major recent change. On completion of this unit the student should be able to: identify and analyse the various forms of families in Australia and the social implications of their diverse forms; describe and analyse the various changes that have taken place since the mid 1970s in the workplace and in educational institutions, and the social impact of these changes.

**Nominal Hours:** 72 Hours

**Assessment:** Demonstration of performance to 'Satisfactory' standard on a selection of Assessment tasks: exercises, tests, assignments, presentations etc.

**VA036 HISTORY 1 & 2**

**Content:** Unit 1 explores some of the momentous events and new ideas that occurred in the first half of the twentieth century as a consequence of World War I. Unit 2 considers some of the major themes and principal events of post – World War II history, and the ways in which individuals and communities responded to the political, economic, social and technological developments in domestic, regional and international settings. Possible topics include the Cold War, Middle East conflicts, peace and disarmament movements, Asian African or Middle East nationalism, globalisation.

**Nominal Hours:** 72 Hours

**Assessment:** Demonstration of performance to 'Satisfactory' standard on a selection of Assessment tasks: exercises, tests, assignments, presentations etc.

**VA221 ACCOUNTING 3 & 4**

**Content:** Unit 3 focuses on the accounting and financial issues of a small trading business, operating as a sole proprietor. The unit introduces the double-entry method of recording financial transactions, using the accrual basis of accounting. The unit emphasises the role of accounting as an information system, and the role of ICT or accounting procedures. Unit 4 focuses on the further development of the role of accounting in providing information for management. The unit covers...
recording and reporting for trading businesses, using perpetual inventory recording and reporting using the accrual accounting method. Other areas of study including budgeting for cash, financial performance and financial position.

**Nominal Hours:** 68 Hours each

**Assessment:** Accounting Unit 3 SAC 17% & Mid year Exam 33%
Accounting Unit 4 SAC 17% & End of year Exam 33%

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**VA229 LITERATURE UNITS 3 AND 4**

**Content:** This subject develops knowledge and enjoyment of a wide range of literacy text. It focuses on texts that are valued for their use of language to recreate and interpret experience imaginatively.

**Nominal Hours:** 68 Hours

**Assessment:** Literature Unit 3: SAC 25% (see Unit 4)
Literature Unit 4: SAC 25% & End of Year Exam 50%

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**VA249 INFORMATION TECHNOLOGY 3 & 4**

**Content:** Unit 3 focuses on: Purpose and practice of information processing and management in organisations; Relationship between components of information systems, procedures and techniques used; Benefits of information systems. Unit 4 focuses on: Factors affecting the design of information systems; Management of change to systems; Impact of developments in technology on systems.

**Nominal Hours:** 85 Hours each

**Assessment:** Information Technology Unit 3: SAC 25% (see Unit 4)
Information Technology Unit 4: SAC 25% & End of Year Exam 50%
ACKNOWLEDGEMENT OF COUNTRY

We acknowledge the Elders, families and forebears of the Wurundjeri tribe of the Kulin Nation who were the custodians of University land for many centuries. We acknowledge that the land on which we meet was the place of age-old ceremonies of celebration, initiation and renewal, and that the Wurundjeri Nation people’s living culture has and has a unique role in the life of this region.