

22472VIC CERTIFICATE I IN GENERAL EDUCATION FOR ADULTS



Student Information Sheet

Communicare Inc. RTO 50548

Before you begin your Certificate I in General Education for Adults, please take a few minutes to read through this information sheet. Please ask your Teacher/Trainer if you have questions about this information.

You will be asked to sign to confirm that you have read and understood the contents of this information sheet.

This information sheet describes:

- What you will be studying with Communicare Inc. RTO.
- What your responsibilities are and what is expected of you
- What your teacher's responsibility is and what you can expect from him/her
- Method of study and how you will complete the work
- Assessments and how you will be tested on what you have learnt
- Your rights to appeal a decision about your marks

What certificate will I be completing?

The name of the certificate that you will be completing is: **22472VIC Certificate I in General Education for Adults**

The Certificate I in General Education for Adults is a current, nationally recognised qualification. It focuses on developing your literacy and numeracy skills so that you are able to create and interpret texts and solve numeracy questions in everyday familiar situations.

How will I study for this certificate?

All study is classroom based. ***You are not to take your workbooks home.*** You will be working through four workbooks. Your teacher/trainer will help you so that you are able to complete your work. ***Your answers must be your own work.***

Along with the workbooks your Teacher/Trainer will also expect you to participate in class lessons and complete work that is not contained in your workbook. This is part of your study for the certificate.

How much will this certificate cost?

This course is covered by a government funding scheme therefore there is no cost to the learner.

How long will it take me to complete this certificate?

It is expected that you will complete this certificate within one year.

Do I need to bring any equipment to class?

You will be provided with all necessary resources including:

- Computer
- Workbooks
- Stationery

What subjects will I be studying?

The certificate I course is made up of 16 units. These are listed below.

Workbook Title	Unit Number	Units
Career Kickstart	VU22384	Develop and document a learning plan and portfolio
	VU22388	Engage with texts of limited complexity for employment purposes
	VU22391	Create texts of limited complexity for learning purposes
Past and Present	VU22386	Engage with texts of limited complexity for personal purposes
	VU22392	Create texts of limited complexity for learning purposes
	VU22382	Identify events in Australian history
	BSBITU111	Operate a personal digital device
It's your call	VU22385	Plan and undertake a project
	VU22394	Create texts of limited complexity to participate in the community
	VU22400	Work with and interpret numerical information in familiar and routine tasks
	VU22398	Work with and interpret statistical information in familiar and routine texts
	VU22403	Undertake a simple investigation of an environmental issue
Final Frontier	VU22387	Engage with texts of limited complexity for learning purposes
	VU22399	Work with design and shape in familiar and routine situations
	VU22397	Work with measurement in familiar and routine situations
	VU22433	Investigate the solar system

Do I need to complete all these units?

You must complete all the units listed above to be awarded the Certificate I in General Education for Adults.

Do I need to hand in anything else with my completed workbook?

Most workbooks ask you to include extra documents that you have created while studying the workbook. These must be handed in before your teacher will sign that you have completed the units.

What happens if I don't complete all the books?

You will be given a Statement of Attainment for each completed workbook for which the RTO has assessed you as competent.

How will I be assessed?

You will be assessed on the work that you have completed in your workbook, the extra documents that you create when required and your verbal answers to questions that your Teacher/Trainer may ask you. Your Teacher/Trainer will undertake an initial assessment of your work. When your teacher assesses your work as competent your workbook will be sent to The Communicare Inc RTO. The RTO will confirm your competency or return your workbook for further input from you.

When will I get my certificate?

When you have completed all four workbooks and have been assessed as competent by Communicare Inc. RTO you will be awarded a Certificate I in General Education for Adults. You will be awarded this certificate within 30 days of being deemed competent by Communicare Inc. RTO.

What are my responsibilities – what is expected of me when studying this certificate?

It is expected that you will

- Attend classes regularly
- Look after your workbook - the workbooks are your evidence that you have studied the topics in the workbook, answered all the questions and completed the assessment activities
- Ask for help when you need it
- Complete your work correctly
- Fulfill any corrections needed

What does 'completed correctly' mean?

Completed correctly means that you must answer every question in the workbook, giving detailed answers when you are asked to do so. You must use complete sentences and correct spelling and grammar when you are answering the questions.

You will not be awarded a certificate unless your teacher is satisfied that you have completed your work to the appropriate standard.

What responsibilities does my teacher have?

Your teacher will:

- Have the appropriate qualifications to teach the Certificate I CGEA
- Ensure that you have a suitable environment in which to learn, including a desk and computer.
- Assist you to learn so that you are able to complete the work in the workbooks
- Mark your work regularly and provide feedback

What responsibility does Communicare Inc. RTO have?

Communicare Inc RTO is responsible for ensuring that the training and assessment delivered to its learners complies with the standards set out in Standards for Registered Training Organisations 2015.

Communicare Inc RTO will:

- Ensure your training and assessment is conducted in accordance to the standards
- Validate all assessments prior to issuing qualifications
- Inform learners of any changes to the qualification.
- Provide any additional educational support you may need
- Ensure complaints and appeals are addressed
- Notify learners when any change occurs that may affect the services provided.

What can I do if I don't agree with teacher's decision about my work?

You have the right to lodge a complaint if you are dissatisfied with the training and / or assessment services that you have received from Communicare Inc. RTO or to appeal an assessment decision if you feel you have been treated unfairly or discriminated against.

If you have concerns about how your work is marked or wish to make a complaint or lodge an appeal you must first talk to your teacher/trainer.

If, after discussing your work with your teacher/trainer you still have concerns you can lodge a complaint or appeal. Your teacher/trainer will explain how to lodge a complaint or appeal and provide you with a copy of the Communicare Inc. RTO Complaints and Appeals Policy which can also be found here

https://www.communicare.org.au/Communicare/media/documents/Complaints-and-Appeals-Policy-and-Procedure-V1-0-2019_3.pdf

Communicare Inc RTO will ensure that all complaints and appeals are handled professionally and confidentially in order to achieve a speedy resolution.