

# Language, literacy, and work skills



# Victorian Certificate of Applied Learning and CSU Pathway Program

Complete your Year 12 with the Victorian Certificate of Applied Learning through Wodonga TAFE. It's hands-on learning in an adult education setting and can be tailored to your needs. You will graduate with a recognised qualification and you can choose to enter the workforce, study further, or start an apprenticeship.

If you have completed Year 12 and want to go to university, then you can consider the CSU Pathway Program. Spend a year in preparation for university study, gain two qualifications, and you will be on your way to becoming a university student.

Contact us for more detailed course information, career opportunities, subject information, and entry requirements.

**Phone** 02 6055 6685 | **Email** [foundationstudies@wodongatafe.edu.au](mailto:foundationstudies@wodongatafe.edu.au) | **Web** [www.wodongatafe.edu.au](http://www.wodongatafe.edu.au)

Course code	Course title	Info session	How to apply		Duration	Mode				
			VTAC	Direct		Apprenticeship	Traineeship	Full-time	Part-time	Distance education
21695VIC Units from VCALSEN001	CSU Pathway Program	•		to CSU	2 x 17 week sessions			•		
VCALFND001	Victorian Certificate of Applied Learning (VCAL) (Foundation)	•		•	1 year for each level				•	
VCALINT001	Victorian Certificate of Applied Learning (Intermediate)									
VCALSEN001	Victorian Certificate of Applied Learning (Senior)									

## CSU Pathway Program

Certificate IV in Further Education 21695VIC  
Units from Victorian Certificate of Applied Learning (VCAL)  
(Senior) VCALSEN001

This qualification is under national review and may change for enrolments in 2012. Please contact us for further information.

The CSU Pathway Program is a partnership between Charles Sturt University (CSU) and Wodonga Institute of TAFE to provide you with guaranteed entry into a degree at CSU. The program offers you a pathway to university if you want to study at CSU but do not meet the entry criteria or if you require further preparation. The program provides supported learning for recent school leavers. On successful completion of the program, you will attain:

- a University Certificate in General Studies from CSU
- a Certificate IV in Further Education from Wodonga TAFE
- guaranteed entry into a CSU degree (does not apply to degrees with enrolment quotas, for example, dentistry)
- Victorian Certificate of Applied Learning (VCAL) (Senior)

- credit for up to four CSU subjects in some cases.

The University Certificate in General Studies is a combination of eight subjects studied over two 17-week sessions. Four subjects are drawn from Wodonga TAFE's Certificate IV in Further Education and four from CSU's bachelor-level subjects.

### Entry requirements

- You must have completed Year 12 in the last two years and be over 17 years of age.
- You may need to attend an interview before your enrolment is accepted.

### How to apply

Please apply direct to Charles Sturt University.

**Phone** 1800 334 733 |  
**Email** [inquiry@csu.edu.au](mailto:inquiry@csu.edu.au)



## Anita Poupa is a graduate of the CSU Pathway Program

'After completing my HSC, I still hadn't decided where I wanted to go and what I wanted to be', says 21-year-old Anita Poupa.

It wasn't until Anita completed a short course in animal studies that she realised she wanted to work with animals. To do that, she'd have to attend university.

The problem? She was wary of jumping straight into the higher education environment.

'I made the decision to apply for uni, but I wanted to make sure I could cope with the standard of work required, as it had been a couple of years since I left school', Anita says.

The solution? 'I was offered a place in the CSU Pathway Program between Wodonga TAFE and Charles Sturt University', she says.

'It sounded like the perfect way to help me build my learning and study skills before starting a full-on course at university.'

The program allows you to study at TAFE and university at the same time, learning study skills at Wodonga TAFE that you can use at university.

The best part? 'When I had completed the CSU Pathway Program, I was guaranteed entry into the course of my choice', she says. Anita is now studying a Bachelor of Animal Science at CSU's Wagga campus.

'The CSU Pathway Program provided me with an opportunity to improve skills like document writing and referencing, while the science component of the program gave me a good understanding of concepts I'd meet in my university studies', says Anita.

'I know for certain that if I had not done this program I would have had trouble coping with the workload of uni', she says.

Anita has good advice for people who want to study at university but are concerned about the transition. 'If you're unsure of what will be expected of you at university, or if it has been a while since you left school, the CSU Pathway Program will prepare you for serious university learning.'



# VCAL

**Victorian Certificate of Applied Learning (VCAL)** VCALFND001 (Foundation), VCALINT001 (Intermediate), VCALSEN001 (Senior)

The VCAL is an accredited course that provides an alternative to the Victorian Certificate of Education (VCE). Successful completion of your VCAL enables you to continue your studies to vocational training, take up an apprenticeship or a traineeship, or look for employment. VCAL is a great career choice if you are practically-minded and career-focused. Through the industry streams provided in Wodonga TAFE's VCAL courses, you can gain a head-start in your chosen career with an industry-related qualification, underpinned by practical skills and structured workplace learning.



## Gemmah Goodman was a VCAL student at Wodonga TAFE

Gemmah Goodman attended Wodonga TAFE as a student in the VCAL program, studying Year 11 and horticulture. 'While studying, I was fortunate enough to get a work experience placement in the TAFE nursery, which allowed me to put my new-found knowledge into practice', Gemmah says.

'When a parks and gardens apprenticeship came up at Wodonga TAFE, I was in the perfect position to go for it and get it! I have never looked back and was recently voted as one of the top four Victorian Apprentices of the Year.'

# VCAL fast-track

## Building and construction

Certificate II in Building and Construction (Carpentry) Pre-apprenticeship (21844VIC)

Completion of this qualification opens employment opportunities for you in the building construction and building design industries. It also provides you with credits towards a carpentry apprenticeship.

'The pre-apprenticeship course in building and construction provided me with practical and hands-on learning. I really enjoyed doing work experience with a local builder as well as learning about things like concreting, power tools, and roofing. I am now looking to become an apprentice builder when I complete VCAL.'

Tom Allen



## Business administration

Certificate II in Business (BSB20107)

If you have good communication skills and enjoy working in a busy environment, business administration may be for you. In this course, you will learn general communication and reception skills, and specific skills including current, automated office technologies and business practices using Microsoft® Windows® and Microsoft® Office®.

## Community services

Certificate II in Community Services (CHC20108)

If you want to work with people and make a positive contribution to the community, you may want to consider a career in the community services sector! There are numerous career paths available in this ever-growing industry. Professionals in this area are always in demand.

## Design fundamentals

Certificate III in Design Fundamentals (CUV30303)

This is a creative and exciting course if you want a career in design. It gives you the foundation on which to build further study in your chosen area of design. It can also prepare you for further study in interior decoration and design, visual merchandising, building design, or graphic design.

## Digital media

Units from Certificate II in Creative Industries (Media) (CUF20107) and Certificate III in Media (CUF30107)

Are you creative and interested in modern technology? New areas of employment are constantly opening in the rapidly developing areas of digital media.

## Engineering

Certificate II in Engineering Studies (22019VIC)

Completion of this qualification will open employment opportunities for you in the engineering industry in the areas of fabrication/welding and general machining. The course also includes an emphasis on career planning.

Studying VCAL engineering offers you the perfect TAFE-to-work or TAFE-to-university pathway.

## Furniture making

Certificate II in Furniture Making (LMF20309)

This course gives you the skills and knowledge you need to find employment or gain an apprenticeship in the cabinet-making industry. It also provides you with credits (over 30%) towards a cabinet-making apprenticeship.

## Hospitality

Units from Certificate II in Hospitality (Kitchen Operations) (SIT20307)

If you enjoy working with food and providing people with high-quality service, hospitality may be for you. The hospitality industry requires that you are flexible as your work hours will vary. You also need the ability to work well under pressure. Part of your studies in the Certificate II in Hospitality (Kitchen Operations) at Wodonga TAFE involves you undertaking your practical training in our purpose-built training facility.

## Retail

Units from Certificate II in Retail (SIR20207)

Are you helpful, courteous, and a team player? Employment in the retail industry may be for you. The retail industry is one of the fastest-growing employment sectors, offering a range of employment and career possibilities in different fields. This qualification can lead to work in merchandising, sales and marketing, advertising, purchasing, or administration. When you have successfully completed this course, you will have completed most of the units that you need in order to be awarded a Certificate II in Retail. This will help you find work as a sales assistant, customer service representative, sales crew member, or checkout operator.

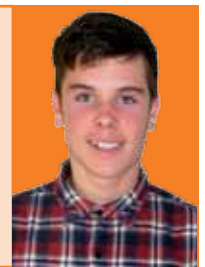
## Warehousing

Certificate II in Transport and Logistics (Warehousing and Storage) (TLI20107)

The transport, logistics, and warehousing industry is expected to double in size in the next ten years, making it a very lucrative area in which to start a career. This industry is vital to many areas as it is responsible for freight by sea, rail, road, and air, providing services across Australia and the world. Wodonga TAFE's National Industrial Skills Training Centre offers a high-quality and industry-focused training environment, including a fully-equipped warehouse for forklift and warehouse management training and outdoor areas for training and assessment on equipment and machinery.

'I thought warehousing was only about driving trucks! The course was great and I gained skills and knowledge in all aspects of warehousing including packing, OHS, and logistics.'

Brad Baker



## 'Trade taster'

Units from:

Certificate I in Horticulture (RTF10103)  
Certificate II in Building and Construction (Carpentry) Pre-apprenticeship (21844VIC),  
Certificate II in Furniture Making (LMF20309),  
Certificate II in Horticulture (RTF20103)

This broad VCAL program is perfect if you are not quite sure what you want to study. It combines units from metal fabrication, building and construction, horticulture, and cabinet making, with a focus on one of these areas each term. This course gives you the chance

to 'try before you buy'. You will be provided with a taste of each of these fields, making it easier for you to decide in which industry you may want to work or study further.



## VCAL is offered at foundation, intermediate, and senior levels

Each level includes units in each of these four compulsory areas

### Literacy and numeracy



Your VCAL program must include literacy and numeracy subjects. These can be selected from VCAL literacy skills and VCAL numeracy skills units.

### Work-related skills



VCAL gives you the choice of undertaking a structured work placement, a part-time apprenticeship/traineeship, or part-time work. You can also study units and modules that will help prepare you for work. For example, you can learn about occupational health and safety or how to develop skills for job interviews.

### Personal development skills



During your VCAL program, you will participate in projects and activities in your community or Institute of TAFE that will help to develop your teamwork skills, self-confidence, and other skills that are important for your life and your work.

### Industry-specific skills



You can choose to complete various units or modules from a range of vocational education and training (VET) certificates to meet the VCAL requirements, or complete a whole certificate, and gain experience in a range of vocational areas. You can choose to include units from industry-specific courses.

## The choice is yours if you are young



### Lana Hanssens works with young people

It's often said that young people today are inundated with information about their futures, so much so that it can become daunting and they don't know where to turn.

'Wodonga TAFE offers an amazing range of opportunities for young people wanting to start their careers, gain extra skills, or build their existing qualifications. With a supportive learning environment and recognition of what 'Gen Y' has to offer, it's the perfect place to get a head start on your career', said Wodonga TAFE's Youth Pathways Officer, Lana Hanssens.

A great example is the Victorian Certificate of Applied Learning (VCAL) which is taught in an adult learning environment with a focus on practical work-related experience.

VCAL is aimed at 16 to 17 year olds who are interested in studying in TAFE, completing an apprenticeship or a traineeship, or developing skills for employment.

'We understand and appreciate that young people are often unsure about the paths they want to follow, and, in some cases, will have many different careers over their working lives. For this reason, we offer a range of study options and support staff to help you make those important decisions', continued Lana.

Wodonga TAFE understands that young people need to feel connected and respected.

Last year, there were more than 4,700 young people (under 25 years of age) who chose to study with us at Wodonga TAFE. If you're from Gen Y – then Y not join us!!

# General education

We deliver a range of general education courses for young people and adults who may have faced barriers to education. These courses aim to provide you with the skills that are necessary to further your education or to help you find a better job. If you have experienced disadvantages in your education for social, language, cultural, or other reasons, you may find these courses helpful in improving your life.

Contact us for more detailed course information, career opportunities, subject information, and entry requirements.

**Phone** 02 6055 6685 | **Email** foundationstudies@wodongatafe.edu.au | **Web** www.wodongatafe.edu.au

Course code	Course title	Info session	How to apply		Duration	Mode					
			VTAC	Direct		Apprenticeship	Traineeship	Full-time	Part-time	Distance education	
Units from 22128VIC	Building bridges	•		•	8 weeks					•	
Units from 21772VIC	Brush-up skills	•		•	36 weeks					•	
21772VIC	Certificate I in General Education for Adults	•		•	16 weeks				•		
					37 weeks					•	
21773VIC	Certificate II in General Education for Adults	•		•	16 weeks				•		
					37 weeks					•	
Units from 22129VIC	Life skills programs	•		•	6-12 months					•	
Units from 22129VIC	Return to education and learning options (REAL options)	•		•	Varies					•	
Units from 21772VIC	Selection test preparation	•		•	8 weeks					•	
Units from 21772VIC	Study skills programs	•		•	Varies					•	
22128VIC	Certificate I in Work Education	•		•	1 year				•		
22129VIC	Certificate I in Transition Education	•		•	1 year				•	•	
22012VIC	Certificate I in Vocational Preparation	•		•	25 weeks					•	

## Building bridges Units from Certificate I in Work Education 22128VIC

This course is designed to suit a variety of student groups who may have experienced barriers to accessing education and training for a range of reasons, including disability, health, and/or social or geographic isolation. It aims to help you develop work and personal skills and enables you to explore your options for further study and training.

## Brush-up skills Units from Certificate I in General Education 21772VIC

This qualification is under national review and may change for enrolments in 2012. Please contact us for further information.

This course gives you the opportunity to improve your reading, writing, mathematical, and spelling skills in small, relaxed classes. You will develop the skills and the confidence to pursue further studies in a wide variety of areas.

## Certificate I in General Education for Adults 21772VIC

This qualification is under national review and may change for enrolments in 2012. Please contact us for further information.

Enrolling in this course is the first step for those who have not completed their secondary education or who want to improve or update their literacy, numeracy, computing, or general education skills.

## Certificate II in General Education for Adults 21773VIC

This qualification is under national review and may change for enrolments in 2012. Please contact us for further information.

This course gives you the opportunity to successfully complete the equivalent of a Year 10 certificate. It helps you to prepare for further study or for employment if completion of a Year 10 certificate is a prerequisite.

## Life skills programs Units from Certificate I in Transition Education 22129VIC

These short courses may provide pathways to the Certificate I in Transition Education, the Certificate I in Work Education, or further study.

## Return to education and learning options (REAL options) Units from Certificate I in Transition Education 22129VIC

If you have mental health issues, this course offers you the opportunity to develop new skills for life, training, study, and work.

## Selection test preparation Units from Certificate I in General Education for Adults 21772VIC

This qualification is under national review and may change for enrolments in 2012. Please contact us for further information.

This course helps you prepare for entrance exams into careers in organisations such as the police force, the defence force, nursing, or the public service.

## Study skills programs Units from Certificate I in General Education for Adults 21772VIC

This qualification is under national review and may change for enrolments in 2012. Please contact us for further information.

This course gives you the opportunity to develop your study skills and confidence to return to adult education. Offered in a friendly and supportive atmosphere, you learn the skills you need for successful study.

## Certificate I in Work Education 22128VIC

This course is for students with a disability or additional learning needs. It prepares young people who are over the age of 16 years to be ready for employment.

## Certificate I in Transition Education 22129VIC

This course is for students with a disability or additional learning needs. It prepares young people who are aged 16 years or over for further study or training and enhances their independence through personal development skills.

## Certificate I in Vocational Preparation 22012VIC

This course will help you to develop strategies to manage the anxiety and stress of re-entering the workforce or of returning to study. It also helps you to develop your employability skills and your confidence.



### Bryan Winnett began his career building bridges

Bryan still builds bridges today, except that instead of putting together enormous physical structures, he builds support systems for people who want to re-enter the workforce.

'I teach a range of student groups', says Bryan. 'These include young people, students with disabilities, landscaping apprentices, art students, and workforce re-entry groups.'

In his work as a teacher of foundation studies, Bryan provides students with practical skills that range from using a computer to job interview tips.

However, it's not only about that. It's about preparing students for and making them excited about their futures.

'We look at areas such as assertion training, as well as raising self-esteem and confidence', he says. 'We offer strategies to help students manage their study, work, and health.'

It's about creating new opportunities.

'Many of my students have not considered themselves to be academically minded or able to engage in further study', he says. 'Often, it's due to poor previous learning experiences. Some students have spent years at home.'

'With help from Wodonga TAFE, they move on.'

'Our department has a 10-year history of developing courses that accommodate students with specific needs. We have the support of the entire organisation (and all the resources and technologies that go with that) and that of the broader community.'

Bryan is proud of the Institute's dedication to providing every student with the same high standard of teaching.

'Wodonga TAFE has become a state and national leader in the area of equitable service delivery', he says.

In other words, it doesn't matter if you have a learning difficulty, a disability, or bad memories of high school. You'll always receive support and learning from experienced staff like Bryan.

# Qualifications in language, literacy, and work skills

CSU Pathway Program

Victorian Certificate of Applied Learning (VCAL) (Foundation)

Victorian Certificate of Applied Learning (Intermediate)

Victorian Certificate of Applied Learning (Senior)

Building bridges

Brush-up skills

Certificate I in General Education for Adults

Certificate II in General Education for Adults

Life skills programs

Return to education and learning options (REAL options)

Selection test preparation

Study skills programs

Certificate I in Work Education

Certificate I in Transition Education

Certificate I in Vocational Preparation

## Skills Recognition Centre

Recognition of prior learning (RPL) is a formal assessment process that measures the skills and knowledge you have already gained from previous study, training, work, or life experiences. Your skills and experience are mapped against the course in which you want to enrol. If your skills are recognised against elements in the course, you will not have to undertake training in these areas. This can save you time and money.

**TAFESpace** 158 Lawrence Street, Wodonga | **Phone** 02 6055 6992

**Wodonga TAFE**, 87 McKoy Street, Wodonga | **Phone** 02 6055 6920

**Email** [skillsrecognition@wodongatafe.edu.au](mailto:skillsrecognition@wodongatafe.edu.au) | **Web** [www.wodongatafe.edu.au/skillsrecognition](http://www.wodongatafe.edu.au/skillsrecognition)

## Learner services

Wodonga TAFE is committed to ensuring you have full access to a range of services to help you during your studies. To find out more about these services, please refer to the front section of the course guide folder or go to [www.wodongatafe.edu.au/student-services](http://www.wodongatafe.edu.au/student-services).



## For more information and applications contact

Wodonga TAFE

**Phone** 02 6055 6606

**Email** [courseinfo@wodongatafe.edu.au](mailto:courseinfo@wodongatafe.edu.au)

**Web** [www.wodongatafe.edu.au](http://www.wodongatafe.edu.au)