



# Information Booklet

TOID 6899

*This information is available in multiple formats on request*

### **Welcome to Encompass College of Education and Training:**

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Encompass College of Education and Training a division of Encompass Community Services Inc. is a Registered Training Organisation and has been offering training programs designed to be adapted to individual learning needs and expectations using proven training methods, motivation and encouragement in the Geelong Region since 1999.

Vocational education and training is a great way to gain a nationally recognised qualification that will improve your ability to enter the workforce or enhance your career or job prospects. We offer smaller class sizes (maximum of 10 for foundation courses) within a supportive environment. People with disabilities are encouraged to apply. Our training programs are interactive and engaging. Course handouts, power point presentations and guest speakers from respective industries will form part of your course. If required we also provide literacy and numeracy support to assist you in the successful completion of your course or qualification.

### **Learning and Training Principles:**

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Students and staff of Encompass College of Education and Training share an enjoyable and productive learning and working environment in a climate of mutual respect and understanding.

#### **Students at Encompass College of Education and Training:**

- Take responsibility for their own learning and contribute to the learning of others;
  - Are happy and motivated;
  - Are inquiring, organised, cooperative and enthusiastic;
  - Understand how they learn;
  - Employ problem solving and critical thinking skills, are collaborative and technologically competent;
  - Are unafraid to seek assistance, are able to deal with setbacks and learn from their mistakes;
  - Have effective communication skills and
  - Test the limits of their ability and achieve their potential.
- Ensure that there is no less than an 80% attendance rate unless prior arrangements are made.

#### **Trainers and Staff at Encompass College of Education and Training:**

- Create a learning environment which is safe, enjoyable, unthreatening, stimulating and motivating;
- Are enthusiastic about client learning and welfare;
- Aspire to best practice;
- Train to individual learning needs and learning styles;
- Have high expectations of their students;
- Are facilitative. They provide a core of knowledge and a suite of skills and model lifelong learning;
- Reflect on their practice and seek ongoing professional growth and
- Assist students to identify goals, develop organisation and maintain motivation.

## Skills First Program Eligibility Criteria:

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The Skills First Program will subsidise the cost of a training place in a course, if you meet the required eligibility criteria as outlined below:

- a) In 2019 you are eligible for a government-subsidised training place if you are:
  - an Australian citizen
  - a holder of a permanent Visa; or
  - a New Zealand citizen; **AND**
- b) Enrolling and commencing training in a course or qualification provided by Encompass College of Education and Training between the commencement date and 31 December 2019 inclusive; **AND**
- c) Either:
  - i) Under 20 years of age (as of 1 January 2019) and seeking to enrol in nationally recognised training; or
  - ii) Over 20 years of age (as of 1 January 2019) and seeking to enrol in nationally recognised training in a Foundation Skills List course; or
  - iii) Over 20 years of age (as of 1 January 2019) and seeking to enrol in nationally recognised training as an Apprentice (not Trainee); or
  - iv) Over 20 years of age (as of 1 January 2019) and seeking to enrol in training in the Victorian Certificate of Education or the Victorian Certificate of Applied Learning (Intermediate or Senior); or
  - v) Over 20 years of age (as of 1 January 2019) and seeking to enrol in nationally recognised training in a course that is at a higher qualification level than the highest qualification held at the time of the scheduled commencement of training, **AND** in addition to meeting the above requirements and individual is only eligible to:
- d) Commence **a maximum of two courses subsidised through the Skills First Program in a calendar year.** Where an individual is enrolled in a course(s) that is scheduled to commence at a later date in that calendar year, this course(s) must be counted toward this requirement.
- e) Undertake **a maximum of two courses subsidised through the Skills First Program at any one time**
- f) Commence a **maximum of two Government subsidised courses at the same level within the Australian Qualifications Framework (AQF) in their lifetime;** and
- g) Commence a **maximum of two Government subsidised accredited courses with the title 'Course in...'** in their lifetime.

Encompass College of Education is required to sight an original and **retain** a copy of one of the following identification documents:

- Australian Birth Certificate (not Birth Extract)
- Current New Zealand Passport
- Current green Medicare Card
- Current Australian Passport
- Naturalisation certificate
- Formal documentation issued by the Australian Department of Immigration and Border Protection confirming permanent residence
- A proxy declaration for individuals in exceptional circumstances as per Skills First Program guidelines

You can also check what you may be eligible for using the interactive [Victorian Skills Gateway Eligibility Indicator](#).

**Please be aware that accessing the Skills First Program may impact access to further government-subsidised training.**

### **Exemptions:**

#### **Back to Work Scheme**

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Individuals seeking to undertake training as part of the Back to Work Scheme, may be exempt from eligibility criteria for 'upskilling', two at level in a lifetime' and two courses in a lifetime where Encompass College of Education and Training has sighted and retained a copy of the standard email issued by the State Revenue Office to the individual's employer that confirms the individual's status as a 'Back to Work' participant.

#### **Asylum Seekers VET Program:**

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Asylum Seekers VET Program - Individuals seeking to undertake training as part of the Asylum Seeker VET Program are exempt from the citizenship eligibility criterion once Encompass College of Education and Training has sighted and retained a referral letter from either the Asylum seeker Resource Centre or the Australian Red Cross Victims of Human trafficking program. As Encompass College of Education and Training is a Learn Local Organisation, confirmation of an individual's eligibility for the Asylum Seeker VET Program can be completed by using the Commonwealth Visa Entitlement Verification Online (VEVO) confirming the individual holds a valid Bridging Visa Class E (BE); Safe Haven Enterprise Visa (SHEV); or Temporary Protection Visa (TPV). A fee concession must also be granted to the student.

#### **Latrobe Valley Initiative:**

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Encompass College of Education and Training, as a learn Local Provider, may exempt individual/s, from eligibility criteria for 'upskilling', two at level in a lifetime' and two courses if seeking to undertake training and is referred to training by the Latrobe Valley Authority or the Morwell Skills and Jobs Centre.

#### **Skills First Youth Access Initiative:**

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Encompass College of Education and Training, as a learn Local Provider, must apply a fee waiver/exemption for an Eligible individual if it sights and retains a validly endorsed referral form from either the Department of Health and Human Services, the Department, the Department of Justice and Regulation, or a referring agency. *Skills First Youth Access Initiative* is to support young people on Youth Justice Orders or Child Protection Orders, or have been on Youth Justice Orders or Child Protection Orders and are not more than 22 years of age, to participate in education and training

#### **TAFE and Learn Local Exemptions for up to 20% of commencements:**

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Exemption to individuals from 'upskilling, 'two at level in a lifetime', 'two "courses in..." in a lifetime can be granted for up to 20% of our commencements for the calendar year given that Encompass College of Education is a Learn Local provider. Preference of these exemptions will be considered to individuals seeking to enrol in training that meets identified skills shortages and localised labour market needs. Encompass College of Education must offer exemptions to individuals from the following cohorts who present specific evidence as outlined in the 2019 Guidelines about Determining Student Eligibility and Supporting Evidence - *Skills First* program:

- Retrenched workers;
- Automotive supply chain workers;
- Jobs Victoria Employment Network Clients

## What Will It Cost To Enrol?

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Students that are up-skilling will not have to pay any fees through our 2019 promotion. Should you already hold a qualification at the same level or above of the qualification you intend to enrol in you would be required to pay **Fee for Service** fees\*

Should you not be upskilling, you will be required to pay an **Enrolment Fee** of \$100 that will secure your place in the course of your choice. This fee must be paid prior to or at enrolment. Your enrolment is not **valid** until this enrolment fee has been paid. The Enrolment Fee covers the following:

**Material Fee of \$64.00** - this fee relates to goods or materials that becomes the property of the student and is retained by them in the event of withdrawal from the course. This fee includes cost of handouts and other relevant material supplied by the service. Workbooks remain the property of Encompass College of Education and Training

**Administration Support Fee of \$36.00** – this fee is charged to cover the use of computers and the provision of student and administration support.

*\*subject to change with promotion*

## Fee for Service:

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All courses/programs offered by Encompass College of Education and Training are offered on a Fee for Service basis for those students who are not eligible for a Government Funded Training Place, in the qualification of their choice.

Fees are calculated on the hours of training to be undertaken within a calendar year. The maximum hourly rate varies according to the category.

## Fee Refunds

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The following will provide you with the information required should you request a refund of fees:

- 100 percent refund if the Organisation closes
- 100 percent refund if the Organisation cancels your course.
- If you lodge a withdrawal/refund application within four weeks of the commencement of your course for any other reason, you are entitled to the refund of your tuition fees.
- You are not entitled to any refund if you withdraw later than 30 days after the commencement of your course.
- Enrolment fees are non-refundable.

## Confirmation of Enrolment

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A Confirmation of Enrolment Form will only be provided to you once you have attended class for 4 weeks.



### **Practical Placement**

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Please **do not** enrol in any course if you believe you may not have a **clear** National Police Check and/or a **clear** Working with Children's Check before first speaking to our Practical Placement Officer.

A current National Police Check and/or Working with Children's Check is required before placement can begin. Any fees involved to obtain these checks will be the responsibility of the student.

If you do not have a **clear** Police Check and/or a **clear** Working with Children's Check you may not be able to participate in placement therefore you may be deemed Not Yet Competent and may not achieve your full qualification.

### **Practical Learning Off Site Requirements**

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To enrol in qualifications that are delivered off site, e.g. at The Paddock you will be required to produce a current police check before enrolment.

### **Competency Based Training:**

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Competency Based Training focuses on what the participant is expected to be able to do in the workplace as opposed to just having theoretical knowledge.

An important characteristic of Competency Based Training is that it is focused not only on the actual jobs that are required in the workplace, but also the ability to transfer and apply skills, knowledge and attitudes to new situations and environments.

The assessment of competencies is not about passing or failing someone. Your Trainer/assessor is not an examiner. Your Trainer/Assessor's role is to work with you to ensure that sufficient evidence is collected to establish competence, and that the evidence meets the required standard.

A competency is defined in terms of what a person is required to do (performance), under what conditions it is to be done (conditions) and how well it is to be done (standards).

Students in our courses play an active role in the assessment process and should generally know when they themselves are ready for an assessment of competence. Evidence of competence will not just be "exercises" but a collection of assessment tasks that must be completed as a part of a class activity or from a variety of situations. The emphasis in competency-based training is on "performing" rather than just "knowing". As well as being a description of

a work task or activity, a competency addresses the knowledge, skills, and attitudes required for a person to perform a job to a required standard.

The definition of competency in the Australian context of competency-based training includes four aspects of work performance. These are:

**Task Skills** - Being able to perform individual tasks.

**Task Management Skills** - Being able to manage a number of different tasks within the job.

**Contingency Management Skills** - Being able to respond to irregularities and breakdowns in routine.

**Environment Skills** - Being able to deal with the responsibilities and expectations of the work environment.

Our programs offer opportunities to assist you in the development of your skills and knowledge in your chosen career pathway which will increase your ability to access employment. Encompass College of Education and Training is committed to continually improving the quality of training and assessment that it delivers. Thereby further strengthening ties with local industries, clients, other RTO's and training industry bodies. Within our Training Courses is an allowance for client support. We ask that you take advantage of this as we measure our success by your success.

## **Children/Infants**

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Please note that no children and infants are to be brought to class.

## **Attendance**

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All students who are enrolled at the College are accessing adult education, therefore it is necessary to maintain a satisfactory attendance rate of no less than 80% to ensure competency can be achieved in units being studied. If you are unable to attend class, you are required to contact the College on 5222 3377 **before** the commencement of your class to explain your absence. Should you miss the first delivery of a unit, it will be at the discretion of the College whether you will be able to commence this unit the following week/s, or wait until the unit is delivered again in the rolling timetable. Please be aware that this will affect your course end date.

## **Delivery and Assessment Strategy:**

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Encompass College of Education and Training in order to demonstrate the rules of evidence, reliability, flexibility, validity and fairness have developed standardised assessment instruments. The delivery and assessment strategy which identifies the requirements for the course is reflective in the unit assessment tool, for a particular unit of competency.

Prior to the beginning of training in a particular unit of competency, each student will be given the unit assessment tool for a particular unit or cluster of units and have the process of assessment explained to them.

In order to meet the requirements of the ASQA guidelines for VET Registration information given to students must include:

- the course schedule and the delivery modes for that unit or cluster of units; and
- a copy of assessments

## **Assessment**

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It is an expectation that ALL unit assessments are submitted on or before it's due date. If you are experiencing difficulties with your course, or a particular unit/assessment, please advise our Administration staff to discuss further assistance or if you need an extension. Only students who have been granted an extension will be permitted to proceed to their next unit delivery.

## **Extension of Assessment**

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If you believe you will be unable to complete an assessment by or on the required date, you may, in some cases negotiate with your trainer/assessor and our Administration staff for an extension. Extensions must be clearly documented between you, the Trainer/Assessor and also with the Administration Staff. The agreed extension date must indicate when assessment/s must be completed as well as fitting within the unit enrolment start and end date.

All Students are to take either a hard copy or electronic copy of all work before submitting for assessment. Photocopying is available from Administration for \$5.00 an assessment.

## **Special Consideration**

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If you are unable to submit an assessment by its due date and could not request an extension as you had no prior warning of this inability, please arrange a time to speak with our Administration Staff to discuss further options.

## **Mutual Recognition**

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Credit Transfer is an automatic process where individuals are credited with units completed. Encompass College of Education and Training will recognise AQF Certificates and Statements of Attainment issued by another RTO or TAFE in order to be awarded a Credit Transfer, the Certificate and/or Statement of Attainment must relate to the same Training Package and have exactly the same unit code/s. You will be required to sign an Authority to Release Information form so that the Certificates and/or Statement of Attainments can be authenticated through the RTO or TAFE that issued them.

You will need to produce an original copy of your Qualification and /or Statement of Attainment and providing the unit codes match exactly you will be awarded a Credit Transfer for this unit of competency.

## **Selection of Course Participants:**

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In common with all Registered Training Organisations, we currently use a variety of sources of evidence to support us in making informed judgements on potential candidates for our courses. All courses have an entry requirement based upon a Pre-Training Review. This will be explained in more detail before enrolment. All entry requirements and/or pre-requisite pathways are listed under the courses that have those requirements.

Above all, in addition to those requirements, throughout the whole selection and enrolment process our trainers will be looking for evidence of the following:

- Enthusiasm for the subject and for the idea of learning in an environment that encourages not only theory based learning but practical learning as well;
- Genuine interest in the course content and the field of study;
- Some ideas about what makes an effective worker in the field of your choice;
- Ability to accept and act upon advice, and
- Ability to reflect on your own professional development and maturity.

## **Support Services**

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All students are entitled to receive support services that will help in the process of their learning and training.

Wherever possible, modified facilities and resources will be provided to assist students with specific needs and/or disabilities.

Where required, additional support and assistance can be obtained by appointment with our Student Support Officer or outsourced to appropriate local welfare and guidance support service.

Please note that no children and infants are to be brought to class.



## **Access and Equity:**

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Encompass College of Education and Training applies access and equity principles through all its policies and procedures to promote full and equal participation of all students in its courses, to foster an environment free of discrimination and harassment, and to assist students to identify and achieve their desired outcomes.

## **Complaints and Appeals:**

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Encompass College of Education and Training is committed to facilitating a learning environment that is fair and equitable. Students can raise any matters of concern relating to their course, assessment, the quality of the training, client amenities, discrimination, sexual harassment and any other issues which may arise. Encompass Community Services Inc. will act upon any complaint raised, dispute and/or grievance found to be substantiated.

### **Right of Appeal:**

All students have the Right of Appeal regarding any decision made affecting them, including their course results.

Prior to lodging a formal appeal, the matter should first be discussed with the Trainer/Assessor and if you are not satisfied with the outcome you are then advised to follow the appeals process.

### **The Appeals Process:**

- The following is the Encompass Community Services Inc. appeals process. In the first instance, approach the Trainer or discuss it with the person concerned.
- If unresolved approach the Encompass College of Education and Training Manager.
- The Encompass College of Education and Training Manager will give you a Complaint Form to complete and register.
- If the complaint is not resolved to the student's satisfaction then it is recommended that a formal complaint be lodged (following Encompass Inc. Policies and Procedures) and forwarded to the Encompass Community Services Inc. Operations Manager.

All appeals will be handled professionally and confidentially in order to achieve a speedy resolution. Any appeals will be managed fairly, equitably and as efficiently as possible. If required, alternative measures may need to be explored such as the involvement of an independent mediator.

### **Documentation:**

All complaints, grievances, appeals and their outcomes will be recorded in writing. Students are advised to fill out a Complaint Form ensuring the following information is provided.

- Description of the complaint.
- What action was taken to try and resolve that complaint?
- Suggested remedy to the problem.
- Agreed action.
- suggested outcome and
- Must be dated and signed

## **Certificates and Statements of Attainment**

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Encompass College of Education and Training will issue AQTF Qualifications/Statement of Attainment for Vocational programs after the successful completion of the course/qualification or units/modules. Please note that should there be any outstanding fees at this time, your Certificate or Statement of Attainment will be retained by Encompass College of Education and Training until fees are paid in full. Should you require a re-printed Statement of Attainment or Certificate, a fee of \$45.00 will be incurred.

## Course Listing

### Adult Education – Foundation Courses

22294VIC Course in Initial Adult Literacy and Numeracy

22293VIC Certificate I in Initial Adult Literacy and Numeracy

22302VIC Certificate I in Work Education

22301VIC Certificate I in Transition Education

### Certificate II

AHC20316 Certificate II in Production Horticulture

SIR20216 Certificate II in Retail Services

### Certificate III

CHC33015 Certificate III in Individual Support

### Certificate IV

CHC43115 Certificate IV in Disability

### Short Courses

Basic Computers

Intermediate Computers

Steps to Employment

First Aid & CPR

Follow basic food safety practices

### Location Guide

This key will assist you in deciding at which location the following courses are held.

<b>HO</b>	Head Office 400 Pakington Street Geelong, 3220
<b>W</b>	Werribee Walls Road, Werribee, 3030
<b>M</b>	Melton 1 Collins Road, Melton 3337
<b>B</b>	Bannockburn 27 High Street, Bannockburn, 3321
<b>BM</b>	Bacchus Marsh 164 Main Street, Bacchus Marsh 3340
<b>P</b>	The Paddock 21-29 O'Halloran Road Leopold 3224



## Certificate IV in Disability

<b>Course Code</b>	<b>CHC43115</b>
<b>Course Category</b>	<b>Skills Building</b>
<b>Location</b>	<b>HO</b>
<b>Intake</b>	<b>Ongoing</b>
<b>Selection Process</b>	<b>Pre-Training Assessment and Interview.</b>
<b>Total Fee Funded</b>	<b>NO FEES</b> to pay for students eligible for government funding
<b>Total Fee for Service (Non-Eligible for Government funding)</b>	<b>\$3,010.00</b> (Includes enrolment fee)

This qualification addresses work in residential group homes, training resource centres, day respite centres and open employment services, other community settings and clients' homes.

These workers:

- Apply knowledge and skills gained through qualifications and/or previous experience to provide training and support to people with disabilities to enhance their ability to achieve greater levels of independence, self-reliance and community participation.
- Report to service managers and may liaise with health professionals and other service agencies.
- May work without direct supervision and may be required to supervise and/or coordinate a limited number of lower classified workers.
- It is a requirement that 120 - 150 hours of placement be completed within the disability field. Should you work within the field your working hours can be counted as placement hours. The Placement Officer will assist you in sourcing placement if required.
- A current Police Check and current Working with Children's Check is required to enable placement

### Licensing/Regulatory Information

Not Applicable

## Certificate III in Individual Support (Ageing & Disability)

<b>Course Code</b>	<b>CHC33015</b>
<b>Course Category</b>	<b>Skills Building</b>
<b>Location</b>	<b>HO</b>
<b>Intake</b>	<b>Ongoing</b>
<b>Selection Process</b>	<b>Pre-Training Assessment and Interview.</b>
<b>Total Fee Funded</b>	<b>NO FEES</b> to pay for students eligible for government funding
<b>Total Fee for Service (Non-Eligible for Government funding)</b>	<b>\$2,365.00</b> (Includes enrolment fee)

This popular course offers participants a holistic approach to caring for those in the Aged Care and Disability sector.

With exceptional job outcomes, this Certificate course offers individuals a supportive learning environment and unique opportunities to develop the physical, mental and emotional skills associated with the community services area.

If you have a genuine desire to care and be of service to the community we encourage you to investigate the benefits of working in these rewarding fields.

Successful completion of the Certificate III in Individual Support qualifies graduates to work as Personal Care Workers in the Aged Care and Disability Sector.

It is a requirement that 120 hours of placement be completed within the Aged Care or Disability field. Should you work within the field your working hours can be counted as placement hours. The Placement Officer will assist you in sourcing placement if required

A current Police Check and/or Working with Children's Check is required to enable placement

### Licensing/Regulatory Information

Not Applicable

## Certificate II in Production Horticulture

<b>Course Code</b>	<b>AHC20316</b>
<b>Course Category</b>	<b>Skills Creation</b>
<b>Location</b>	<b>P</b>
<b>Intake</b>	<b>1st and 2nd Semester</b>
<b>Selection Process</b>	<b>Pre-Training Assessment and Enrolment.</b>
<b>Total Fee Funded</b>	<b>NO FEES</b> to pay for students eligible for government funding
<b>Total Fee for Service (Non-Eligible for Government funding)</b>	<b>\$1,240.00</b>

This qualification provides a vocational outcome in production horticulture. It provides students with the skills & knowledge needed to work under supervision as a skilled operator or assistant to a tradesperson in the horticulture industry. Students complete a range of general horticulture units.

This course is designed to give practical skills and address different aspects of work skills to help secure employment. Technology skills and practical team work skills are gained as well as an understanding of different types of machinery and WHS a safe work practices.

Job outcomes may include:

- Farm or orchard hand
- Farm or orchard worker
- Farm or orchard labourer

The practical components of the course will be conducted at Encompass' The Paddock.

**Please note: Students will be required to produce a current police check before enrolment as this qualification is delivered off site.**

## Certificate II in Retail Services

<b>Course Code</b>	<b>SIR20216</b>
<b>Course Category</b>	<b>Skills Creation</b>
<b>Location</b>	<b>P</b>
<b>Intake</b>	<b>1st and 2nd Semester</b>
<b>Selection Process</b>	<b>Pre-Training Assessment and Enrolment.</b>
<b>Total Fee Funded</b>	<b>NO FEES</b> to pay for students eligible for government funding
<b>Total Fee for Service (Non-Eligible for Government funding)</b>	<b>\$1,135.00</b>

This course provides participants with the skills and knowledge and attitude to work in a retail setting. This qualification focuses on customer service, operating equipment, interacting with customers, advising on products and services and working effectively in a service environment. Participants will be 'hands on' in this qualification and will gain the skills and knowledge to work in a diverse range of retail settings including specialty stores, department stores and supermarkets.



## Foundation Skills

These courses cater for students who participate in accredited day programs for people with a disability which is supervised by fully qualified disability support staff. Students are able to choose supported vocational, life skills, community and recreational activities as part of their overall program which can complement expected outcomes of the course.

### Certificate I in Work Education

<b>Entry into this course is restricted – please see our friendly staff for more information</b>	
<b>Course Code</b>	<b>22302VIC</b>
<b>Course Category</b>	<b>Skills Creation</b>
<b>Location</b>	<b>HO</b>
<b>Intake</b>	<b>1st and 2nd Semester</b>
<b>Selection Process</b>	<b>Pre-Training Assessment and Enrolment.</b>
<b>Total Fee Funded (Encompass College of Education &amp; Training do not charge a Tuition Fee for this course)</b>	<b>Enrolment fee:</b>  <b>\$100.00</b> <i>*subject to change with promotion</i>
<b>Total Fee Fee for Service (Non-Eligible for Government funding)</b>	<b>\$2,775.00</b>

The Certificate I in Work Education is intended to support post-compulsory school age learners with evidence of a permanent cognitive impairment / intellectual disability to develop the skills to explore work options and access pathways to further specific vocational education and training. It supports learners to improve their employability and work readiness. In exceptional circumstances, compulsory school age learners with evidence of a permanent cognitive impairment / intellectual disability may be enrolled in the qualification. In Certificate I in Work Education a participant will have:

- Identified their individual future options for further training, work or community activities including identifying the goals and strategies to achieve them
- Explored and accessed a range of support services and facilities including community and local government resources
- Developed interpersonal and self-confidence skills relevant to participation in the community
- Gain an understanding of the nature of travelling independently and the support
- Knowledge and skills related to using technology safely.

- Complete practical placement of minimum of 60 hours

The Placement Officer will assist you in sourcing placement if required

### Certificate I in Transition Education

<b>Entry into this course is restricted – please see our friendly staff for more information</b>	
<b>Course Code</b>	<b>22301VIC</b>
<b>Course Category</b>	<b>Skills Creation</b>
<b>Location</b>	<b>HO, W, M</b>
<b>Intake</b>	<b>1st and 2nd Semester</b>
<b>Selection Process</b>	<b>Pre-Training Assessment and Enrolment.</b>
<b>Total Fee Funded (Encompass College of Education &amp; Training do not charge a Tuition Fee for this course)</b>	<b>Enrolment fee:</b>  <b>\$100.00</b> <i>*subject to change with promotion</i>
<b>Total Fee Fee for Service (Non-Eligible for Government funding)</b>	<b>\$3,000.00</b>

The Certificate I in Transition Education is designed for a range of learners with a disability/ disabilities or with significant evidence of a disability or special learning needs which impact on their learning. The focus of Transition Education is providing an educational option for people who have individual, special learning needs. Its main focus is to provide a learning environment to meet personal needs and to increase participation in the community, the workplace or in further education and training. The Certificate I in Transition Education is restricted to post compulsory school aged learners with evidence of a permanent cognitive impairment / intellectual disability. In exceptional circumstances, compulsory school age learners with evidence of a permanent cognitive impairment / intellectual disability may be enrolled in the qualification.

Certificate I in Transition Education a participant will:

- Participate in travel , learn to use a MYKI card
- Use technology for a range of purposes
- Enhance own self-development
- Use recipes to prepare food
- Participate in recreational activities
- Participate in creative activities
- Participate in the community

**There are no limitations to entry-based on age, gender, and physical ability, social or educational background**

## Course in Initial Adult Literacy and Numeracy

<b>Entry into this course is restricted – please see our friendly staff for more information</b>	
<b>Course Code</b>	<b>22294VIC</b>
<b>Course Category</b>	<b>Skills Creation</b>
<b>Location</b>	<b>HO,W, M, BM</b>
<b>Intake</b>	<b>1st and 2nd Semester</b>
<b>Selection Process</b>	<b>Pre-Training Assessment and Enrolment.</b>
<b>Total Fee Funded (Encompass College of Education &amp; Training do not charge a Tuition Fee for this course)</b>	<b>Enrolment fee:</b>  <b>\$100.00</b> <i>*subject to change with promotion</i>
<b>Total Fee Fee for Service (Non-Eligible for Government funding)</b>	<b>\$1,000.00</b>

The Course in Initial Adult Literacy and Numeracy has been designed to allow for flexible selection of units from a bank of specific literacy and numeracy units. This is to maximise the opportunities for learners with intellectual disabilities to engage with learning, due to the diversity of intellectual disabilities which can be accompanied by physical disabilities.

The aim of this course is to deliver quality training to students with various levels of intellectual and cognitive impairment and is designed to empower and support a wide range of adult and teenage learner's at the most fundamental literacy level.

With a student centred approach, the training students undertake not only assists in developing literacy and job ready skills; it also supports students in developing maximum independence in the community

Learning is made fun by combining learning with games, puzzles, quizzes and hand on experiences

Classes are kept small to ensure students can be individually supported. Support staff and volunteers are also incorporated into the program as required.

## Certificate I in Initial Adult Literacy and Numeracy

<b>Entry into this course is restricted – please see our friendly staff for more information</b>	
<b>Course Code</b>	<b>22293VIC</b>
<b>Course Category</b>	<b>Skills Creation</b>
<b>Location</b>	<b>HO,W, M, BM</b>
<b>Intake</b>	<b>1st and 2nd Semester</b>
<b>Selection Process</b>	<b>Pre-Training Assessment and Enrolment.</b>
<b>Total Fee Funded (Encompass College of Education &amp; Training do not charge a Tuition Fee for this course)</b>	<b>Enrolment fee:</b>  <b>\$100.00</b> <i>*subject to change with promotion</i>
<b>Total Fee Fee for Service (Non-Eligible for Government funding)</b>	<b>\$1,425.00</b>

The aim of this course is to deliver quality training to students with various levels of intellectual and cognitive impairment and is designed to empower and support a wide range of adult and teenage learner's at the most fundamental literacy level.

The training they undertake not only assists in developing literacy and job ready skills, it also supports students in developing maximum independence in the community.

With the individual in mind the training undertaken:

- Increases interpersonal skills
- Develops self-esteem and confidence
- Develop public speaking
- Assist in speech development, i.e. extends students range of conversational skills and/or affords an opportunity for students to practice correct word pronunciation.

Learning is made fun by combining learning with games, puzzles, quizzes and hands on experiences. Classes are kept small to ensure students can be individually supported. Support staff and volunteers are also incorporated into the program as required.

**There are no limitations to entry-based on age, gender, and physical ability, social or educational background.**

10 weeks every Friday from 12:30pm until 3:30pm

## Basic Computers

Our aim for this no-cost program is to assist participants on how to utilise basic computer functions such as:

- Demonstrate safe OH&S practices when working with computers
- Internet security
- Operating windows 7
- Opening and Closing Programs
- Mouse skills
- Basic keyboard skills
- Typing skills
- Safe use of USB's
- Saving and storing documents
- Editing texts
- Printing documents
- The Word Art and Clip Art
- Use copy and paste to create documents
- Using Google Chrome as a search engine
- Creating an email address
- Composing and sending emails
- The use of the attachment facility for emails

This program is ongoing and will run for a duration of 10 weeks every Friday from 9.00am until 12.00pm

## Intermediate Computers

Our aim for this no-cost program is to assist participants with the utilisation of various computer functions and skills as follows:

- Demonstrate safe OH&S practices when working with computers
- Internet security
- Understand the use of Windows 7
- Safely use USB's
- Create, Move and Save files
- Create and name folders
- Navigate Microsoft menu bars, tool bars, rulers etc.
- Use Google Chrome as a search engine
- Create an email address
- Set up a contacts list in Gmail
- Inserting a profile photo on Gmail
- Sending and receiving links
- Operate PowerPoint
- Operate Publisher
- How to create a Watermark and Copy right document
- Basic use of iPads

This program is ongoing and will run for a duration of

## Steps to Employment

This no cost, Basic Steps to Employment Program is designed to assist students with the knowledge and skills necessary to search for employment and develop preparation skills for employment. There is no eligibility criteria required.

Our aim for this program is to assist participants to prepare for employment by:

- Preparing for interviews,
- Job searching,
- Developing cover letters,
- Developing resumes,
- Use of newspapers/internet for job searching,
- Develop personal management skills and
- Develop skills for maintaining and keeping a job

This program is ongoing and will run for duration of 4 days. Classes from 10:00am until 3:00pm

## First Aid & CPR

HLTAID001 Provide Cardiopulmonary Resuscitation

HLTAID002 Provide Basic Emergency Life Support

HLTAID003 Provide First Aid

\*Equivalent to Senior First Aid, minimum course numbers apply.

Cost: \$150.00

Two Days, 9:30am – 3:30pm

## Follow basic food safety practices

HLTFSE001 Follow basic food safety practices

\*minimum course numbers apply.

Cost: \$65.00

One day, 9:00am – 4:00pm



