

# Course Outline

## 22484VIC Certificate I in EAL

### (Access)

<b>Qualification/Co urse/Unit of Competency (if single)</b>	22484VIC Certificate I in EAL (Access)																												
<b>Purpose</b>	This course provides a pathway to further English study in the Access or Employment streams or Certificate II industry qualifications. During the course you'll learn about basic numeric calculations; computer use; simple reading and writing; listening and speaking; living and working in Australia; and learning plan development.																												
<b>Course Provider</b>	CJAE Pty. Ltd. T/as Angel Institute of Education <b>RTO ID: 22115</b> <b>Phone:</b> 03 97925259 <b>email:</b> info@angelinstitute.com.au																												
<b>Delivery Mode</b>	22484VIC Certificate I in EAL is delivered as face to face delivery in a classroom environment (2 days per week)																												
<b>Delivery Site/Location</b>	Please call us to discuss your nearest training location. Note: During COVID19, classes have been moved to virtual classroom.																												
<b>Course Duration</b>	26 weeks including public holidays and school holidays																												
<b>Education Pathways</b>	The further study pathways available to students who undertake this qualification include: <ul style="list-style-type: none"> <li>• 22485VIC Certificate II in EAL (Access)</li> <li>• Any Certificate II industry qualification</li> </ul>																												
<b>Units of Competency</b>	<p>The 22484VIC Certificate I in EAL (Access) requires the completion of the following 8 units (including 5 core and 3 electives).</p> <table border="1"> <thead> <tr> <th>CODE</th> <th>Unit Title</th> <th>Type</th> </tr> </thead> <tbody> <tr> <td>VU22590</td> <td>Plan language learning with support</td> <td>Core</td> </tr> <tr> <td>VU22591</td> <td>Participate in short simple exchanges</td> <td>Speaking and Listening unit</td> </tr> <tr> <td>VU22592</td> <td>Give and respond to short, simple verbal instructions and information</td> <td>Language skills unit</td> </tr> <tr> <td>VU22593</td> <td>Read and write short simple messages and forms</td> <td>Reading and Writing unit</td> </tr> <tr> <td>VU22594</td> <td>Read and write short, simple informational and instructional texts</td> <td>Language skills unit</td> </tr> <tr> <td>VU22597</td> <td>Locate health and medical information</td> <td>General Elective</td> </tr> <tr> <td>VU22598</td> <td>Identify Australian leisure activities</td> <td>General Elective</td> </tr> <tr> <td>VU22600</td> <td>Identify and access basic legal information</td> <td>General Elective</td> </tr> </tbody> </table>		CODE	Unit Title	Type	VU22590	Plan language learning with support	Core	VU22591	Participate in short simple exchanges	Speaking and Listening unit	VU22592	Give and respond to short, simple verbal instructions and information	Language skills unit	VU22593	Read and write short simple messages and forms	Reading and Writing unit	VU22594	Read and write short, simple informational and instructional texts	Language skills unit	VU22597	Locate health and medical information	General Elective	VU22598	Identify Australian leisure activities	General Elective	VU22600	Identify and access basic legal information	General Elective
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<b>Pre-requisites</b>	There are no pre-requisites for this qualification or any of the units of competency contained within it.																												
<b>Entry Requirements</b>	<ul style="list-style-type: none"> <li>• Prospective students are must be at least 18 years of age</li> <li>• To assist prospective students to determine whether a course is suitable and appropriate for the individual needs, Angel Institute will conduct a Pre-Training Review</li> <li>• Required to complete the Language Literacy and Numeracy (LLN) assessment, administered by and to the satisfaction of Angel Institute.</li> </ul>																												

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	<ul style="list-style-type: none"> <li>Prospective students with their learning, reading, writing, oral communication or numeracy skills sitting at ACSF Level 1 can participate in this course. However, if more than four skill areas are reaching at ACSF level 1 or higher, students would be recommended to enrol in a higher EAL level course.</li> </ul>
<b>Holiday Periods</b>	<p>There is no training and assessment scheduled during the following holiday periods:</p> <ul style="list-style-type: none"> <li>Public Holidays</li> <li>School Holidays</li> </ul>
<b>Training Arrangements</b>	<p>Class sessions are planned to ensure that you have a mixture of practical and theoretical components and those classes cater for a wide variety of learning styles.</p> <p>Homework tasks may include research, readings from related textbooks and continuing to work on assessment tasks.</p> <p>Students are provided with the following textbooks to students to support their learning (these are not included in the tuition fees and needs to be purchased additionally):</p> <ul style="list-style-type: none"> <li>Living in Australia Beginner 2<sup>nd</sup> edition</li> </ul>
<b>Additional Support</b>	<p>All students will complete a language literacy and numeracy assessment upon enrolment to determine their learning support needs. All students will be provided with a range of learning support options and resources to help you achieve competency. Where additional support needs have been identified an <i>Individual Support Plan</i> will be developed which may include:</p> <ul style="list-style-type: none"> <li>Mentoring from trainers</li> <li>Additional classes, tutorials and workshops</li> <li>Online support and exercises for some courses</li> <li>Computer and technology support</li> <li>Referral to external support services</li> <li>Reasonable adjustment to assessments</li> </ul> <p>Provision of additional support services will be provided where necessary to enable students to participate in the same way as any other person regardless of whether support services have been required.</p>
<b>Assessment Arrangements</b>	<p>Assessment will be conducted individually. You will be provided with a Student Assessment Booklet for each unit of competency/cluster/topic which includes:</p> <ul style="list-style-type: none"> <li>A full description of all assessment tasks for the unit of competency</li> <li>Assessment instructions for each unit of competency</li> <li>Assessment resources for each unit of competency</li> <li>Details about when assessment will occur</li> <li>Details about assessment submission</li> </ul> <p>There are a variety of assessment methods used for this qualification including:</p> <ul style="list-style-type: none"> <li>Written questions</li> <li>Projects</li> <li>Case studies</li> <li>Role Plays</li> <li>Research</li> </ul> <p>You will be required to complete assessments in class and there may be a need for some work to be done as homework, however this is not expected to exceed 5 hours per week.</p> <p>You will be advised by your trainer and assessor about the assessment requirements for each unit at the commencement of delivery for that unit. Submission of assessment tasks will be in person to the trainer/assessor .</p>

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<b>Course Credit</b>	<p>Angel Institute of Education can grant you credit towards your course for units of competency that you have already completed with another RTO or authorised issuing organisation. We can also grant you Credit for subjects or units you have completed where equivalence can be established between the unit in your course, and the subject or unit you have completed.</p> <p>There is no charge to apply for Credit.</p> <p>To apply, fill in the Credit Application Form and submit it as part of your enrolment.</p> <p>*Please refer to your Student Handbook for more information on Course Credit.</p>						
<b>Recognition of Prior Learning (RPL)</b>	<p>Recognition of Prior Learning (RPL) is a process where skills and knowledge that you have gained through work and life experience and other unrecognised training can be formally recognised.</p> <p>Angel Institute of Education has a process that has been structured to minimise the time and cost to applicants and provides a supportive approach to students wishing to take up this option. You should ideally apply for RPL at the time of enrolment but you may also apply up to 2 weeks into your course.</p> <p>During the entry process and interview stage Angel Institute of Education will discuss with you the process and options for RPL. Suitability is often determined on how much experience you have in a certain area, your work history and previous training. If RPL is determined as a possibility for you, you will be provided with a kit that will guide you in working through each unit to determine relevant skills and experience and identify whether you would be able to provide the required evidence.</p> <p>A trainer/assessor will be available to assist you throughout this process.</p> <p>*Please refer to your Student Handbook for more information on RPL.</p>						
<b>Costs</b>	<table border="1" data-bbox="395 1093 1410 1413"> <tr> <td>Tuition Fees for Full Fee paying Students</td> <td>\$3500</td> </tr> <tr> <td>Tuition Fees for Government Funded Students (Eligibility Criteria Applies for skills first funding)</td> <td>\$0</td> </tr> <tr> <td>Book Fee (Students who wish to buy book from an outside supplier are not required to pay book fee)</td> <td>\$50</td> </tr> </table> <p><b>Payment Plan</b></p> <ul style="list-style-type: none"> <li>5 monthly installments of \$700 each</li> </ul> <p><b>RPL Costs:</b></p> <p>Application Fee - \$0</p> <p>Charge per unit of competency - \$100</p> <p>Nationally Recognised Training does not occur GST.</p> <p>Students will only be eligible to receive their qualification if fees have been paid in full and all course requirements have been met.</p> <p>*Please refer to your Student Handbook for our Fees and Charges Policy.</p>	Tuition Fees for Full Fee paying Students	\$3500	Tuition Fees for Government Funded Students (Eligibility Criteria Applies for skills first funding)	\$0	Book Fee (Students who wish to buy book from an outside supplier are not required to pay book fee)	\$50
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<b>Inclusions</b>	<p>Unless otherwise specified, tuition fees include all the training and assessment as well as required resources and textbooks for students to achieve the qualification or course in which they are enrolling.</p> <p><b>Additional charges apply if students require:</b></p> <ul style="list-style-type: none"> <li>Additional copies of a student's qualification/record of results and/or statement of attainment. A cost of \$50 per document applies</li> <li>Additional copies of text books or any other learning and assessment. A fee of \$50 per text book</li> </ul> <p><b>Other costs (not included) to be aware of:</b></p>						

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	<p>Please refer to the student handbook for guidance in relation to budgeting and planning</p> <ul style="list-style-type: none"><li>• USB drives that students are required to use to submit their assessments. Students may bring their own or purchase nearby.</li><li>• Notebooks/pens/laptops* or other general stationary required for students to complete their work.</li></ul>
<b>Selection Process</b>	<p>You will be required to complete a language, literacy and numeracy (LLN) assessment prior to finalising your enrolment to ensure that the course is suitable for you and that Angel Institute of Education is able to meet your individual needs. The assessment includes a written test and an interview to complete the verbal component of the test.</p> <p>If you do not achieve the required level in your LLN assessment Angel Institute will (where possible) provide student support measures. Where this is not possible your enrolment application will not be accepted in this instance and you will be referred to an appropriate external services or courses. You may reapply in the future once you have undertaken further language, literacy and numeracy skills training.</p>
<b>How to apply</b>	<p>If you would like to enroll into the 22484VIC Certificate I in EAL (Access) please contact our office to obtain a prospective student form..</p> <p><b>Phone:</b> 03 97925259</p> <p><b>Email:</b> <a href="mailto:info@angelinstitute.com.au">info@angelinstitute.com.au</a></p> <p>3/62 Robinson St, Dandenong, VIC, 3175</p> <p>Once we receive your completed forms we will contact you to arrange an entry interview.</p>

If you would like to discuss this course in more detail, please call us for a confidential discussion on 0397925259

This course outline should be read in conjunction with Angel Institute of Education's Student Handbook.

Training is delivered with Victorian and Commonwealth Government Funding for eligible individuals.

Students with disabilities are encouraged to apply.

Angel Institute of Education works with marketing agents for student referrals. For more information visit [www.angelinstitute.com.au](http://www.angelinstitute.com.au)



NATIONALLY RECOGNISED  
TRAINING