

# Course Outline

## 22251VIC Certificate II in EAL (Access)

<b>Qualification/Co urse/Unit of Competency (if single)</b>	22485VIC Certificate II in EAL (Access)		
<b>Purpose</b>	This course provides a pathway to further English study in the Access, Further Study or Employment streams or Certificate III industry qualifications. Certificate II in EAL (Access) outcomes focus on the development of English language speaking, listening, reading and writing skills together with electives directly selected to develop relevant knowledge and skills for simple everyday communication, including digital literacy, and community participation and to enable participants to move into further English language education or vocational training or a combination of both. The overall objective of this qualification is preparation for participation in further English language study or vocational training which may include English language support or employment		
<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>	22485VIC Certificate II in EAL (Access) is delivered as face to face delivery in a classroom environment (2 classes 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>• 22491VIC Certificate III in EAL (Further Study)</li> <li>• 22486VIC Certificate III in EAL (Access)</li> <li>• Any Certificate III industry qualification</li> </ul>		
<b>Units of Competency</b>	The 22485VIC Certificate II in EAL (Access) requires the completion of the following 8 units (including 5 core and 3 electives).		
	<b>CODE</b>	<b>Unit Title</b>	<b>Type</b>
	VU22358	Develop learning goals	Core
	VU22601	Participate in simple conversations and transactions	Speaking and Listening unit
	VU22602	Give and respond to simple spoken information and directions	Language skills unit
	VU22603	Read and write simple personal communications and transactional texts	Reading and Writing unit
	VU22604	Read and write simple instructional and informational texts	Language skills unit
	VU22607	Explore community services	General Elective
	VU22608	Explore transport options	General Elective
	VU22609	Explore current issues	General Elective
<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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<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. 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>• Certificate II in Spoken and Written English</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. 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>
<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</p>

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	<p>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"> <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> 5 monthly installments of \$700 each</p> <p><b>RPL Costs:</b> Application Fee - \$0 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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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						
<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> <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 22485VIC Certificate II in EAL (Access) please contact our office to obtain a prospective student form..</p> <p><b>Phone:</b> 03 97925259 <b>Email:</b> info@angelinstitute.com.au 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.

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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