

# Access Programs

National Course Code: **2290LZB**

## General Information

Access Programs are short individual units of study designed to enable students to develop and improve skills and confidence that will assist them in their community activities, employment and/or further studies. The programs are offered in an encouraging and supportive learning environment with an emphasis on students working at a level suited to their own needs.

## Career Opportunities

Students improve their confidence and general skill level to access community activities, employment and/or further study.

## Mode of Study and Location

Different units of study are offered at Ararat, Horsham, SMB (Ballarat) and Stawell campuses.

## Entry Requirements

No formal entry requirements however prospective students should:

- be willing to accept responsibility for their own learning
- be committed to follow the course regulations and University Regulations
- be 15 years or over

## Course Structure

Students undertake units of study to suit individual needs. Access Programs include:

Units of Study	Hours
▪ Assertiveness Training	20
▪ Women's Access	60
▪ Preparing for Study	24
▪ Open Learning Science	114
▪ Acting Up (Access Drama Program)	70
▪ Improve Your Spelling	16

## Assessment

Access units of study are not assessed.

## Fees

Enrolment fees are payable at the time of enrolment. For further information a Fees and Charges leaflet is available from the Student Centre.

## Recognition of Prior Learning

If what you have learned at work, from other courses, from life experience or training provided at work is relevant to this course, you may be entitled to gain subject credits or exemptions. For further details contact the staff listed under 'Course Enquiries'.

## Application Information

Students seeking a place in this course should contact the staff listed under 'Course Enquiries' to obtain information and/or make an appointment for interview.

All applicants must complete an enrolment form and pay their fees at the Student Centre before the enrolment process is complete. All enrolments must first be approved by the relevant department.

## Course Enquiries

For further course information contact:

### Ararat Campus

Geraldine Monaghan  
School of Human Services – Further Education  
Telephone (03) 5358 7245

### Horsham Campus

Mandy Kirsopp  
School of Human Services – Further Education  
Telephone (03) 5362 2702

### SMB Campus - Ballarat

Carmel Day  
School of Human Services – Further Education  
Telephone (03) 5327 8240

### Bruce Marshall

School of Business Services – Applied Science  
Telephone (03) 5327 8219

### Stawell Campus

Geraldine Monaghan  
School of Human Services – Further Education  
Telephone (03) 5358 7245

Course in

# Creative Writing

National Course Code: **2003AAC**

## General Information

The Course in Creative Writing is an access course that enables students to develop and demonstrate communicative skills in a creative context.

In this short course, students will have an opportunity to develop the competence and confidence to:

- undertake further study in creative writing
- seek opportunities that will utilise their increased creative writing skills
- embark on independent creative writing projects

The Course of Creative Writing combines personal development with elements of access to further education.

## Career Opportunities

The Certificate in Creative Writing can provide a pathway into Certificate 1V in Professional Writing and Editing.

The course will enable participants to complete writing folios to support applications to tertiary or TAFE Institute writing courses. It will provide a basis for moving to other areas of study associated with writing and literature.

## Mode of Study and Location

The *Course in Creative Writing* is conducted at the Horsham Campus, SMB (Ballarat) Campus and at the Stawell Campus.

## Entry Requirements

There are no formal academic requirements. However as a guide to the level of reading and writing required for successful completion, a standard of language competence equal to that of graduates of Reading and Writing in Certificate III of General Education for Adults is appropriate (approx Year 10/11 standard). It is envisaged that many participants will have some work or life experience which will enhance their ability to undertake the course without formal qualifications. Potential students may be asked to attend an initial interview and/or provide a sample of writing.

## Course Structure

To be eligible for a certificate in the Course in Creative Writing, participants must complete four modules – three core and one elective. A Statement of Attainment will be issued specifying any or all of the modules successfully completed. In addition to class contact time, there are a significant number of hours of reading, preparation and writing.

## Course Content

Unit Code	Core - Modules
VBE505	Beginning Writing
VBE506	Language and Style
IVBE507	Ideas from Within

Unit Code	Elective - Modules
VBE508	Writing Personal Narratives
VBE509	Beginning Short Stories
VBE510	Writing for Children

**Total Nominal Hours** **100**

## Assessment

A range of assessment methods are used to enable students to demonstrate competency in the learning outcomes within the curriculum.

## Fees

Enrolment fees are payable at the time of enrolment. For further information a Fees and Charges leaflet is available from the Student Centre.

## Recognition of Prior Learning

If what you have learned at work, from other courses, from life experience or training provided at work is relevant to this course, you may be entitled to gain subject credits or exemptions. For further details contact the staff listed under 'Course Enquiries'.

## Application Information

Students seeking a place in this course should contact the staff listed under 'Course Enquiries' to obtain information and/or make an appointment for interview.

All applicants must complete an enrolment form and pay their fees at the Student Centre before the enrolment process is complete. All enrolments must first be approved by the relevant department.

## Course Enquiries

For further course information contact:

### Ararat Campus

Cate Whitehead  
School of Human Services – Further Education  
Telephone (03) 5358 7236

### Horsham Campus

Sue Pierce  
School of Human Services – Further Education  
Telephone (03) 5362 2676

### SMB Campus - Ballarat

Carmel Day  
School of Human Services – Further Education  
Telephone (03) 5327 8240

### Stawell Campus

Cate Whitehead  
School of Human Services – Further Education  
Telephone (03) 5358 7236

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 Certificates in

# English as a Second Language Access

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## Certificate I in ESL Access

National Course Code: **14378VIC**

## Certificate II in ESL Access

National Course Code: **14379VIC**

## Certificate III in ESL Access

National Course Code: **14380VIC**

## Certificate IV in ESL Access

National Course Code: **14381VIC**

## General Information

Courses in *English as a Second Language (ESL) Access* aim to provide participants from non-English speaking backgrounds with:

- an opportunity to improve their English skills in the four macro-skills of reading, writing, speaking and listening.
- social and living skills.
- a knowledge of Australian society.
- strategies for successful transition into work or further study in Australia.

The four levels in *ESL Access* provide a clear pathway for students who want to develop general English language and literacy skills and knowledge for participating effectively in the Australian community.

## Career Opportunities

Students have an opportunity to improve their English skills to access employment or further study.

## Mode of Study and Location

The *Certificates in ESL (Access)* are conducted at the SMB (Ballarat) Campus.

## Entry Requirements

There are no formal academic requirements.

Potential students are required to attend a pre-course interview to assess entry eligibility and language level.

Places are available to:

- Australian Citizens/Permanent Residents and other special categories identified by the Victorian Government

- Newly arrived migrants and refugees eligible for the *Adult Migrant English Program*.

Other categories of potential students may be able to attend English language classes on a fee-for-service basis.

## Course Structure

The ESL Access courses are delivered in multi-level classes.

## Course Content

Students undertake available modules at a level appropriate to their skills.

Students in a government-funded program are awarded certificates on completion of individual modules or on completion of a specified set of modules.

In order to gain certification at course level, students must complete six modules, four of which are designated core modules.

### Modules

Core	Modules
VBH475	Oral Communication 1
VBH482	Oral Communication 2
VBH489	Oral Communication 3
VBH496	Oral Communication 4

VBH476	Listening Skills 1
VBH483	Listening Skills 2
VBH490	Listening Skills 3
VBH497	Listening Skills 4

VBH477	Writing Skills 1
VBH484	Writing Skills 2
VBH491	Writing Skills 3
VBH498	Writing Skills 4

VBH478	Reading Skills 1
VBH485	Reading Skills 2
VBH492	Reading Skills 3
VBH499	Reading Skills 4

### Elective Modules

VBH479	Australian Studies 1
VBH486	Australian Studies 2
VBH493	Australian Studies 3
VBH500	Australian Studies 4

VBH480	Computer Operations 1
VBH462	Computer Operations 2a
VBH487	Computer Operations 2b
VBH468	Computer Operations 3a
VBH494	Computer Operations 3b
VBH4474	Computer Operations 4a
VBH501	Computer Operations 4b

Level 1 is the beginning level

**Assessment**

A range of assessment methods are used to enable students to demonstrate competency in the learning outcomes within the curriculum.

**Fees**

Enrolment fees are payable at the time of enrolment. For further information a Fees and Charges leaflet is available from the Student Centre.

**Recognition of Prior Learning**

If what you have learned at work, from other courses, from life experience or training provided at work is relevant to this course, you may be entitled to gain subject credits or exemptions. For further details contact the staff listed under 'Course Enquiries'.

**Application Information**

Students seeking a place in this course should contact the staff listed under 'Course Enquiries' to obtain information and/or make an appointment for interview.

All applicants must complete an enrolment form and pay their fees at the Student Centre before the enrolment process is complete. All enrolments must first be approved by the relevant department.

**Course Enquiries**

For further course information contact:

**SMB Campus - Ballarat**

Carmel Day

School of Human Services – Further Education

Telephone (03) 5327 8240

Course in

# Family Literacy

National Course Code: **14794VIC**

*This course is subject to extension of the University of Ballarat's Scope of Registration.*

## General Information

The Course in Family Literacy is an access course enabling participants to develop knowledge about the way children learn.

Participants also develop increased self knowledge about their own learning and literacy skills and possible future pathways.

In this short course, participants will have an opportunity to develop the competence and confidence to:

- Explore the process of adult literacy and develop critical literacies
- Make informed judgements about written and electronic texts for children
- Support children's literacy development by participating in children's education and schooling
- Access further education or work opportunities in a related field

The Course in Family Literacy combines personal development with elements of access to further education.

## Career Opportunities

The Course in Family Literacy can provide a pathway into short courses such as Course in Creative Writing, or into units from the Certificate in General Education for Adults (CGEA).

The course will enable participants to develop the confidence to engage in activities at their child's school, or to work with their child in partnership with the school.

## Mode of Study and Location

The Course in Family Literacy will be conducted at the Horsham Campus.

## Entry Requirements

There are no formal academic requirements.

There are no barriers to this course based on age, gender, social background or educational achievement. If participants need extra support to access the course, they should contact the Course Coordinator and discuss support requirements.

## Course Structure

To be eligible for a certificate in the Course in Family Literacy, participants must complete the six modules of the course.

A Statement of Attainment will be issued specifying any or all of the modules successfully completed.

## Course Content

Unit Code	Modules
VBH396	Children Learning
VBH396	Reading at Home
VBH396	Historical and Sociological Perspectives
VBH396	Stories and Culture
VBH396	Texts for Child Readers
VBH396	Literacy and Technology

**Total Nominal Hours** **80**

## Assessment

A range of assessment methods will be used. Learning Outcomes may be combined and assessed through group or project work. Participants will be expected to contribute to group discussions.

Alternative assessment tasks, relating to the ability of the participants will provide a range of ways for participants to achieve the learning outcomes of the course.

## Fees

Enrolment fees are payable at the time of enrolment. For further information a Fees and Charges leaflet is available from the Student Centre.

## Recognition of Prior Learning

If what you have learned at work, from other courses, from life experience or training provided at work is relevant to this course, you may be entitled to gain subject credits or exemptions. For further details contact the staff listed under 'Course Enquiries'.

## Application Information

Students seeking a place in this course should contact the staff listed under 'Course Enquiries' to obtain information and/or make an appointment for interview.

All applicants must complete an enrolment form and pay their fees at the Student Centre before the enrolment process is complete. All enrolments must first be approved by the relevant department.

## Course Enquiries

### Horsham Campus

Sue Pierce  
School of Human Services – Further Education  
Telephone (03) 5362 2676

Certificates in

# General Education for Adults

## Certificate I in General Education for Adults (Introductory)

National Course Code: 21249VIC

## Certificate I in General Education for Adults

National Course Code: 21250VIC

## Certificate II in General Education for Adults

National Course Code: 21251VIC

## Certificate III in General Education for Adults

National Course Code: 21252VIC

### General Information

The Certificates in General Education for Adults (CGEA) are designed for students whose basic education is incomplete. The course is accredited throughout Australia, which means that parts of the course can be studied at different learning centres and each part will count towards the achievement of a certificate.

This certificate is most suitable for people who:

- left school early
- had a disrupted schooling
- left school some time ago

### Why do it?

People have different reasons for wanting to improve their education level. Some reasons are:

- to prepare for further study
- to improve job opportunities
- to help get a promotion
- to gain confidence
- for mental stimulation
- it's a good thing to do!

### Career Opportunities

Students improve their level of basic education to access employment, further study or community activities.

### Mode of Study and Location

The Certificates in General Education for Adults are conducted at the Ararat, Horsham, SMB (Ballarat) and Stawell Campuses. Courses are offered on a full-time and part-time basis in both day and evening classes.

The Certificates in General Education for Adults are also offered by Off-Campus study mode.

### Entry Requirements

There are no formal academic requirements, although students are given an initial assessment to find out where they need to begin their studies.

Prospective students should:

- have the potential to achieve success in the course as determined by assessment /testing
- be willing to accept responsibility for their own learning
- be committed to follow the course regulations and University Regulations
- be 15 years or over
- wish to improve their general education skills up to Level 5 of the National Reporting System

Students seeking entry directly from enrolment in a secondary college are required to provide evidence of support for their application from guardian, school or agency

### Course Structure

Cert I in General Education for Adults (Introductory)  
2 core modules plus elective modules of at least 160 hours = Nominal Hours 360

Certificate I in General Education for Adults  
2 core modules plus elective modules of at least 160 hours = Nominal Hours 360

Certificate II in General Education for Adults  
Entry requirement – achievement of Certificate I or equivalent  
2 core modules plus elective modules of at least 80 hours = Nominal Hours 280

Certificate III in General Education for Adults  
Entry requirement – achievement of Certificate II or equivalent  
1 core module plus elective modules of at least 160 hours = Nominal Hours 280

Certificates are granted on completion of the required modules. At the completion of any module or unit of competency a student can be granted a Statement of Attainment.

### Course Content

Students undertake modules at a level appropriate to their skills.

Unit Code	Core - Modules
VBM685	Reading & Writing Introductory
VBM688	Reading & Writing I
VBM691	Reading & Writing II
VBM694	Reading & Writing III
VBM686	Numeracy & Mathematics Introductory
VBM689	Numeracy & Mathematics I
VBM692	Numeracy & Mathematics II
VBM695	Numeracy & Mathematics III

**Unit Codes Elective - Modules**

VBM563	Oral Communication – Introductory
VBM564	Oral Communication I
VBM565	Oral Communication II
VBM566	Oral Communication III
VBM587	General Curriculum Options - Introductory
VBM670	General Curriculum Options I
VMB693	General Curriculum Options II
VBM696	General Curriculum Options III

**Stawell Campus**

Marian Monas  
School of Human Services – Further Education  
Telephone (03) 5358 7247

**Off Campus**

Off Campus Coordinator  
Telephone (03) 5327 8224

Additional modules from other currently accredited courses or units of competency from endorsed Training Packages may also be available as elective modules.

**Assessment**

A range of assessment methods are used to enable students to demonstrate competency in the learning outcomes within the curriculum.

**Fees**

Enrolment fees are payable at the time of enrolment. For further information a Fees and Charges leaflet is available from the Student Centre.

**Recognition of Prior Learning**

If what you have learned at work, from other courses, from life experience or training provided at work is relevant to this course, you may be entitled to gain subject credits or exemptions. For further details contact the staff listed under 'Course Enquiries'.

**Application Information**

Students seeking a place in this course should contact the staff listed under 'Course Enquiries' to obtain information and/or make an appointment for interview.

All applicants must complete an enrolment form and pay their fees at the Student Centre before the enrolment process is complete. All enrolments must first be approved by the relevant department.

**Course Enquiries**

For further course information contact:

**Ararat Campus**

School of Human Services – Further Education  
Telephone (03) 5355 3022

**Horsham Campus**

Sue Pierce  
School of Human Services – Further Education  
Telephone (03) 5362 2676

**SMB Campus - Ballarat**

Carmel Day  
School of Human Services – Further Education  
Telephone (03) 5327 8240

Certificate I in

# Transition Education

National Course Code: **15494VIC**

## General Information

The Certificate I in Transition Education aims to provide people with a disability with the skills to access further education or training in an adult learning environment. Prospective students should have a desire to improve their education and work skills with a view to gaining employment or going onto further education.

## Career Opportunities

The course is not industry specific and introduces participants to a wide range of possible career paths.

## Mode of Study and Location

Selected modules of the course are delivered at the SMB Campus on a full-time basis over one semester. Part-time enrolments will be considered.

Selected modules are delivered at the Horsham campus on a part-time basis throughout the year.

## Entry Requirements

Prospective students should:

- have the potential to achieve success in the course as determined by assessment /testing
- be willing to accept responsibility for their own learning
- be committed to follow the course regulations and University Regulations
- be post-school age (16+ years of age)
- have special learning needs as the result of a disability
- have a desire to undertake further education or training

Admission will be based on a selection interview.

## Course Structure

Core modules	450 hours
Electives	450 hours
Group 1 Electives – Life Skills	
Group 2 Electives – Literacy & Numeracy	
Group 3 Electives - Vocational Studies	

**Total Nominal Hours** **900**

To be eligible for the credential of Certificate 1 in Transition Education, the learner must complete the 4 core modules (450 hours) and any combination of electives to total 450 hours.

A Statement of Attainment will be issued for the completion of any module/s from this course.

## Course Content

Unit Code	Core Modules
VBG758	Individual Learning Plan
VBG759	Personal Development
VBG760	Travel, Orientation and Mobility
VBG761	Exploring Adult Options

Unit Code	Group 1 Electives (Life Skills)
VBG762	Functional Communication & Numeracy Skills
VBG763	Effective Personal Communication
VBG764	Technology for Life
VBG765	Sex Education
VBG766	Driver Permits
VBG767	Community Access
VBG768	Recreation & Leisure
VBG769	Creative Options
VBG770	Personal & Community Health
VBG771	Voluntary Work

Unit Code	Group 2 Electives (Literacy & Numeracy)
VBG772	General Writing Skills
VBG773	Spelling Improvement Techniques
VBG774	Formal Letters
VBG775	Recreational Reading
VBG776	Critical Reading
VBG777	Technical Reading
VBG778	Guides Directories & Timetables
VBG779	The Media
VBG780	Fractions, Decimals & Percents
VBG781	Everyday Calculations
VBG782	Computers for Learning
NOS250	Introduction to the Internet

## Group 3 Electives (Vocational)

Any accredited module from vocational courses or Training Packages at AQF levels 1 and 11

**Total Nominal Hours** **900**

## Assessment

A range of assessment methods are used in response to the specific needs of the student.

## Fees

Enrolment fees are payable at the time of enrolment. For further information a Fees and Charges leaflet is available from the Student Centre.

### **Recognition of Prior Learning**

If what you have learned at work, from other courses, from life experience or training provided at work is relevant to this course, you may be entitled to gain subject credits or exemptions. For further details contact the staff listed under 'Course Enquiries'.

### **Application Information**

Students seeking a place in this course should contact the staff listed under 'Course Enquiries' to obtain information and/or make an appointment for interview.

All applicants must complete an enrolment form and pay their fees at the Student Centre before the enrolment process is complete. All enrolments must first be approved by the relevant department.

### **Course Enquiries**

For further course information contact:

#### **Horsham Campus**

Gill Clohesy  
School of Human Services – Further Education  
Telephone (03) 5362 2730

#### **SMB Campus - Ballarat**

Sheilagh Kentish  
School of Human Services – Further Education  
Telephone (03) 5327 8270

# Victorian Certificate of Education (VCE)

National Course Code: **2200LZV**

## General Information

The VCE serves different purposes according to the needs of different students. For example:

- Adults who left school without going to Year 12 who may now want to study the VCE:
  - to gain better employment opportunities;
  - to go on to tertiary studies;
  - to learn something new;
  - to be able to help their children when they do VCE;
  - as a personal challenge.
- Full-time students who cannot do units of their choice at their own school may do one or more subjects at SMB. These units are included on their certificate as part of a full-time attempt.
- Young people who have left school and now want to attempt their VCE.
- Students who have unsuccessfully attempted Years 11 or 12 before.
- Students who wish to undertake their VCE studies in an adult environment.

The course is accredited by the Victorian Curriculum and Assessment Authority (VCAA). A VCE Certificate is issued on completion of the appropriate number of units.

## Career Opportunities

The completion of the VCE is highly desired by most employers.

Employment opportunities increase dramatically with the successful completion of the VCE.

## Mode of Study and Location

This course is provided at the SMB Campus on a full or part time basis. (See 'Course Structure')

## Entry Requirements

The Adult VCE program (8 units) - students must be over 18 years of age on January 1 of the academic year in which they will complete the VCE, and must have been absent from full-time secondary schooling for a minimum of one complete school year.

Full VCE program (minimum 16 units) - students should have completed Year 10. Students interested in the full VCE program should note the limited range of units offered.

Individual interviews will be held to assess student suitability for the course. This will help to determine the level at which to commence VCE studies and in the selection of suitable units.

## Course Structure

- Adult VCE program - normal duration 1 year full-time.
- Part-time Adult VCE program - may be undertaken over 2 or more years.
- Full VCE program - normal duration 2 years

Since VCE Units 1 & 2 are offered on a semester basis, each unit being independently assessed, it is possible for a student to enter at mid-year.

Units 3 & 4 must be taken as a sequential study over one year, except in some special circumstances.

## Course Content

Unit Code	Modules
FE 199	English Unit 1 & 2
AP 214	General Maths Unit 1 & 2
FE 177	Psychology Unit 1 & 2
AC 248	Legal Studies Unit 1 & 2
FE 233	Classical Societies & Cultures Unit 1
CP 239	Information Technology Unit 1 & 2
FE 244	Australian Contemporary Society Unit 2
AC 249	Business Management Unit 1 & 2
FE 198	Media Unit 1
AP 217	Further Mathematics Unit 3 & 4
FE 207	English Unit 3 & 4
FE 208	Australian History Unit 3 & 4
FE 249	Australian Contemporary Society Unit 3 & 4
FE210	Literature Unit 3 & 4
FE 211	Media Unit 3 & 4
FE 212	Psychology Unit 3 & 4 ⊗
CP 242	Information Technology - (Information Processing and Management) Unit 3 & 4 ⊗
AC 243	Legal Studies Unit 3 & 4 ⊗
AC 244	Business Management Unit 3 & 4 ⊗

Total Nominal Hours	Unit 1 – 68 hrs
	Unit 2 – 68 hrs
	Unit 3 – 75 hrs
	Unit 4 – 75 hrs

⊗ Conducted through night classes

(Classes offered at night will vary from year to year)

Please note: Subjects may change or be cancelled due to numbers.

To gain their VCE students under 18 must satisfactorily complete 16 VCE Units. English is compulsory.

### **Assessment**

Assessment is governed by the Victorian Curriculum and Assessment Authority, which uses school based coursework and exams to formulate results.

### **Fees**

Enrolment fees are payable at the time of enrolment. For further information a Fees and Charges leaflet is available from the Student Centre.

### **Recognition of Prior Learning**

If what you have learned at work, from other courses, from life experience or training provided at work is relevant to this course, you may be entitled to gain subject credits or exemptions. For further details contact the staff listed under 'Course Enquiries'.

### **Application Information**

Students seeking a place in this course should contact the staff listed under 'Course Enquiries' to obtain information and/or make an appointment for interview.

All applicants must complete an enrolment form and pay their fees at the Student Centre before the enrolment process is complete. All enrolments must first be approved by the relevant department.

### **Course Enquiries**

For further course information or to arrange a pre-enrolment interview, contact:

#### **SMB Campus - Ballarat**

Carmel Day

School of Human Services – Further Education

Telephone (03) 5327 8240

Certificate I in

# Work Education

National Course Code: **21108VIC**

## General Information

The Certificate I in Work Education course is designed for people with a range of special learning needs which restrict their participation in the available work-preparation courses. Prospective students should have a desire to improve their education and work skills with a view to gaining employment or going onto further education.

## Career Opportunities

The course is not industry specific and introduces participants to a wide range of possible career paths.

## Mode of Study and Location

### Ararat, Horsham and Stawell Campuses:

The course is delivered over two years of full-time study or part-time equivalent.

### SMB Campus:

The full course is delivered over 3 semesters. Part-time enrolments will be considered.

## Entry Requirements

Prospective students should:

- have the potential to achieve success in the course as determined by assessment /testing
- be willing to accept responsibility for their own learning
- be committed to follow the course regulations and University Regulations
- be 15 years or over
- have special learning needs as a result of documented Developmental Delay/Intellectual Disability
- have a desire to gain employment or undertake vocational training upon completion of the course

Admission will be based on a selection interview.

### SMB Campus Only

In addition to the above requirements prospective students are required to have completed selected modules from Certificate I in Transition Education.

## Course Structure

Participants must demonstrate achievement of all learning outcomes to receive credit for each module and pass all modules to be eligible for the award.

## Course Content

Unit Code	Core Modules
VBK156	Induction
VBK157	Individual Vocational Plan
VBK158	Interpersonal Communication Skills
VBK159	Workplace Communication Skills
VBK160	Team Work
VBK161	Personal Management Skills
VBK162	Community Skills
VBC858	Numeracy & Mathematics 1
VBK163	Career Planning
VBK164	Workplace Education
VBK165	Vocational Studies

**Total Nominal Hours** **1200**

## Assessment

A range of assessment methods are used in response to the specific needs of the student.

## Fees

Enrolment fees are payable at the time of enrolment. For further information a Fees and Charges leaflet is available from the Student Centre.

## Recognition of Prior Learning

If what you have learned at work, from other courses, from life experience or training provided at work is relevant to this course, you may be entitled to gain subject credits or exemptions. For further details contact the staff listed under 'Course Enquiries'.

## Application Information

Students seeking a place in this course should contact the staff listed under 'Course Enquiries' to obtain information and/or make an appointment for interview.

All applicants must complete an enrolment form and pay their fees at the Student Centre before the enrolment process is complete. All enrolments must first be approved by the relevant department.

## Course Enquiries

For further course information contact:

### Ararat Campus

Peta Dalkin  
School of Human Services – Further Education  
Telephone (03) 5355 3024

### Horsham Campus

Gill Clohesy  
School of Human Services – Further Education  
Telephone (03) 5362 2730

### SMB Campus - Ballarat

Sheilagh Kentish  
School of Human Services – Further Education  
Telephone (03) 5327 8270

### Stawell Campus

Marian Monas  
School of Human Services – Further Education  
Telephone (03) 5358 7247