



prahran community learning centre inc.

# STUDENT COURSE GUIDE

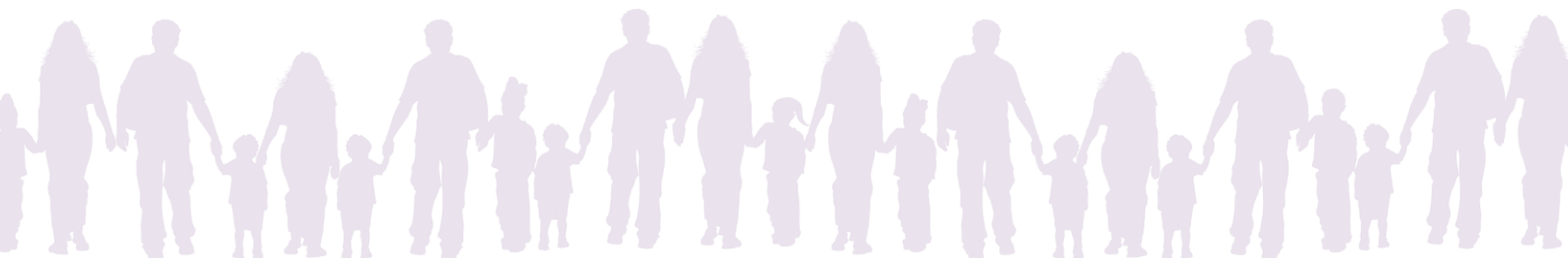
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ABN 46 793 650 620 RTO NO. 6413



# CUV10111

## Certificate I in Visual Arts

CUV10111 Certificate I in Visual Arts is a national standard qualification for those who want to work or prepare for further study in Visual Art. This qualification is designed to cover a broad range of skills and knowledge that apply to the arts industry.

Students learn to develop ideas and artworks with more independence whilst being guided and supported by teachers. Classes are run in a simulated work environment where students follow professional practices and OH&S guidelines, amongst others. It covers diverse occupations in the visual arts, craft and design industries across a wide range of specialisations and media, which include, amongst others, painting, sculpture, drawings, 2Dforms, etc.

To be awarded the qualification CUV10111 Certificate I in Visual Arts, you will need to successfully complete 7 of the units of competency listed below.

### The 7 units of competency offered are:

BSBOHS201A	Participate in OHS processes
CUVACD101A	Use basic drawing techniques
CUVPRP101A	Use ideas & techniques for creative work
CUVPRP201A	Make simple creative work
CUVCU2201A	Develop sculptural skills
CUVPAI201A	Develop painting skills
CUVDRA201A	Develop drawing skills

### Entry Requirements

There are no formal entry requirements for this qualification.

### Eligibility and Pre-requisites

There are no prerequisite requirements for individual units of competency.

### Career Opportunities

Gallery and studio assistant.  
Self-employed artist, arts retail worker.

### Pathway Information

#### Pathways into the qualification-

Students who enter this qualification with limited or no vocational experience and without a relevant lower lever qualification.

#### Pathways from the qualification-

After achieving this qualification, students could progress to a wide range of other qualifications in visual arts & craft, or the creative industries more broadly.

### Method of Study

Part time  
Classroom based: Face-to-face

### Orientation

First day of class.

### Course Duration and Times

40 weeks plus 6 weeks term breaks.  
1 day a week, 4 hours per day.  
Please refer to the PCLC website for sessions and class times [www.pclcentre.org.au](http://www.pclcentre.org.au)

### Skills Recognition – Credit Transfer

Please refer to PCLC Credit transfer policy located on the PCLC website [www.pclcentre.org.au](http://www.pclcentre.org.au)

### Course fees & other charges

Please refer to schedule of fees located on the PCLC website [www.pclcentre.org.au](http://www.pclcentre.org.au)

### Funding

This qualification is recognised nationally under the Australian Qualifications Framework (AQF).  
This training is delivered with Victorian and Commonwealth Government funding.

### Complaints & Appeals

Please refer to the PCLC complaints and appeals policy located on the PCLC website [www.pclcentre.org.au](http://www.pclcentre.org.au)

### Refund of Fees

Please refer to the PCLC Refund policy located on the PCLC website [www.pclcentre.org.au](http://www.pclcentre.org.au)

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# CUV20111

## Certificate II in Visual Arts

CUV20111 Certificate II in Visual Arts is a national standard qualification for those who want to work or prepare for further study in Visual Art. This qualification is designed to cover a broad range of skills and knowledge that apply to the arts industry.

Students learn to develop ideas and artworks with more independence whilst being guided and supported by teachers. Classes are run in a simulated work environment where students follow professional practices and OH&S guidelines, amongst others. It covers diverse occupations in the visual arts, craft and design industries across a wide range of specialisations and media, which include, amongst others, painting, sculpture, drawings, 2D forms, etc.

To be awarded the qualification CUV20111 Certificate II in Visual Arts, you will need to successfully complete **9** of the units of competency listed below

### The 9 units of competency offered are:

BSBOHS201A	Participate in OHS processes
CUVACD101A	Use basic drawing techniques
CVRES201A	Source & use info relevant to own arts practice
CUVPRP201A	Make simple creative work (Mosaic & Graffiti)
CUVPAI201A	Develop painting skills
CUVDRA201A	Develop drawing skills
CUVCU2201A	Develop sculptural skills
CUVDRA301A	Produce drawings
CUVPAI301A	Produce paintings

### Entry Requirements

There are no entry requirements for this qualification.

However, you need some basic drawing ability (*i.e. be able to draw a bottle and shade it; draw a box so the perspective looks ok*).

You also need some literacy skills, plus ability to write with acceptable punctuation and spelling.

### Eligibility and Pre-requisites

There are no formal pre-requisites for this course.

### Career Opportunities

Gallery and studio assistant.

Self-employed artist, arts retail worker.

### Pathway Information

**Pathways into qualification:** People may enter this qualification with limited or no vocational experience and without a lower level qualification.

**Pathways from the qualification:** Prepares people for the higher-level learning that supports professional art practice.

### Method of Study

Part time

Classroom based :Face-to-face

### Orientation

First day of class.

### Course Duration and Times

40 weeks plus 6 weeks term breaks.

1 day a week, 4 hours per day.

Please refer to the PCLC website for sessions and class times

[www.pclcentre.org.au](http://www.pclcentre.org.au)

### Skills Recognition – Credit Transfer & RPL

Please refer to PCLC Credit transfer & RPL policy located on the PCLC website [www.pclcentre.org.au](http://www.pclcentre.org.au)

### Course fees & other charges

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### Funding

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### Refund of Fees

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# CUV30111

## Certificate III in Visual Arts

CUV30111 Certificate III in Visual Arts is a national standard qualification for those who want to work or prepare for further study in Visual Art. This qualification is designed to cover a broad range of skills and knowledge that apply to the arts industry.

Students learn to develop ideas and artworks with more independence whilst being guided and supported by teachers. Classes are run in a simulated work environment where students follow professional practices and OH&S guidelines, amongst others. It covers diverse occupations in the visual arts, craft and design industries across a wide range of specialisations and media, which include, amongst others, painting, sculpture, drawings, 2D forms, etc.

To be awarded the qualification CUV30111 Certificate III in Visual Arts, you will need to successfully complete **12** of the units of competency listed below.

### The 12 units of competency offered are:

BSBWHS201A	Contribute to health and safety of self and others
CUVACD201A	Develop drawing skills to communicate ideas
CUVPRP301A	Produce creative work
CUVRES301A	Apply knowledge of history and theory to own arts practice
BSBDES302A	Explore the use of colour
CUVCER201A	Explore and apply the creative design process to 2D forms
CUVPAI201A	Develop ceramic skills
CUVPRI201A	Develop painting skills
CUVDRA301A	Produce drawings
CUVPAI301A	Produce paintings
CUVSCU301A	Produce sculpture

### Entry Requirements

There are no entry requirements for this qualification. However, you need some basic drawing ability (*i.e. be able to draw a bottle and shade it; draw a box so the perspective looks ok*).

You also need some literacy skills, plus ability to write with acceptable punctuation and spelling.

### Eligibility and Pre-requisites

There are no formal pre-requisites for this course.

### Career Opportunities

Gallery and studio assistant.  
Self-employed artist, arts retail worker.

### Pathway Information

**Pathways into qualification:** People may enter this qualification with limited or no vocational experience and without a lower level qualification.

**Pathways from the qualification:** Prepares people for the higher-level learning that supports professional art practice.

### Method of Study

Part time  
Classroom based :Face-to-face

### Orientation

First day of class.

### Course Duration and Times

40 weeks plus 6 weeks term breaks.  
1 day a week, 4 hours per day.  
Please refer to the PCLC website for sessions and class times  
[www.pclcentre.org.au](http://www.pclcentre.org.au)

### Skills Recognition – Credit Transfer & RPL

Please refer to PCLC Credit transfer & RPL policy located on the PCLC website [www.pclcentre.org.au](http://www.pclcentre.org.au)

### Course fees & other charges

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### Funding

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This training is delivered with Victorian and Commonwealth Government funding.

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# 22234VIC

## Course in Initial General Education for Adults

The 22234VIC Course in Initial General Education for Adults (CGEA ) addresses the education and training needs of adults who left school early and who need to improve their literacy ,basic maths and general education skills. Delivered to a range of learning groups, including those who left mainstream education early, and whose life experiences have inhibited access to education, training and employment.

The course provides educational pathways to employment, further study and community engagement.

To be awarded the qualification 22234VIC Course in Initial General Education for Adults, you will need to successfully complete 11 of the units of competency listed below:

VU21282 Develop a learning plan & portfolio with support  
VU21283 Engage with short simple texts for personal purposes  
VU21284 Engage with short simple texts for learning purposes  
VU21286 Engage with short simple texts to participate in the community  
VU21287 Create short simple texts for personal purposes  
VU21288 Create short simple texts for learning purposes  
VU21290 Create short simple texts to participate in the community  
VU21291 Recognise numbers and money in simple, highly familiar situations  
VU21292 Recognise, give & follow simple and familiar oral directions  
VU21293 Recognise measurements in simple, highly familiar situations  
VU21295 Recognise & locate simple numerical information in short, simple highly familiar texts

### Entry Requirements

Participants in any of the five courses in the General Education for Adults curriculum may enter the courses at any level. The courses are not nested, but participants may complete any or all of the courses depending on their needs. Entry points for the courses would normally be determined by an assessment of a student's literacy and numeracy skill level using the ACSF. Selection of participants for General Education for Adults courses would normally be based on their need to develop literacy, numeracy and general education skills.

### Eligibility & Pre-requisites

There are no formal pre-requisites for this course.

### Career Opportunities

On completion of Course in Initial General Education for Adult participants may continue onto Certificate 1 in in General Education for Adults - Introductory. Students will be able to make informed choices about employment or other education pathways.

### Pathway Information

The 22234VIC Course in Initial General Education for Adults provides a pathway into the 22235VIC Certificate I in General Education for Adults (Introductory) for those learners who wish to further develop their literacy and numeracy skills to support engagement with employment, community, learning and personal domains.

### Method of study

Part time  
Classroom based – Face to face.

### Orientation

First day of class

### Course Duration & Times

40 weeks, plus 6 weeks term breaks  
1 day per week, 5 hours per day  
Please refer to the PCLC website for sessions and class times  
[www.pclcentre.org.au](http://www.pclcentre.org.au)

### Skills Recognition – Credit Transfer

Please refer to PCLC Credit transfer policy located on the PCLC website [www.pclcentre.org.au](http://www.pclcentre.org.au)

### Course fees & other charges

Please refer to schedule of fees located on the PCLC website [www.pclcentre.org.au](http://www.pclcentre.org.au)

### Funding

This qualification is recognised nationally under the Australian Qualifications Framework (AQF).  
This training is delivered with Victorian and Commonwealth Government funding.

### Complaints & Appeals

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### Refund of Fees

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# 22235VIC Certificate I in General Education for Adults (Introductory)

The Certificate 1 in General Education for Adults (Introductory) (CGEA) addresses the education and training needs of adults who left school early and who need to improve their literacy, basic maths and general education skills. Delivered to a range of learning groups, including those who left mainstream education early, and whose life experiences have inhibited access to education, training and employment. The course provides educational pathways to employment, further study and community engagement.

To be awarded the qualification 22235VIC Certificate I in General Education for Adults (Introductory), you will need to successfully complete 16 of the units of competency listed below:

VU21297 Develop & document a learning plan & portfolio with guidance  
VU21298 Conduct a project with guidance  
VU21299 Engage with simple texts for personal purposes  
VU21300 Engage with simple texts for learning purpose  
VU21302 Engage with simple texts to participate in the community  
VU21303 Create simple texts for personal purposes  
VU21304 Create simple texts for learning purposes  
VU21306 Create simple texts to participate in the community  
VU21307 Work with numbers and money in simple familiar situation  
VU21308 Work with and interpret directions in simple, familiar situation  
VU21309 Work with measurements in simple, familiar situations  
VU21311 Work and interpret simple numerical information in familiar texts  
VU21317 Communicate with others in familiar & predictable contexts  
VU21315 Access the internet for language learning  
VU21318 Identify Community options

## Entry Requirements

Participants in any of the five courses in the General Education for Adults curriculum may enter the courses at any level. The courses are not nested, but participants may complete any or all of the courses depending on their needs. Entry points for the courses would normally be determined by an assessment of a student's literacy and numeracy skill level using the ACSF. Selection of participants for General Education for Adults courses would normally be based on their need to develop literacy, numeracy and general education skills. Participants in the 22235VIC Certificate 1 in General Education for Adults (Introductory) should have literacy and numeracy skills at least equivalent to 22234VIC Course in Initial General Education for Adults which is equivalent to Australian Core Skills Framework (ACSF) Level 2.

## Eligibility & Pre-requisites

There are no formal pre-requisites for this course.

## Career Opportunities

On completion of 22235 Certificate 1 in General Education for Adult (Introductory) participants may continue onto 22236VIC Certificate 1 in General Education for Adults. Students will be able to make informed choices about employment or other education pathways.

## Pathway Information

On completion of Certificate 1 in General Education for Adults (Introductory) participants will be able to make informed choices about employment or education pathways. The 22235VIC Certificate I in General Education for Adults - Introductory provides a pathway into the 22236VIC Certificate I in General Education for Adults for those who wish to continue to develop their core skills in reading, writing and numeracy to effectively access further study pathways.

## Orientation

First day of class

## Method of study

Part time  
Classroom based – Face to face.

## Course Duration & Times

40 weeks, plus 6 weeks term breaks  
1 day per week, 5 hours per day  
Please refer to the PCLC website for sessions and class times  
[www.pclcentre.org.au](http://www.pclcentre.org.au)

## Skills Recognition – Credit Transfer

Please refer to PCLC Credit transfer policy located on the PCLC website [www.pclcentre.org.au](http://www.pclcentre.org.au)

## Course fees & other charges

Please refer to schedule of fees located on the PCLC website [www.pclcentre.org.au](http://www.pclcentre.org.au)

## Funding

This qualification is recognised nationally under the Australian Qualifications Framework (AQF). This training is delivered with Victorian and Commonwealth Government funding.

## Complaints & Appeals

Please refer to the PCLC complaints and appeals policy located on the PCLC website [www.pclcentre.org.au](http://www.pclcentre.org.au)

## Refund of Fees

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# 22236VIC

## Certificate I in General Education for Adults

The Certificate I in General Education for Adults (CGEA) addresses the education and training needs of adults who left school early and who need to improve their literacy, basic maths and general education skills. Delivered to a range of learning groups, including those who left mainstream education early, and whose life experiences have inhibited access to education, training and employment.

The course provides educational pathways to employment, further study and community engagement.

Certificate I outcomes focus on the development of literacy skills to create and interpret simple, personally relevant texts and mathematical knowledge to apply numeracy skills in everyday familiar situations. Skills and knowledge are applied to develop and document a learning plan, prepare a portfolio of evidence.

To be awarded the qualification 22236VIC Certificate I in General Education for Adults, you will need to successfully complete 11 of the units of competency listed below:

VU21323 Develop and document a learning plan & portfolio  
VU21324 Plan & undertake a project  
VU21325 Engage with texts of limited complexity for personal purposes  
VU21326 Engage with texts of limited complexity for learning purposes  
VU21328 Engage with texts of limited complexity to participate in the community  
VU21329 Create texts of limited complexity for personal purposes  
VU21330 Create texts of limited complexity for learning purposes  
VU21332 Create texts of limited complexity to participate in the community  
VU21333 Work with a range of numbers and money in familiar & routine situations  
VU21334 Work and interpret directions in familiar & routine situations  
VU21335 Work with measurement in familiar & routine situations  
VU21337 Work with and interpret numerical information in familiar & routine texts  
BSBITU101A Operate a personal computer  
VU21318 Identify community options  
BSBWHS201A Contribute to health & safety of self & others  
VU21321 Identify major events in Australian history

### Entry Requirements

There are no entry requirements for any of the Certificates in General Education for Adults. Participants in any of the five courses in the General Education for Adults curriculum may enter the courses at any level. The courses are not nested, but participants may complete any or all of the courses depending on their needs. Entry points for the courses would normally be determined by an assessment of a student's literacy and

numeracy skill level using the ACSF. Selection of participants for General Education for Adults courses would normally be based on their need to develop literacy, numeracy and general education skills.

### Eligibility & Pre-requisites

There are no formal pre-requisites for this course.

### Career Opportunities

The 22236VIC Certificate I in General Education for Adults provides a pathway into the 22237VIC Certificate II in General Education for Adults for learners who wish to continue to develop their core skills in reading, writing and numeracy to effectively access further study pathways.

### Pathway Information

On completion of Certificate I in General Education for Adults participants will be able to make informed choices about employment or education pathways.

### Method of study

Part time

Classroom based – Face to face.

### Orientation - First day of class

### Course Duration & Times

40 weeks, plus 6 weeks term breaks

3 days per week, 5 hours per day

Please refer to the PCLC website for sessions and class times  
[www.pclcentre.org.au](http://www.pclcentre.org.au)

### Skills Recognition – Credit Transfer

Please refer to PCLC Credit transfer policy located on the PCLC website [www.pclcentre.org.au](http://www.pclcentre.org.au)

### Course fees & other charges

Please refer to schedule of fees located on the PCLC website [www.pclcentre.org.au](http://www.pclcentre.org.au)

### Funding

This qualification is recognised nationally under the Australian Qualifications Framework (AQF).

This training is delivered with Victorian and Commonwealth Government funding.

### Complaints & Appeals

Please refer to the PCLC complaints and appeals policy located on the PCLC website [www.pclcentre.org.au](http://www.pclcentre.org.au)

### Refund of Fees

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# 22237VIC

## Certificate II in General Education for Adults

Certificate II in General Education for Adults (CGEA) course is designed to further develop general education skills across a range of subjects. The course provides pathways into TAFE courses and employment.

To be awarded the qualification 22237VIC Certificate II in General Education for Adults, you will need to successfully complete II of the units of competency listed below:

- VU21353 Research pathways & produce a learning plan & portfolio
- VU21354 Implement & Review a project
- VU21355 Engage with a range of complex texts for personal purposes
- VU21356 Engage with a range of complex texts for learning purposes
- VU21359 Create a range of complex texts for personal purposes
- VU21360 Create a range of texts of some complexity for learning purposes
- VU21363 Investigate & interpret shapes and measurements and related formulae in a range of contexts
- VU21365 Investigate and use simple mathematical formulae and problem solving techniques in a range of contexts
- VU21368 Investigate the impact of a scientific issue on the community
- VU21367 Investigate the characteristics of living things
- VU21366 Investigate an environmental issue

### Entry Requirements

Participants in any of the five courses in the General Education for Adults curriculum may enter the courses at any level. The courses are not nested, but participants may complete any or all of the courses depending on their needs.

### Eligibility & Pre-requisites

There are no formal pre-requisites for this course.

### Career Opportunities

On completion of Certificate II in General Education for Adult participants may continue onto Certificate III in in General Education for Adults. Students will be able to make informed choices about employment or other education pathways.

### Pathway Information

On completion of Certificate II in General Education for Adults participants will be able to make informed choices about employment or education pathways. The 22237VIC Certificate II in General Education for Adults provides a pathway into the 22238VIC Certificate III in General Education for Adults who wish to continue to develop their core skills in reading, writing and numeracy to effectively access further study pathways.

### Method of study

Part time

Classroom based – Face to face.

### Orientation

First day of class

### Course Duration & Times

40 weeks, plus 6 weeks term breaks

3 days per week, 5 hours per day

Please refer to the PCLC website for sessions and class times [www.pclcentre.org.au](http://www.pclcentre.org.au)

### Skills Recognition – Credit Transfer & RPL

Please refer to PCLC Credit transfer & RPL policy located on the PCLC website [www.pclcentre.org.au](http://www.pclcentre.org.au)

### Course fees & other charges

Please refer to schedule of fees located on the PCLC website [www.pclcentre.org.au](http://www.pclcentre.org.au)

### Funding

This qualification is recognised nationally under the Australian Qualifications Framework (AQF).

This training is delivered with Victorian and Commonwealth Government funding.

### Complaints & Appeals

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### Refund of Fees

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# 22238VIC

## Certificate III in General Education for Adults

The Certificate III in General Education for Adults (CGEA) addresses the education and training needs of adults who left school early and who need to improve their literacy, basic maths and general education skills. Delivered to a range of learning groups, including those who left mainstream education early, and whose life experiences have inhibited access to education, training and employment.

To be awarded the qualification 22238VIC Certificate III in General Education for Adults, you will need to successfully complete 9 of the units of competency listed below:

VU21375	Evaluate pathway options, design a learning plan & compile a portfolio
VU21376	Engage with a range of highly complex texts for personal purposes
VU21380	Create a range of highly complex texts for personal purposes
VU21381	Create a range of highly complex texts for learning purposes
VU21383	Analyse and evaluate numerical & statistical information
VU21386	Investigate current issues
VU21369	Investigate indigenous history
VU21370	Investigate features of Australian Culture

### Entry Requirements

Participants in any of the five courses in the General Education for Adults curriculum may enter the courses at any level. The courses are not nested, but participants may complete any or all of the courses depending on their needs.

### Eligibility & Pre-requisites

There are no formal pre-requisites for this course.

### Career Opportunities

The Certificate III in General Education for Adults provides a pathway into further study in vocational education or higher education. The cores skills unit 'Write Complex Documents' provides credit into a

range of vocational qualifications from nationally endorsed training packages.

### Pathway Information

The Certificate III in General Education for Adults provides a pathway into further study in vocational education or higher education. The cores skills unit 'Write Complex Documents' provides credit into a range of vocational qualifications from nationally endorsed training packages.

### Method of study

Part time  
Classroom based – Face to face.

### Orientation

First day of class

### Course Duration & Times

40 weeks, plus 6 weeks term breaks  
3 days per week, 5 hours per day  
Please refer to the PCLC website for sessions and class times [www.pclcentre.org.au](http://www.pclcentre.org.au)

### Skills Recognition – Credit Transfer & RPL

Please refer to PCLC Credit transfer & RPL policy located on the PCLC website [www.pclcentre.org.au](http://www.pclcentre.org.au)

### Course fees & other charges

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### Funding

This qualification is recognised nationally under the Australian Qualifications Framework (AQF). This training is delivered with Victorian and Commonwealth Government funding.

### Complaints & Appeals

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# 22250VIC

## Certificate I in EAL (Access)

Certificate I in EAL (Access) outcomes focus on the development of English language speaking, listening, reading and writing skills directly related to immediate personal and social needs together with electives selected to develop relevant social, settlement and numeracy skills and knowledge. The purpose of this qualification is preparation for participation in further English language study or vocational training which may include English language support or employment.

They enable participants from a range of cultural and educational backgrounds to develop English language skills, including:

- those who have immigrated to Australia who are recent arrivals
- those who have immigrated to Australia and are longer term residents returning to study, to improve their English skills after having previously worked in low skilled jobs or having been out of the workforce
- Indigenous Australians who are learning English as an additional language or dialect

To be awarded the qualification 22250VIC Certificate I in EAL (Access) you will need to successfully complete 8 of the units of competency listed below:

VU21454 Plan language learning with support  
VU21451 Participate in short simple exchanges  
VU21449 Read & write short simple messages and forms  
VU21450 Give & respond to short, simple verbal instructions & information  
VU21448 Read & write short simple informational & instructional texts  
VU21446 Use basic digital technology language & skills  
VU21444 Identify Australian leisure activities  
VU21445 Locate health & medical information

### Entry Requirements

Entry to this course is determined according to the following criteria:

- A participant's current English language skills. (The Listening and Speaking and Reading and Writing units in the Framework will provide the basis for initial assessment processes and placement of participants at the appropriate proficiency level)
- A participant's prior formal education experience, both overseas and in Australia
- Any prior EAL learning
- A participant's learning and pathway needs including employability skills, literacies (digital and other literacies), and further educational and vocational training needs

### Eligibility & Pre-requisites

There are no prerequisite requirements for individual units of competency.

### Career Opportunities

Pathways could include employment in voluntary or paid work, involvement in community organisations, or participation in non-accredited courses.

### Pathway Information

Pathways into the qualification:

Preferred pathways for candidates considering this qualification include:

- Entry level reading and writing skills.

Pathways from the qualification: After achieving this qualification candidates may undertake:

There are no formal articulation arrangements for pathways into VET or higher education courses on completion of the Certificates in EAL, however, candidates may consider:

- Certificate II in EAL (Access)
- Certificate II in General Education for Adults or other Certificate I / II courses, depending on the content covered and modules undertaken.

### Method of study

Part time

Classroom based – Face to face.

### Orientation

First day of class

### Course Duration & Times

40 weeks, plus 6 weeks term breaks

1 day per week, 5 hours per day

Please refer to the PCLC website for sessions and class times [www.pclcentre.org.au](http://www.pclcentre.org.au)

### Skills Recognition – Credit Transfer

Please refer to PCLC Credit transfer policy located on the PCLC website [www.pclcentre.org.au](http://www.pclcentre.org.au)

### Course fees & other charges

Please refer to schedule of fees located on the PCLC website [www.pclcentre.org.au](http://www.pclcentre.org.au)

### Funding

This qualification is recognised nationally under the Australian Qualifications Framework (AQF).

This training is delivered with Victorian and Commonwealth Government funding.

### Complaints & Appeals

Please refer to the PCLC complaints and appeals policy located on the PCLC website [www.pclcentre.org.au](http://www.pclcentre.org.au)

### Refund of Fees

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# 22251VIC

## Certificate II in EAL (Access)

Certificate II (Access) outcomes focus on the development of English language speaking, listening, reading and writing skills together with electives selected to develop relevant knowledge and skills for simple everyday communication and community participation and to enable participants to move into further English language education or vocational training or a combination of both, or employment.

They enable participants from a range of cultural and educational backgrounds to develop English language skills, including:

- those who have immigrated to Australia who are recent arrivals
- those who have immigrated to Australia and are longer term residents returning to study, to improve their English skills after having previously worked in low skilled jobs or having been out of the workforce
- Indigenous Australians who are learning English as an additional language or dialect.

To be awarded the qualification 22251VIC Certificate II in EAL (Access) you will need to successfully complete 8 of the units of competency listed below:

VU21297 Develop & document a learning plan & portfolio with guidance  
VU21456 Participate in simple conversations & transactions  
VU21458 Read & write simple personal letters & formatted texts  
VU21457 Give & respond to simple verbal information & directions  
VU21459 Read & write simple routine informational & instructional texts  
VU21461 Access the internet & email to develop language  
VU21462 Explore community options  
VU21464 Examine current issues

### Entry Requirements

Entry to this course is determined according to the following criteria:

- a participant's current English language skills. (The Listening and Speaking and Reading and Writing units in the Framework will provide the basis for initial assessment processes and placement of participants at the appropriate proficiency level)
- a participant's prior formal education experience, both overseas and in Australia
- any prior EAL learning
- a participant's learning and pathway needs including employability skills, literacies (digital and other literacies), and further educational and vocational training needs

### Eligibility & Pre-requisites

There are no prerequisite requirements for individual units of competency.

### Career Opportunities

Pathways could include employment in voluntary or paid work, involvement in community organisations, or participation in non-accredited courses.

### Pathway Information

Pathways into the qualification:

Preferred pathways for candidates considering this qualification include:

Entry level reading and writing skills.

- Certificate I in EAL (Access)
- Certificate I in General Education for Adults

Pathways from the qualification: After achieving this qualification candidates may undertake:

There are no formal articulation arrangements for pathways into VET or higher education courses on completion of the Certificates in EAL, however, candidates may consider:

- Certificate III in EAL (Access)
- Certificate III in General Education for Adults or other Certificate II/III courses, depending on the content covered and modules undertaken.

### Method of study

Part time

Classroom based – Face to face

**Orientation** - First day of class

### Course Duration & Times

40 weeks, plus 6 weeks term breaks

1 day per week, 5 hours per day

Please refer to the PCLC website for sessions and class times

[www.pclcentre.org.au](http://www.pclcentre.org.au)

### Skills Recognition – Credit Transfer & RPL

Please refer to PCLC Credit transfer & RPL policy located on the PCLC website [www.pclcentre.org.au](http://www.pclcentre.org.au)

### Course fees & other charges

Please refer to schedule of fees located on the PCLC website [www.pclcentre.org.au](http://www.pclcentre.org.au)

### Funding

This qualification is recognised nationally under the Australian Qualifications Framework (AQF).

This training is delivered with Victorian and Commonwealth Government funding.

### Complaints & Appeals

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### Refund of Fees

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# BSB20112

## Certificate II in Business

This qualification reflects the role of individuals who perform a range of mainly routine tasks using limited practical skills and fundamental operational knowledge in a defined context, working under direct supervision.

To be awarded the qualification BSB20112 Certificate II in Business you will need to successfully complete **12** of the units of competency listed below.

BSBWHS201A	Contribute to health and safety of self and others
BSBCMM201A	Communicate in the workplace
BSBCUS201B	Deliver a service to customers
BSBIND201A	Work effectively in a business environment
BSBINM201A	Process and maintain workplace information
BSBINM202A	Handle mail
BSBITU201A	Produce simple word processed documents
BSBITU203A	Communicate electronically
BSBWOR202A	Organise and complete daily work activities
BSBWOR203B	Work effectively with others
BSBWOR204A	Use business technology
BSBITU202A	Create and use spread sheets

### Entry Requirements

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

### Eligibility & Pre-requisites

There are no formal pre-requisites for this course.

### Career Opportunities

#### Job roles:

- An Administration Assistant
- A Clerical Worker
- A Data Entry Operator
- An Information Desk Clerk
- An Office Junior
- A Receptionist

Successful completion of this qualification will enable you to work in both commercial and/or non-for-profit sectors. The skills you gain from completing this qualification could provide you with the competitive advantage required to achieve a successful career in today's business world.

### Pathway Information

#### Pathways into qualification:

- BSB10112 Certificate I in Business or other relevant qualification/s OR
- With vocational experience assisting in a range of work settings without a formal business qualification.

#### Pathways from the qualification:

- BSB30112 Certificate III in Business or other relevant qualification.

### Assessment Requirements

Assessments are designed to allow the student to exhibit competence in the unit of competency.

Assessments methods can include practical tasks, project, written responses, role play, oral presentation, etc.

Information about assessment requirements will be given out in the first class and explained clearly by the trainer /assessor.

Students are not graded but deemed 'Competent' or 'Not Yet Competent'.

Students' can appeal an assessment outcome.

### Method of study

Full time

Classroom based, in a simulated work environment

### Orientation

First day of class

### Course Duration & Times

40 weeks plus 6 weeks term breaks.

1 day a week, 5 hours per day.

Please refer to the PCLC website for sessions and class times

[www.pclcentre.org.au](http://www.pclcentre.org.au)

### Skills Recognition – Credit Transfer & RPL

Please refer to PCLC Credit transfer & RPL policy located on the PCLC website [www.pclcentre.org.au](http://www.pclcentre.org.au)

### Course fees & other charges

Please refer to schedule of fees located on the PCLC website [www.pclcentre.org.au](http://www.pclcentre.org.au)

### Funding

This qualification is recognised nationally under the Australian Qualifications Framework (AQF).

This training is delivered with Victorian and Commonwealth Government funding.

### Complaints & Appeals

Please refer to the PCLC complaints and appeals policy located on the PCLC website [www.pclcentre.org.au](http://www.pclcentre.org.au)

### Refund of Fees

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# BSB30412

## Certificate III in Business Administration

This qualification reflects the role of individuals who apply a broad range of administrative competencies in varied work contexts, using some discretion and judgement. They may provide technical advice and support a team.

To be awarded the qualification BSB30412 Certificate III in Business Administration you will need to successfully complete 13 of the units of competency listed below.

BCBITU307A	Develop keyboarding speed and accuracy
BSBWHS201A	Contribute to health and safety of self and others
BSBADM307B	Organise schedules
BSBCMM301B	Process customer complaints
BSBCUS301B	Develop and monitor a service to customers
BSBDIV301A	Work effectively with diversity
BSBITU302B	Create electronic presentations
BSBITU303A	Design and produce text documents
BSBITU304A	Produce spread sheets
BSBITU306A	Design and produce business documents
BSBWOR204A	Use business technology
BSBITU309A	Produce desktop published documents
BSBWRT301A	Write simple documents

### Entry Requirements

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

### Eligibility & Pre-requisites

There are no formal pre-requisites for this course.

### Career Opportunities

#### Job roles:

- Accounts Receivable Clerk
- Accounts Payable Clerk
- Clerk
- Data Entry Operator
- Junior Personal Assistant
- Receptionist
- Office Administration Assistant
- Office Administrator
- Word Processing Operator

Successful completion of this qualification will enable you to work in both commercial and/or non-for-profit sectors. The skills you gain from completing this qualification could provide you with the competitive advantage required to achieve a successful career in today's business world.

### Pathway Information

#### Pathways into qualification:

- BSB20112 Certificate II in Business or other relevant qualification/s OR

- With vocational experience assisting in a range of work settings without a formal business qualification

Examples of indicative job roles for students seeking entry based upon their vocational experience include:

- Administration Assistant
- Clerical Worker
- Data Entry Operator
- Information Desk Clerk
- Office Junior
- Receptionist

#### Pathways from the qualification:

BSB40507 Certificate IV in Business or other relevant qualification.

### Assessment Requirements

Assessments are designed to allow the student to exhibit competence in the unit of competency.

Assessments methods can include practical tasks, project, written responses, role play, oral presentation, etc.

Information about assessment requirements will be given out in the first class and explained clearly by the trainer /assessor.

Students are not graded but deemed 'Competent' or 'Not Yet Competent'.

Students' can appeal an assessment outcome.

### Method of study

Full time

Classroom based, in a simulated work environment

### Orientation

First day of class

### Course Duration & Times

40 weeks plus 6 weeks term breaks.

2 days a week, 5 hours per day (10 hours per week)

Please refer to the PCLC website for sessions and class times

[www.pclcentre.org.au](http://www.pclcentre.org.au)

### Skills Recognition – Credit Transfer & RPL

Please refer to PCLC Credit transfer & RPL policy located on the PCLC website [www.pclcentre.org.au](http://www.pclcentre.org.au)

### Course fees & other charges

Please refer to schedule of fees located on the PCLC website [www.pclcentre.org.au](http://www.pclcentre.org.au)

### Funding

This qualification is recognised nationally under the Australian Qualifications Framework (AQF).

This training is delivered with Victorian and Commonwealth Government funding.

### Complaints & Appeals

Please refer to the PCLC complaints and appeals policy located on the PCLC website [www.pclcentre.org.au](http://www.pclcentre.org.au)

### Refund of Fees

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# Victorian Certificate of Applied Learning

-VCAL Foundation

-VCAL Intermediate

-VCAL Senior

The Victorian Certificate of Applied Learning (VCAL) is a senior secondary certificate of education recognised within the Australian Qualifications Framework (AQF). The VCAL can include components of accredited Vocational Education and Training (VET) and Further Education (FE) qualifications from within the AQF, and VET and FE are an integral part of the VCAL. VET training is a compulsory requirement for completion of VCAL certificates at Intermediate and Senior level.

The VCAL is accredited and issued at three award levels:

- Victorian Certificate of Applied Learning (Foundation) – 21352 VIC Foundation VCAL
- Victorian Certificate of Applied Learning (Intermediate) – 21353 VIC Intermediate VCAL
- Victorian Certificate of Applied Learning (Senior) – 21354 VIC Senior VCAL.

The qualification aims to provide the skills, knowledge and attributes to enable students to make informed choices about pathways to work and further education. Personal development, students' interests and pathways for senior secondary students, in the context of applied learning, are underpinning principles of the VCAL.

The VCAL acknowledges these principles by the development of:

- knowledge and employability skills that help prepare the individual for employment and for participation in the broader context of family, community and lifelong learning
- knowledge and skills that assist the individual to make informed vocational choices within specific industry sectors and/or to facilitate pathways to further learning.

The VCAL certificate at Intermediate and Senior level recognises completion of a senior secondary qualification and primarily prepares students for further studies at the next VCAL level, in the Victorian Certificate of Education (VCE) and in VET and/or employment. Students enrol in a VCAL learning program at the level that matches their skills and abilities. For example, a student may start at either Foundation level or Intermediate level in Year 11.

## Nominal duration

Each of the three award levels has a nominal duration of 1000 hours. A typical VCAL learning program would be based on a full-time load of timetabled class time and independent learning totalling 1000 hours. However, particularly in non-school settings, the nominal hours (including both scheduled and unscheduled contact hours) may vary, when considering the specific needs of the student.

The three qualification levels provide flexible entry and exit points for a range of student abilities and interests and offer a clear progression for knowledge and skills.

The following is provided as a guide to help VCAL practitioners determine the general focus and award level of training. It must, however, be used in conjunction with the 'Curriculum options' table in 3.3, which outlines the curriculum options for meeting VCAL strand requirements.

## Foundation

### Focus

At Foundation level, knowledge and employability skills development is supported by a strong emphasis on literacy and numeracy skills and preparatory learning.

### Level

The following components of training are recommended at Foundation level:

- VCAL Foundation units
- VET Certificate I
- FE Certificate I.

## Intermediate

### Focus

At Intermediate level, knowledge and employability skills development leads to independent learning, confidence and a high level of transferable skills.

### Level

The following components of training are recommended at Intermediate level:

- VCAL Intermediate units
- VCE Units 1 and/or 2
- VET Certificate I, II
- FE Certificate II.

## Senior

### Focus

At Senior level, knowledge and employability skills development leads to a high level of interpersonal skills, independent action and achievement of tasks that require decision making and leadership.

### Level

The following components of training are recommended at Senior level:

- VCAL Senior units
- VCE Units 3 and 4
- VET Certificate II and above
- FE Certificate III and above

## Pathways

The VCAL is designed to develop and extend pathways for young people. On completion of a VCAL, students will be able to make informed choices about employment or education pathways. Meaningful pathways are created by linking student aspirations and future employment goals to the choice of accredited curriculum, as well as connecting

VCAL learning programs to work and industry experiences and active participation in the community. The ability to include curriculum from VET and FE in VCAL learning programs connects students with broader options for work, further education and active community participation.

Successful partnerships in the VCAL involve building a culture of collaboration and crossing bridges between schools and other providers. Achieving the pathways that arise from these partnerships relies on strong cooperative relationships and commitment to:

- a shared understanding that 'learning does not stop at the school gate'
- a shared understanding and working knowledge of cultures of technical and further education (TAFE) institutes, adult community education (ACE) organisations and schools, with easy movement between these sectors
- a 'whole community' approach, involving shared leadership, the pooling of resources and expertise, and the letting go of exclusive ownership of learning programs.

#### Pathways - Foundation

- Intermediate or Senior Level VCAL
- apprenticeships and traineeships (school-based or full-time)
- Certificate I (or above) VET courses
- Certificate I (or above) FE courses
- employment.

#### Pathways - Intermediate

- Senior level VCAL
- completion of VCE
- apprenticeships and traineeships (school-based or full-time)
- Certificate II (or above) VET courses
- Certificate II (or above) FE courses
- employment.

#### Pathways - Senior

- completion of VCE
- apprenticeships and traineeships (school-based or full-time)
- Certificate II (or above) VET courses
- Certificate III (or above) FE courses
- employment.

#### VCAL units

A VCAL unit contains accredited learning outcomes that are generic by nature and enable content to be developed and/or planned at the local level to suit the individual needs of students. Locally developed non-accredited curriculum and activities or structured workplace learning programs can contribute to the achievement of learning outcomes in a VCAL unit.

Each VCAL unit is 100 nominal hours in length, and each unit successfully completed contributes one credit toward the VCAL at the appropriate award level. The nominal hours include both scheduled and unscheduled time.

VCAL units are available at the three VCAL award levels (Foundation, Intermediate and Senior) to cater for the different needs, abilities and experiences of students.

The following VCAL units are currently available:

- WRS011 Work Related Skills Foundation Unit 1
- WRS012 Work Related Skills Foundation Unit 2
- WRS021 Work Related Skills Intermediate Unit 1
- WRS022 Work Related Skills Intermediate Unit 2
- WRS031 Work Related Skills Senior Unit 1
- WRS032 Work Related Skills Senior Unit 2
- PDS011 Personal Development Skills Foundation Unit 1
- PDS012 Personal Development Skills Foundation Unit 2
- PDS021 Personal Development Skills Intermediate Unit 1
- PDS022 Personal Development Skills Intermediate Unit 2
- PDS031 Personal Development Skills Senior Unit 1

- PDS032 Personal Development Skills Senior Unit 2
- LIT011 Literacy Skills Foundation Reading and Writing
- LIT012 Literacy Skills Foundation Oral Communication
- LIT021 Literacy Skills Intermediate Reading and Writing
- LIT022 Literacy Skills Intermediate Oral Communication
- LIT031 Literacy Skills Senior Reading and Writing
- LIT032 Literacy Skills Senior Oral Communication
- NUM011 Numeracy Skills Foundation
- NUM021 Numeracy Skills Intermediate
- NUM031 Numeracy Skills Senior

#### Entry to VCAL

There are no formal entry requirements for VCAL studies. The VCAL has been designed to accommodate flexible entry and exit. Students can enter at the appropriate level of VCAL to suit their learning needs, abilities and interests.

Parameters for entry and exit in schools will be determined by school regulations and enrolling guidelines. Where a provider that is not a school delivers VCAL, flexible entry and exit points will be determined by the policies and regulations of that educational provider.

There are no barriers to obtaining VCAL qualifications based on gender, age, social background or nationality.

Students with particular needs may require additional resources to enable the successful completion of the learning program. Some students may require additional time to achieve outcomes. Students can gain more than one VCAL qualification in their post-compulsory education program, depending on their abilities and learning goals.

#### Eligibility for award of the VCAL

##### Course requirements

To be awarded the VCAL, students must successfully complete a learning program that contains a minimum of 10 credits and includes:

- curriculum components to the value of at least one credit, each of which can be justified against the purpose statement for each of the four VCAL curriculum strands
- a minimum of two VCAL units
- one credit for numeracy
- curriculum components to the value of six credits at the level of the VCAL award (or above), of which one must be for literacy and one credit must be for a VCAL Personal Development Skills unit. However, credits classified at Foundation level (VCAL Foundation units, VET and FE units at Level 1) cannot contribute to Senior level.

Students may carry credit forward from the previous award level into the level in which they are currently enrolled.

VCAL providers can include additional curriculum, such as the VCAL Literacy Skills Oral Communication units and other VCE units in a VCAL learning program, to meet the requirement for a minimum of 10 credits. At the VCAL Intermediate and Senior levels, the learning program must also include accredited VET curriculum components to the value of a minimum of one credit in the Industry Specific Skills Strand. One credit is awarded on successful completion of 90 nominal hours of accredited VET curriculum. The VCAL program may also contain curriculum components drawn from VCE studies and FE accredited curriculum. One credit is awarded on successful completion of 90 nominal hours of accredited FE/VET curriculum.

**Class duration & Times**

Please refer to the PCLC website for sessions and class times  
[www.pclcentre.org.au](http://www.pclcentre.org.au)

**Skills Recognition – Credit Transfer & RPL**

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**Course fees & other charges**

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**Funding**

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This training is delivered with Victorian and Commonwealth Government funding.

**Complaints & Appeals**

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**Refund of Fees**

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