

4.9 Certificate II in General Education for Adults

(22237VIC)



RTO Registration # 52499

Eleven Units of Competency are required to achieve this qualification:

VU21353 - Research pathways and produce a learning plan and portfolio **[Core]**

VU21354 – Implement and review a project **[C]**

VU211355 - Engage with a range of complex texts for personal purposes **[C]**

VU21356 - Engage with a range of complex texts for learning purposes **[C]**

VU21359 – Create a range of complex texts for personal purposes **[C]**

VU21360 – Create a range of complex texts for learning purposes **[C]**

VU21363 - Investigate and interpret shapes and measurements and related formulae in a range of contexts **[C]**

VU21364 - Investigate numerical and statistical information in a range of contexts **[C]**

BSBCM201 – Communicate in the workplace **[Elective] Credit Transfer**

BSBITU201 – Produce simple word documents **[E] CT**

BSBWOR203 – Work effectively with others **[E] CT**

This qualification will focus on developing your literacy and numeracy skills and assist you to be able to work in any business environment

Gain practical skills and knowledge in:

- Reading
- Writing
- Numeracy
- Oral communication
- Digital technology skills
- Word processing and business correspondence



This qualification will provide you with employment skills recognized by industry and may be used to access further training.

Duration: Delivered as a 'stand-alone course over one year; as part of our senior schools Special Engagement Program under the auspices of VCS.

Cost: \$80 per annum to cover consumables and issue of Certificate and/or Statement of Attainment.

Total Nominal Hours: 360

Pathway options: Employment and/or further training (TAFE/Traineeship/Apprenticeship).