



Certificate III in General Education

Code

22474VIC

Type

Accredited Course

Study Mode

On Campus

Duration

4 months

Location

Bairnsdale

Morwell

Sale (FLC)

Course overview

If you're looking to develop your literacy, numeracy and employability skills, the Certificate III in General Education for Adults will be the right stepping-stone for you.

Get yourself closer to finding meaningful employment or seeking higher education by brushing up on your knowledge at TAFE Gippsland.

This course is a practical and fast-paced way to upskill yourself and gain the confidence you need to step into the workforce. You'll be able to study a range of topics that matches your learning style and individual needs as you complete interesting tasks.

You'll focus on the skills and knowledge you will need to complete a project in the workplace and investigate different pathways available to you. You'll also learn to plan and review different ways of approaching challenges as you improve your employability.

Taught on-campus for four months, you'll attend classes three days a week where our expert teachers will work with you to achieve the skills you need for employment. Our teachers will be there to support and guide you through your entire learning journey, making you feel confident and comfortable to take those next steps.

Those next steps could look like full time or part time employment into a chosen field or volunteering in your local community – there really are endless opportunities!

You might even want to take your career further by studying a Certificate III level or above in an areas that interests you – and we'll be here to help you decide exactly what path to take when the time comes, because we know those decisions don't always come easy!

What are you waiting for? Get yourself a step closer to a job you love with a Certificate III in General Education from TAFE Gippsland today!

Times

INTAKE	ATTENDANCE DAYS
Bairnsdale 19/07/2021	Tuesday, Wednesday, Thursday 9:00am-3:00pm
Morwell 19/07/2021	Tuesday, Wednesday, Thursday 9:00am-3:00pm
Sale FLC 19/07/2021	Tuesday, Wednesday, Thursday 9:00am-3:00pm

Career opportunities

- Full time or part time employment into a chosen field (Not specific)
- Volunteering

Opportunities for further study

- Further education at Certificate III level or above

Qualifications and Recognition

Upon successful completion of this course students will be eligible to receive the Certificate III in General Education.

Specialist Course Information

N/A

Placement

Not Applicable

Material and Equipment Supplied by Students

Not Applicable

Entry Requirements

Recommended entry requirements

- Completed a level II Certificate
- Wanting to enter the workplace or further education at Certificate III or above

Recognition of Prior Learning (RPL)

Many TAFE Gippsland courses offer Recognition of Prior Learning (RPL). To find out more visit the TAFE Gippsland website or contact us to discuss your options.

Course Cost

For an individual quotation of fees payable and material and equipment fees to be supplied by students, please visit your nearest TAFE Gippsland campus.

VET Student Loans

Not Applicable for this course

Student Services

Student Services offers a range of services designed to meet student's social, emotional and educational needs. Contact Student Services on 1300 133 717.

Enquiries

To find out more, visit the TAFE Gippsland website, or contact TAFE Gippsland to express your interest.

Course modules

Course units

BSBLDR301 Support effective workplace relationships

BSBTEC201 Use business software applications

BSBITU211 Produce digital text documents

VU22434 Evaluate Pathway Options, Design A Learning Plan And Compile A Portfolio

BSBFLM303 Contribute to effective workplace relationships

ICTICT106 Operate Presentation Packages

BSBWRT401 Write complex documents

VU22437 Engage with a range of highly complex texts for employment purposes

VU22439 Create a range of highly complex texts for personal purposes

VU21490 Organise and participate in a practical placement

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National Provider Number 0417

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