



# Angliss Neighbourhood House TOID 6389 Training Guide 22250VIC Certificate I in EAL (Access)

## Semester 2 2018

### Course Information

<b>Course Code</b>	22250VIC
<b>Course Title</b>	Certificate I in EAL (Access)
<b>Semester</b>	2
<b>Year</b>	2018
<b>Days</b>	Monday & Tuesday
<b>Time</b>	9:30 to 12:30 Monday & Tuesday 1 to 4 Tuesday (optional computer elective)
<b>Location</b>	Angliss Neighbourhood House

### Contact Details

<b>House Coordinator</b>	Meg Higgins	9687 9908	<a href="mailto:meg@anglissnh.net.au">meg@anglissnh.net.au</a>
<b>Education Coordinator</b>	Jenny Penfold	9687 9908	<a href="mailto:jenny@anglissnh.net.au">jenny@anglissnh.net.au</a>

### 2018 Semester 2 Unit Outline

In Semester 2, 2018 Angliss Neighbourhood House will be offering the following Units

Unit Code	Title
VU21451	Give and respond to short, simple verbal instructions and information
VU21445	Locate health and medical information
VU21461 Optional computer elective	Access the internet and email to develop language

## **Qualification requirements**

To obtain 22250VIC Certificate I in EAL (Access), learners must successfully complete a total of 8 units:

1 Core unit, 2 Speaking and Listening units, 2 Reading and Writing units and 3 General Elective units

- 1 core unit (learning plan)
- 2 Listening and Speaking skills unit
- 2 Reading and Writing skills unit
- 3 General electives

A Statement of Attainment will be issued for any unit of competency completed if the full qualification is not completed

## **Learning resources**

Teacher produced worksheets

EAL resource library

EAL student library

Dictionaries

Computer lab

Ipads

## **Delivery methods**

Teacher instruction

Pairwork

Group activities

Peer learning

Communicative activities

Games

Role Plays

Excursions

## Employability Skills

Successful completion of this course will also enable you to gain recognition for the following Employability Skills:

- Communication
- Initiative and Enterprise
- Technology
- Team Work
- Planning and Organising
- Learning
- Self Management
- Problem Solving

These skills are important for successful participation in the workforce and community.

## Assessment Details Semester 2, 2018

Assessment Task	Week	Unit
VU21451 Give and respond to short, simple verbal instructions and information Task A & B E1 & 2 Making Sandwiches TWAB	T3 W5	VU21451
VU21445 Locate health and medical information Task 2 E2: Medicines Community Plus Assessment Task	T3 W4	VU21445
VU21445 Locate health and medical information Task 1 E1 & 3: Health Conditions Community Plus Assessment Task	T3 W8	VU21445
VU21445 Locate health and medical information Task 2 E4: Medical Emergencies Community Plus Assessment Task	T4 W5	VU21445
VU21451 Give and respond to short, simple verbal instructions and information Task C E3: Lost Boy TWAB	T4 W3	VU21451
VU21451 Give and respond to short, simple verbal instructions and information Task D E4: Lost TWAB	T4 W3-4	VU21451

Shaded area relates to students undertaking the computer elective

VU21461 Access the internet and email to develop language Task A E1: Using the Internet TWAB	T3 W6	VU21461
VU21461 Access the internet and email to develop language Task B E2: Digital Communication Skills	T3 W8 – 9 T4 W3 - 5	VU21461
VU21461 Access the internet and email to develop language Task C E3: Email	T4 W4	VU21461

## Results

Competency based results will be used for your final results

C Competent

NYC Not Yet Competent

## Absences on Assessment Days

If you miss a class on a day when assessment is being conducted you need to make arrangements with your teacher for you to be assessed at an alternative time.

If you do not achieve the required standard, you will be given the opportunity to be re-assessed

## Assessment Method Descriptors

Assessment method	Description
Questioning oral/written	Assessor will ask a range of questions from the moderated bank of questions that supports the underpinning skills and knowledge required for competency in this unit. Questions may be answered in written or oral form.
Oral presentation (may be supported by technology)	Student will give a presentation against assessment criteria either alone or in a group to a small group or to the whole class
Portfolio	Student will gather and organise appropriate evidence into a portfolio to present to assessor. This will be presented and explained according to assessment criteria
Practical observation	Assessor will observe the student complete practical task/s against the assessment criteria
Demonstration	Assessor will observe the student complete practical task/s against the assessment criteria to the required specification in a simulated work environment.
Ongoing teacher assessment	Assessor will observe student activity throughout course work
Reflective journal	Evidence of personal writing and material related to assessment tasks completed in a personal journal.
Third party report	Reports from other teachers, community members or peers , relating to specific tasks and skills
Simulated role plays	Teacher/ assessor will establish a scenario and may or may not be a participant in this role play. Student will be assessed on oral capabilities whilst being observed.
Group/ pair work	Group or pair may research and/ or present material together



**Angliss Neighbourhood House TOID 6389  
Training Guide  
22251VIC Certificate II in EAL (Access)**

## **Semester 2 Year 2018**

### **Course Information**

<b>Course Code</b>	22251VIC
<b>Course Title</b>	Certificate II in EAL (Access)
<b>Semester</b>	2
<b>Year</b>	2018
<b>Days</b>	Monday & Tuesday
<b>Time</b>	9:30 to 12:30 Monday & Tuesday 1 to 4 Tuesday (optional computer elective)
<b>Location</b>	Angliss Neighbourhood House

### **Contact Details**

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<b>Education Coordinator</b>	Jenny Penfold	9687 9908	<a href="mailto:jenny@anglissnh.net.au">jenny@anglissnh.net.au</a>

## **2018 Semester 2 Unit Outline**

Angliss Neighbourhood House will be offering the following Units

<b>Unit Code</b>	<b>Title</b>
VU21457	Give and respond to simple verbal information and directions
VU21445	Locate health and medical information
VU21461 Optional computer elective	Access the internet and email to develop language

## **Qualification requirements**

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### Assessment Details Semester 2 2018

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VU21457 Give and respond to simple verbal information and directions Task A E1: Happy FNLC Assessment Task	T4 W3	VU21457
VU21445 Locate health and medical information Task 2 E2: Medicines Community Plus Assessment Task	T3 W4	VU21445
VU21445 Locate health and medical information Task 1 E1 & 3: Health Conditions Community Plus Assessment Task	T3 W8	VU21445
VU21445 Locate health and medical information Task 2 E4: Medical Emergencies Community Plus Assessment Task	T4 W5	VU21445
VU21457 Give and respond to simple verbal information and directions Task C E3: How to make good coffee FNLC Assessment Task	T3 W7	VU21457
VU21457 Give and respond to simple verbal information and directions Task B E2: Give a small talk TWAB	T4 W4-7	VU21457
VU21457 Give and respond to simple verbal information and directions Task D E4: Give instructions – How to.... TWAB	T3 W8-9	VU21457



Shaded area relates to students undertaking the computer elective

VU21461 Access the internet and email to develop language Task A E1: Using the Internet TWAB	T3 W6	VU21461
VU21461 Access the internet and email to develop language Task B E2: Digital Communication Skills	T3 W8 - 9 T4 W3 - 5	VU21461
VU21461 Access the internet and email to develop language Task C E3: Email	T4 W4	VU21461

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