First Steps

Philosophy:
Flexible learning settings develop Literacy, Numeracy, Work Related Skills and Personal Development skills to achieve education, training and employment goals of students.

Aim: Certificate in General Education for Adults [CGEA] courses, integrates with learning units to create diverse problem solving, reasoning and cooperative skills, including a perceptive insight into a student’s own learning strengths and weaknesses whilst:
• Experiencing trade related skills and potential employment possibilities first hand.
• Developing interest in skills that provides motivation for further education, training and employment.

22234 - 22238 VIC Certificates in General Education For Adults


Each course has a primary focus on Literacy and Numeracy, but these elements and their learning outcomes are delivered via flexible learning programs.

Campaspe College students are enrolled in [4] ACFE units: Cambodia Immersion Program; Careers; Food Skills and Digital Literacy or if a student requests, C-I in Information, Digital Media & Technology [IDMT] a Nationally recognised certificate qualification.

Students also undertake 2 units from: NuTC (Nutrition + Training Circuits); Model House + Construction; Fashion Design + Modelling; Duke of Ed (Adventure Course); WELD (welding skills) and Farm Industry + LandCare.

Work completed in all learning units is integrated with the CGEA program. Graduates are ready to step up to Further Education [CGEA/VCAL], Training [Vocational Education and Training], voluntary work or paid employment.

PROGRAM SUMMARY - LEARNING OUTCOMES

Select ONE [1] of the 19 week CGEA [Certificate in General Education for Adults] programs. Cost at concession rates care:

- 22234VIC Course in Initial CGEA. $ 949 + $160 CI in IDMT
- 22235VIC C-I in CGEA [Intro]. $1242 + $160 CI in IDMT
- 22236VIC C-I in CGEA. $1315 + $160 CI in IDMT
- 22237VIC C-II in CGEA. $1094 + $160 CI in IDMT
- 22238VIC C-III in CGEA. $ 956 + $160 CI in IDMT


Food Skills

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Careers

Careers provides clients with resume, job application and work-placement skills:

- Personal management and Individual career plan
- Safe@Work assessment + online tests
- Complete a Work Health & Safety audit
- Organise: guest speaker for class, mock employment interviews and work experience involving log book completion and satisfactory employer assessment.

Food Skills

Barista: Make coffee in a range of styles.

Waiter Service: Set and clear tables for different dining options; serve customers, explain menus, take orders, Responsible Service of Alcohol [RSA].

Kitchen Hand: Food safety; knife handling/sharpening, cutting-chopping; industrial dishwasher operation; refrigerator storage.

Sales: Menu creation/design; discounting; point of sale operations; handling of notes, coin and banking.

Digital Literacy

ICA10111 C-I in Information, Digital Media and Technology

Digital Literacy is a pre-accredited program that covers all C-I IDMT units, but not in the same detail required for the Nationally recognised qualification.

- Operate a personal computer
- Operate word processing applications
- Use, communicate & search securely on the internet
- Use digital devices
- Use digital literacy skills to access the internet
- Operate presentation packages

Both courses involve making a short 15 second movie: creating a script, story boarding, shooting and editing.
**Privacy Notice** Campaspe College of Adult Education [CCAE] respects information privacy. Some personal information must be provided to CCAE upon enrolment. The information we collect is kept in accordance with Information Privacy laws. All students enrolling in NATIONALLY RECOGNISED TRAINING PROGRAMS must complete a privacy notice upon enrolment. (see CCAE office staff for further details)

**Access and Equity** CCAE believes all students and staff have the right to study and work in a positive environment that values diversity and protects all members of the community from discrimination or harassment. CCAE is committed to achieving access, equity and excellence in training and education.

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**Farm Industry + Land Care**

Over 9 weeks, [1 day per week] learn Farm Industry skills at the Golden Cow [Tongala] and LandCare Skills at Yenbena Training Centre [Barmah].

- Animal husbandry
- Fencing, gardening, general maintenance
- Greenham’s Abattoir – tour of facility
- Artificial Insemination lessons
- Robotic Dairy – tour of facility
- Land care industry skills
- Support garden nursery work skills
- Follow basic chemical safety procedures

**NuTC Nutrition + Training Circuits**

NuTC program involves completing First Aid and working to develop:
- Awareness of body and to strengthen and tone without gym equipment.
- Nutritional, healthy, balanced diet to support training.
- Design and implement training circuits to tone body.

**Model House + Construction**

Draft and construct a scale model 1BR/2BR unit on slab using correct measurements and skills.

**Fashion Design + Modelling**

Textile involves designing and creating:
- clothes for everyday and special occasions;
- clothes to meet design rules of competitions;
- sewing and overlocker operations;
- make-up and personal presentation;
- catwalk modelling.

**Duke of Ed  Adventure Course**

The Duke of Ed Award in Australia involves CCAE students undertaking the Bronze, Silver and Gold programs including:
- Physical recreation or Skill or Volunteering;
- Adventure journeys of at least 2-4 days + 1-4 nights;
- A residential project 5 days + 4 nights for Gold program.
- For full details see: www.dukeofed.com.au

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**WELD Welding Skills**

WELD involves Arc, Mig and Tig welding, sculptural art welding, grinding, buffing, polishing and painting.