



Portland WorkSkills Inc.
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Refund Policy

Government Funded Training Programs

Refunds will be made in the following circumstances:

1. To learners who have overpaid the tuition/administration fee.
2. Where Portland WorkSkills cancels the course.
3. Where the learner's application for enrolment is declined by Portland WorkSkills, a refund of all fees will be made, within 30 days, without deduction.
4. When, the learner provides evidence of eligibility for a concession to reduce the amount already paid in tuition fees. Evidence to be provided prior to course commencement.
5. Where a learner withdraws, by written notice, from government-funded training or further education in a qualification at any time up until 4 weeks after the scheduled commencement date of classes, Portland WorkSkills will refund the tuition contribution paid in respect of the enrolment and any other fees and charges paid by or on behalf of the learner which have not been expended.
6. For the purposes of clause 5, if a learner withdraws from only part of an enrolment, Portland WorkSkills will only refund the portion of the tuition fee and materials fee applicable to that part of the course.
7. If a learner has paid a fee for tuition which is no longer required because of recognition of prior learning, Portland WorkSkills will refund an amount equal to the difference between the tuition fee paid, and the tuition fee payable for the adjusted hours of tuition that are to be undertaken. Please note that the RTO may charge a fee for the assessment of RPL.
8. Portland WorkSkills will refund the learner for the hours granted where a Credit Transfer has been granted and therefore reduce the number of nominal scheduled training hours.

Fee-for-Service Training

1. As above for clauses 1, 2 and 3.
2. Portland WorkSkills reserves the right to retain an administrative fee for learners who have enrolled in a course but failed to attend without notifying WorkSkills.
3. Course deposits on Fee for Service courses will not be refunded when a learner does not attend scheduled sessions.
4. Learners enrolling in Fee for Service courses are advised to consider carefully. Course costs are kept to a minimum for learners. Therefore, if a learner withdraws, in writing, from a Fee for Service course
 - an administrative fee will be retained by WorkSkills
 - a refund will only be provided if the course has not commenced
 - fees will not be refunded after the commencement of the course except those fees that have been charged for materials and/or General Service and the materials/General Service have not been provided as yet.



**Certificates in
General Education
for Adults**
**22234VIC, 22235VIC,
22236VIC, 22237VIC,
22238VIC**



**This course is delivered to eligible
individuals with funding support from the
Victorian and Commonwealth governments.**



Certificates in General Education for Adults (22234VIC–22238VIC)

COURSE SUMMARY

The Certificates in General Education for Adults are Foundation Skills courses and are available to all eligible learners with subsidised funding under the Skills First Program. They provide learners with an opportunity to improve their literacy and numeracy skills, re-engage with learning and a pathway into AQF qualifications.

22234VIC Course in Initial General Education for Adults OR
22235VIC Certificate I in General Education for Adults (Introductory) OR
22236VIC Certificate I in General Education for Adults OR
22237VIC Certificate II in General Education for Adults OR
22238VIC Certificate III in General Education for Adults

ENTRY REQUIREMENTS

There are no formal pre-requisites. All learners will undertake a pre-training evaluation to assess the learners current skills levels and to determine the appropriate level for enrolment.

Students with previous studies and/or experiences relevant to these qualifications will be offered Credit Transfers (CT), Recognition of Prior Learning (RPL) or Recognition of Current Competencies (RCC). People with disabilities are encouraged to participate.

PATHWAYS

Further Study

Internal and/or External (training) – Improved literacy and numeracy skills provide a pathway into many courses in a variety of fields. For further information, please consult with WorkSkills staff.

Employment

The skills gained through this course are valuable in all employment situations.

COURSE OUTLINE & CONTENT

Portland WorkSkills enrolls learners in a selection of units to work towards achieving a qualification over 2 or more years. Classes are scheduled twice each week during school terms and learners are required to attend regularly. Participants must demonstrate competency in the required number of units, in the required categories, to achieve the qualification. A Statement of Attainment will be issued to participants who achieve competency in some, but not all, Units of Competency.

ENROLMENT PROCEDURES

1. Enrolment interview
2. Enrolment form and evidence of eligibility.
3. Pre-training review.
4. RPL and/or Credit Transfers identified.
5. Enrolment is confirmed on receipt of fees.

COURSE COSTS

Course fees vary depending on each individual's situation. Under the Victorian Skills First Program, a government contribution is available for tuition for eligible individuals. To be eligible for the Skills First Program in a Foundation Skills course, you must be:

- an Australian citizen or
- a holder of a permanent visa or
- a New Zealand citizen

To be eligible for concession you must meet the above criteria **and** have a valid concession card.

To find out more about your eligibility, contact WorkSkills on 5523 1645.

Tuition Fees (per full year)

Skills First eligible	\$220—\$240
Concession	\$44—\$48
Fee-for-Service students	\$1600—\$1920

Learners may apply for fee support through WorkSkills' Education, Training & General Support Fund.

Materials & General Service Fees

Materials: up to \$75
General Service Fee: up to \$80

NB. Costs are indicative only and may be varied. Each student will be advised of actual costs at time of enrolment.