

## SHORT COURSE PATHWAYS 1

### TRAINING PROGRAM



#### VOCATIONAL RELEVANCE

Pathways 1 is a 24-week course that provides opportunities for students looking to improve study skills but first need a little support to develop confidence in reading, writing, maths and computer skills. Develop your confidence to begin your pathway to a Certificate I in Vocational Pathways; prepare for the online learning classroom and the workplace; and build your future learning and study success. You can join any month to complete a unit.

- Learn spelling rules to help you spell
- Improve your reading, (sound out big words)
- Build your vocabulary for everyday life and work
- Learn computer skills to study online using ACE's learning Management System
- Improve your writing, learn about punctuation and sentence structure
- Use math operations (plus, minus, division and calculate)
- Feel confident to talk in different settings
- Make new friends.

#### Nationally recognised units of competency as listed below:



|   |           |                                                                           |          |
|---|-----------|---------------------------------------------------------------------------|----------|
| 1 | FSKNUM007 | Use simple data for work                                                  | Elective |
| 2 | FSKRDG007 | Read and respond to simple workplace information                          | Elective |
| 3 | FSKWTG005 | Write simple workplace formatted texts                                    | Elective |
| 4 | FSKDIG002 | Use digital technology for routine and simple workplace tasks             | Elective |
| 5 | FSKOCM003 | Participate in familiar spoken interactions at work                       | Elective |
| 6 | FSKNUM008 | Use whole numbers and simple fractions, decimals and percentages for work | Elective |

## PROGRAMME DELIVERY



### CAMPUS

Available at Lismore campus.



### PROGRAMME DURATION

Expected duration: 24 weeks  
Nominal duration: 24 weeks



### COMMITMENT (HOURS)

| Component            | Weekly                           | Total Course |
|----------------------|----------------------------------|--------------|
| Classroom training   | 1 day per week x 4 hours per day | 96 hours     |
| Practical activities | Completed in class               | 96 hours     |



### DELIVERY

Face to face.



### THIRD PARTY ARRANGEMENTS

ACE Community Colleges is responsible for the issue of all qualifications and statement of attainments.



### WORKPLACE AGREEMENTS

Not applicable.



### TRAINER ACCESS AND LEARNING SUPPORT

Your trainer can provide email and telephone support throughout the course. All enrolled students also have access to a Student Support Officer who can provide advice and assistance or facilitate external support.



### GENERAL SUPPORT SERVICES

Pre-admission surveys allow us to evaluate language, literacy and numeracy capabilities prior to enrolment. This is done with reference to the Australian Core Skills Framework, helping us to determine individual needs relative to the demands of the course and to estimate support requirements. Once enrolled, students can then access foundational support adapted to their individual needs and circumstances.

## ENROLMENT AND PARTICIPATION



### APPLICATION

Enrolment is contingent upon an application being accepted. Factors considered in the evaluation of enrolment applications include meeting programme entry requirements, eligibility for a training subsidy (where applicable), the outcome of screening processes (for example, police checks), past payment of fees and acceptance of the terms of enrolment.



### ENTRY REQUIREMENTS

There are no specific entry recommendations for this course.



### REQUIRED MATERIALS AND EQUIPMENT

All materials and equipment required (access to computer, laptop or device, and access to the internet) are provided.



### COMPLETION AND CERTIFICATION

A qualification testamur and transcript will be issued by ACE Community Colleges upon successful completion of course requirements, provided that all administrative requirements have been met and course fees are paid in full. In these circumstances, certificates will be issued within 30 days.



### PARTIAL COMPLETION

Where a student does not complete all components, a statement of attainment listing units successfully achieved will be issued by ACE Community Colleges within 30 days of course completion as long as all outstanding fees have been paid.

## FEES AND SUBSIDIES



### FULL COURSE FEE

\$2400



### CARDHOLDER DISCOUNT

Not applicable.



### SUBSIDIES AVAILABLE

Yes – see box below. Please refer to the relevant Subsidy Fact Sheet provided at enrolment for subsidised fees, eligibility criteria and more information.



### COURSE MATERIALS

The course fees specified are fully inclusive of all textbooks, learning materials, tuition costs and support services for the advertised duration of the course.



### ADDITIONAL CHARGES

Not applicable.

Ensuring Access to Foundation Skills Training (NSW). *Ensuring Access to Foundation Skills Training* is a joint initiative between the Australian and New South Wales Governments.

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## FURTHER INFORMATION



### STUDENT HANDBOOK

Our Student Handbook is available to all prospective students and may be obtained at or prior to enrolment from any of our colleges or downloaded from our website. The Student Handbook reflects our policies and contains information on the enrolment process, skills recognition, participation in training and assessment, support services, fees and refunds, rules and regulations, USI and a range of general information. While our Student Handbook also contains the specific details of our complaints and appeals process, it can also be accessed on our website at <https://www.acecolleges.edu.au/students/>



### CAMPUS CONTACT DETAILS FOR ENQUIRIES

LISMORE: 02 6622 1903 | [lismore@acecolleges.edu](mailto:lismore@acecolleges.edu)