

SHORT COURSE PATHWAYS 2

TRAINING PROGRAM



VOCATIONAL RELEVANCE

Pathways 2 is a 20-week course that provides opportunities for students looking to improve study skills but need a learner focused delivery in reading, writing, maths, communication and digital skills. Develop your confidence to continue your pathway to a Certificate I in Skills for 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 comprehension (understand paragraphs)
- Use your digital skills in ACE's Learning Management System
- Practice your typing skills with online activities
- Practice your handwriting skills
- Use math operations for measurement in everyday life
- Feel confident to talk about workplace examples
- Make more friends.

Nationally recognised units of competency as listed below:



1	FSKLRG008	Use simple strategies for work- related learning	Core
2	FSKWTG006	Write simple workplace information	Elective
3	BSBWHS211	Contribute to health and safety of self and others	Elective
4	FSKNUM009	Use familiar and simple metric measurements for work	Elective
5	BSBCMM211	Apply communication skills	Elective

PROGRAMME DELIVERY



CAMPUS

Available at Lismore campus.



PROGRAMME DURATION

Expected duration: 20 weeks
Nominal duration: 20 weeks



COMMITMENT (HOURS)

Component	Weekly	Total Course
Classroom training	1 day per week x 4 hours per day	80 hours
Practical activities	Completed in class	80 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

\$2000



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.

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