**22567VIC Certificate I in Transition Education**

This course has been accredited under Part 4.4 of the Education and Training Reform Act 2006.

**Accredited for the period: 1 January 2021 to 31 December 2025**

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Section A: Copyright and course classification information

|  |  |
| --- | --- |
| 1. Copyright owner of the course
 | Copyright of this course is held by the Department of Education and Training, Victoria© State of Victoria (Department of Education and Training) 2021. |
| 1. Address
 | Executive DirectorEngagement, Participation and InclusionHigher Education and Skills Department of Education and Training (DET)GPO Box 4367Melbourne Vic 3001**Organisational Contact:** Manager Training Products UnitHigher Education and Skills Telephone: (03) 7022 1619 Email: course.enquiry@education.vic.gov.au **Day-to-Day Contact**Service Industries Curriculum Maintenance Manager Victoria University PolytechnicPO Box 14428Melbourne, VIC 8001Ph: (03) 9919 5300 / 5302Email: sicmm.generalstudies@vu.edu.au  |
| 1. Type of submission
 | Reaccreditation |
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* BSBITU211 Produce digital text documents

The following unit of competency is imported from the ICT Information and Communications Technology Training Package * ICTICT103 Use, communicate and search securely on the internet

The following unit of competency is imported from the MSM Manufacturing Training Package:* MSMWHS100 Follow WHS procedures) Training Package

Copyright of the following units of competency from accredited courses is held by the Department of Education and Training, Victoria © State of Victoria. See [Victorian Department of Education and Training](https://www.education.vic.gov.au/training/providers/rto/Pages/courses.aspx) to access the curricula.22447VIC Certificate I in Mumgu-dhal tyama-tiyt* VU22106 Use recipes to prepare food
* VU22099 Recognise and interpret safety signs and symbols
* VU22104 Prepare simple budgets

22471VIC Course in Initial General Education for Adults* VU22346 Engage with short simple texts to participate in the community
* VU22351 Create short simple texts to participate in the community

22476VIC Certificate I in General Education for Adults (Introductory)* VU22359 Conduct a project with guidance
* VU22377 Identify Australian environmental issues
* VU22381 Identify features of the health care system
* VU22376 Access the internet for language learning
* VU22375 Apply basic computer skills to language learning
* VU22383 Identify common digital media

22484VIC Certificate I in EAL (Access)* VU22591 Participate in short, simple exchanges

22483VIC Course in EAL* VU22588 Read and write short basic messages and forms
* VU22586 Communicate basic personal details and needs

22555VIC Certificate I in Initial Adult Literacy and Numeracy* VU22910 Read simple sentences,
* VU22911 Write simple sentences
* VU22912 Communicate orally using simple sentences
* VU22913 Give and follow simple directions,
* VU22904 Recognise and use time
* VU22921 Use coins and notes
* VU22918 Use simple metric weights
* VU22919 Use simple liquid measures
* VU22920 Use simple linear measures

22554VIC Course in Initial Adult Literacy and Numeracy * VU22904 Recognise and use time

 22566VIC Certificate I in Work Education* VU23033 Explore a micro business opportunity
 |
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| 1. Course accrediting body
 | **Victorian Registration and Qualifications Authority**  |
| 1. AVETMISS information
 | ***ANZSCO******code –***  GEN19 General Education - not occupationally specific **ASCED Code –** 1201 General Education***National course code-*** 22567VIC |
| 1. **Period of accreditation**
 | 1 January 2021 to 31 December 2025  |

Section B: Course information

|  |  |
| --- | --- |
| 1. Nomenclature
 | Standard 1 AQTF Standards for Accredited Courses  |
| 1.1 Name of the qualification | Certificate I in Transition Education |
| 1.2 Nominal duration of the course  | 945-1190 |
| 1. Vocational or educational outcomes
 | Standard 1 AQTF Standards for Accredited Courses |
| 2.1 Purpose of the course | The Certificate I in Transition Education supports learners with a permanent cognitive and/or intellectual disability to become active participants in the community. The course assists learners to develop life skills and supports self-development so that they can explore suitable future options such as employment, further study or community participation.The Certificate I in Transition Education is restricted to post compulsory school aged learners with evidence of a permanent cognitive and/or intellectual disability.In exceptional circumstances compulsory school age learners with evidence of a permanent cognitive and/or intellectual disability may be enrolled in the qualification. Refer Section B5.2 for further information. |
| 1. Development of the course
 | Standards 1 and 2 AQTF Standards for Accredited Courses |
| 3.1 Industry / enterprise/ community needs  | The Certificate I in Transition Education was first accredited in 1999 and has been continuously accredited in response to an ongoing identified need to enable learners with a permanent cognitive and/or intellectual disability to develop the skills to explore and access appropriate options for them after leaving school. The curriculum is used with learners who have varying degrees of permanent cognitive and/or intellectual disabilities and whose disabilities inhibit access to community participation and/or education, training and employment. Learner cohorts have a range of complex intellectual disabilities along a broad spectrum and include: * younger learners with permanent cognitive and/or intellectual disabilities aged from 17 years of age
* learners from Special Schools or Special Developmental Schools(SDS)
* learners with permanent cognitive and/or intellectual disabilities from mainstream schools(integration support)
* mature aged learners with permanent cognitive and/or intellectual disabilities in their 40s and 50s
* learners with permanent cognitive and/or intellectual disabilities accessing learning and support after lengthy periods at home with parents or carers.

Ongoing monitoring indicates the Certificate continues to meet a strong demand and provides a valuable structured transition for learners moving from compulsory education to post school environments. It also meets the needs of learners who are unable to access an employment pathway and/or require support to explore alternative community options.A number of activities were undertaken to establish and confirm the current and projected need for the course and included:* analysis of enrolment data for the period between 2017 and 2019
* desktop review of relevant literature and government policy for learners with permanent cognitive and/or intellectual disabilities
* review of data from mid-cycle review
* consultation with the State Wide Advisory Group who represents providers who deliver a suite of courses for learners with permanent cognitive and/or intellectual disabilities.

Course enrolments in the Certificate I in Transition Education have remained strong as indicated by the table below. The table compares Victorian Government funded enrolment data for the courses between 2017 and 2020. There is minimal Fee for Service delivery for these courses. An analysis of the data shows that while enrolments in 22301VIC Certificate I in Transition Education have remained strong across the period there has been a slight year on year decrease. Anecdotal feedback suggests that this decrease may be associated with the rollout of the National Disability Insurance Scheme’s School Leaver Employment Support (SLES) program**Government funded enrolments 2017-2020**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Government Funded** | **2017** | **2018** | **2019** | **2020** |
| 22301VIC Certificate I in Transition Education | 1786 | 1683 | 1392 | 1,020\* |
| \*As of June 2020Source: Victorian Department of Education and Training |

Research has indicated that transition into and completion of post school education, significantly contributes to enhanced community participation of young adults with a permanent cognitive and/or intellectual disability (Moni, Jobling & Baffour, 2018). Further, one of the three proponents of a good quality of life for a person with disability (regardless of the disability type) is being engaged in employment, on-going learning and/or training (Halpern, 1985, as cited in Wakeford, & Waugh, 2014).The acquisition of independent life skills enables adults with intellectual disabilities to experience an enhanced quality of life by increasing competence and self-reliance. The more skills adults acquire, the more enhanced their quality of life (Dollar, C, Fredrick, L, Alberto, P, Luke,J (2012). The Certificate I in Transition Education supports learners with a permanent cognitive and/or intellectual disability to develop and use a variety of independent life skills to increase their independent functioning and their participation in their communities.The course outcomes are consistent with the Australian National Disability Strategy (2010-2020) and the Victorian State Disability Plan (2017-2020), both of which seek to improve community participation of people with a disability. They also align with the guiding principles of the National Disability Insurance Scheme Act 2013, specifically:(1) People with disability have the same right as other members of Australian society to realise their potential for physical, social, emotional and intellectual development.(2) People with disability should be supported to participate in and contribute to social and economic life to the extent of their ability.Consultations undertaken as part of a mid-cycle review indicate that the Certificate I in Transition Education enables learners with a permanent cognitive and/or intellectual disability to explore a wide range of community participation, independent living, training and employment options. Feedback from providers further indicates that the course assists learners towards greater participation in the community. Mid-course and end of course learner satisfaction surveys as well as feedback from parents and/or primary carers have supported the need for and benefits of the course.The State Wide Advisory Group consisting of providers of the Certificate I in Transition Education supports the course as a crucial way to provide access and inclusion for people with permanent cognitive and/or intellectual disabilities in Vocational Education and Training.Development of the course was guided by a Project Steering Committee (PSC) comprising:Martin Chua (Chair) Latrobe LifeskillsSusanne Andriesz Ascot Vale Special SchoolZoe Broadway Victorian Advocacy League for Individuals with Disability (VALID)William Ward-Boas VALID project officerRobyn York Sunraysia InstituteLuana Brock Moe Life SkillsCheck Tan Operations and Accreditation Manager, Secure Meters (Employer)Katherine Kondekas State Wide Advisory Group representativeA Skills and Knowledge Profile was developed to inform revisions to the course. The PSC reviewed and advised on the changes required to meet the current and emerging needs of learners and validated the Profile, which then guided the redevelopment of the course.The following broad skill and knowledge outcomes were agreed by the PSC:Knowledge of:* community support resources and services for own personal needs
* strategies for personal safety in daily activities such as travel and medical emergency procedures related to wellbeing
* features of socially responsible and protective behaviours to support respectful and safe relationships
* sources of information for personal activities such as travel and community participation
* types of personal goals and simple strategies to achieve them
* sources of information and options for own self development needs
* rights and responsibilities as a consumer and community member
* safety protocols and responsibilities when using social media including features of cyberbullying and protective strategies

Skills in:* participating in discussions about personal goals with a support person
* working with support person to explore community and other options
* asking questions and accessing specific information and assistance related to own personal needs
* developing support networks with support person
* accessing and reading simple information related to everyday activities and needs such as travel information and community participation options
* recognising and using money and recognising time
* developing a plan to explore selected option/s
* planning and implementing travel plans
* developing community networks and participating in community activities
* identifying and implementing simple strategies to resolve problems related to everyday activities
* identifying areas for own self development and applying strategies to address identified areas
* identifying and selecting services to support own self development needs
* identifying simple strategies to develop independent life skills and ways in which barriers can be overcome
* identifying and applying personal safety strategies to everyday activities
* identifying own personal goals for independent living and seeking support to achieve these
* using simple strategies to reduce the risk of cyberbullying
* identifying simple strategies to create and maintain safe respectful relationships
* seeking support when required
* working collaboratively with other class / work group members
* working with support persons to plan learning and participating in the community
* using basic communication technology to access information about community services and resources such as transport timetables
* participating in electronic interactions safely and responsibly

The Certificate I in Transition Education:* does not duplicate, by title or coverage, the outcomes of an endorsed training package qualification
* is not a subset of a single training package qualification that could be recognised through one or more statements of attainment or a skill set
* does not include units of competency additional to those in a training package qualification that could be recognised through statements of attainment in addition to the qualification
* does not comprise units that duplicate units of competency of a training package qualification
 |
| 3.2 Review for re- accreditation | A mid cycle review of the Certificate I in Transition Education, conducted in 2018, sought feedback on any issues related to the content or structure of the course that impacted on learner outcomes. The feedback indicated that overall the course is effective in supporting learners with intellectual disabilities to develop pathways to community participation as evidenced through the following comment:“The Certificate I in Transition Education is meeting the educational needs of learners with a permanent cognitive and/or intellectual disability because this course supports learners in an incremental, systematic and practical fashion to explore a wide range of community, independent living, training and employment options. This assists learners towards greater participation in the community while also supporting them in investigating possible further training and employment aspirations”. (Provider feedback CMM mid-cycle review 2018)There was additional feedback at the unit level which indicated that:* units should be reviewed to address unnecessary duplication of outcomes
* some units contain abstract concepts that are difficult for this cohort for example the concept of “self confidence”
* perhaps more units could encourage using technology at an appropriate level.

The 22567VIC Certificate I in Transition Education replaces and is equivalent to the 22301VIC Certificate I in Transition Education. There can be no new enrolments in the 22301VIC Certificate I in Transition Education after 31 December 2020. The following table identifies the relationship between units from the 22567VIC Certificate I in Transition Education with units from 22301VIC Certificate I in Transition Education. |

| **Units from 22567VIC Certificate I in Transition Education** | **Units from22301VIC Certificate I in Transition Education** | **Relationship** |
| --- | --- | --- |
| VU23034 | Develop personal goals with support | VU21776 | Develop and document a learning plan with support | Not equivalentTitle changed and unit reviewed to refocus on personal goals rather than learning plans |
| VU23035 | Explore self development  | VU21777 | Enhance self development | Not equivalentUnit retitled to "Explore self development” and refocused on identifying self development needs more broadly rather focusing on self confidenceElement 3 removed and incorporated into broader independent life skills |
| VU23036 | Participate in travel activities | VU21778 | Participate in travel activities | Equivalent |
| VU23037 | Explore future options for further training, work or community activities | VU21779 | Investigate future options for further training, work or community activities | Equivalent |
| VU23038 | Participate in the community | VU21780 | Participate in the community | Equivalent |
| VU23039 | Use technology for a range of purposes | VU21781 | Use technology for a range of purposes | Equivalent |
| VU23040 | Explore personal well being | VU21782 | Explore personal health issues | Not equivalentRefocused on personal well being rather than health issues. Element 4 deleted |
| VU23041 | Access the media | VU21783 | Access the media | Equivalent |
| VU23042 | Investigate processes to obtain learner permit | VU21784 | Investigate processes to obtain learners permit | Equivalent |
| VU23043 | Participate in recreational activities | VU21785 | Participate in recreational activities | Equivalent |
| VU23057 | Participate in creative activities | VU21786 | Participate in creative activities | Equivalent |
| VU23044 | Apply communication skills for personal purposes | VU21787 | Apply communication for a range of purposes | Equivalent |
| VU23045 | Apply numeracy skills for personal purposes | VU21788 | Apply numeracy for a range of purposes | Equivalent |
| VU22359 | Conduct a project with guidance | VU21298 | Conduct a project with guidance | Equivalent |
| CHCVOL001 | Be an effective volunteer | CHCVOL201B | Be an effective volunteer | Not equivalent |
| N/A | N/A | BSBWHS201 | Contribute to health and safety of self and others | Deleted |
| VU22377 | Identify Australian environmental issues | VU21316 | Identify Australian environmental issues | Equivalent  |
| N/A | N/A | VU21343 | Undertake a simple investigation of health and wellbeing | Deleted |
| VU22106 | Use recipes to prepare food | VU21044 | Use recipes to prepare food | Equivalent |
| VU22099 | Recognise and interpret safety signs and symbols | VU20939  | Recognise and interpret safety signs and symbols | Equivalent  |
| VU22381 | Identify features of the health care system | VU21320 | Identify features of the health care system | Equivalent |
| VU22376 | Access the internet for language learning | VU21315 | Access the internet for language learning | Equivalent |
| BSBITU111 | Operate a personal digital device | BSBITU101 | Operate a personal computer | Equivalent |
| BSBITU211 | Produce digital text documents | BSBITU201 | Produce simple word processed documents | Equivalent |
| ICTICT103 | Use, communicate and search securely on the internet | ICTICT103 | Use, communicate and search securely on the internet | Unchanged |
| VU22375 | Apply basic computer skills to language learning | VU21314 | Apply basic computer skills to language learning | Equivalent |
| VU22383 | Identify common digital media | VU21322 | Identify common digital media | Equivalent |
| VU22910 | Read simple sentences, | VU21740 | Read simple sentences | Equivalent |
| VU22911 | Write simple sentences | VU21741 | Write simple sentences | Equivalent |
| VU22912 | Communicate orally using simple sentences | VU21742 | Communicate orally using simple sentences | Equivalent |
| VU22346 | Engage with short simple texts to participate in the community | VU21286 | Engage with short simple texts to participate in the community | Equivalent |
| VU22351 | Create short simple texts to participate in the community | VU21290 | Create short simple texts to participate in the community | Equivalent |
| VU22591 | Participate in short, simple exchanges | VU21451 | Participate in short, simple exchanges | Equivalent |
| VU22588 | Read and write short basic messages and forms  | VU21434 | Read and write short basic messages and forms | Equivalent |
| VU22586 | Communicate basic personal details and needs | VU21432 | Communicate basic personal details and needs | Equivalent |
| VU22913 | Give and follow simple directions, | VU21743  | Give and follow simple directions | Equivalent |
| VU22904 | Recognise and use time | VU21734 | Recognise and use time | Equivalent |
| VU22921 | Use coins and notes | VU21754 | Use coins and notes | Equivalent |
| VU22918 | Use simple metric weights | VU21751 | Use simple metric weights | Equivalent |
| VU22919 | Use simple liquid measures | VU21752 | Use simple liquid measures | Equivalent |
| VU22920 | Use simple linear measures | VU21753 | Use simple linear measures | Equivalent |
| VU22104 | Prepare simple budgets | VU21046 | Prepare simple budgets | Equivalent |
| MSMWHS100  | Follow WHS procedures | N/A | N/A | Newly imported unit |
| VU23033 | Explore a micro business opportunity | N/A | N/A | Newly imported |

|  |  |
| --- | --- |
| 1. Course outcomes
 | Standards 1, 2, 3 and 4 AQTF Standards for Accredited Courses |
| 4.1 Qualification level | The outcomes of the 22567VIC Certificate I in Transition Education are consistent with Australian Qualifications Framework (AQF) Level 1 through:Developing knowledge of strategies to:* identify personal goals for community participation or further learning
* develop independent living skills to participate in activities in the community
* identify information and resources about everyday activities such as travel, well being and participation in recreational activities
* identify rights and responsibilities as community members

Developing skills to:* develop a personal plan to explore different options
* access information and resources to support independent living skills and activities
* apply strategies for self development including participation in interpersonal relationships
* use technology to access information and resources to support independent living skills and activities

Application of skills and knowledge in highly structured, familiar and applied in personally relevant contexts.The volume of learning for the Certificate I in Transition Education is typically 1 year and incorporates structured training delivery and opportunities for practice and reinforcement of skills. |
| 4.2 Employability skills  | The following summary reflects the Employability Skills required for the 22567VIC Certificate I in Transition Education.The following skills relate to this qualification* Communication skills to:
* participate in discussions about personal goals and responsibilities
* work with support persons to explore options for participation
* ask questions and listen for specific information
* Planning and organising skills to:
* plan and implement travel plans
* access information about community options
* Problem solving skills to;
* identify strategies to resolve problems related to everyday activities
* identify own self development needs in relation to future options
* identify barriers to independence
* Self management skills to:
* monitor achievement of personal goals
* identify and address changing needs and barriers
* Teamwork skills to:
* work with support persons to identify personal goals and participate in the community
* Technology skills to:
* use technology to access relevant information
* use technology safely and responsibly
* Initiative and enterprise skills to:
* seek assistance and support as required
* recognise and address own self development needs
* Learning skills to:
* gather and use information to support development of life skills
 |
| 4.3 Recognition given to the course (if applicable)  | Not Applicable |
| 4.4 Licensing/ regulatory requirements (if applicable)  | Not applicable  |
| 1. Course rules
 | Standards 2, 6,7 and 9 AQTF Standards for Accredited Courses |
| 5.1 Course structure To be eligible for the award of 22567VIC Certificate I in Transition Education learners must successfully complete a total of 10 units comprising:* 6 core units
* 4 electives which may be selected from:
* any combination of electives from any group listed below
* up to 2 units may be selected from units first packaged in Certificate I qualifications in endorsed training packages or accredited courses
* units first packaged in a 'Course in..' in accredited curriculum.

Selection of electives must reflect the integrity and intent of the qualification.Where the qualification is not completed, a Statement of Attainment will be issued for any completed units. |

| **Unit of competency/ module code** | **Field of Education code**  | **Unit of competency/module title** | **Pre-requisite** | **Nominal hours** |
| --- | --- | --- | --- | --- |
| ***Core units*** |  |  |  |  |
| VU23034 | 120105 | Develop personal goals with support  | Nil | 150 |
| VU23035 | 120301 | Explore self development | Nil | 150 |
| VU23036 | 120199 | Participate in travel activities | Nil | 150 |
| VU23037 | 120105 | Explore future options for further training, work or community activities | Nil | 150 |
| VU23038 | 120199 | Participate in the community | Nil | 150 |
| VU23039 | 120199 | Use technology for a range of purposes | Nil | 150 |
| ***Elective units*** |  |  |  |  |
| **Life skills focus** |
| VU23040 | 120199 | Explore personal well being | Nil | 50 |
| VU23041 | 120199 | Access the media | Nil | 50 |
| VU23042 | 120199 | Identify processes to obtain learner permit | Nil | 50 |
| VU23043 | 120199 | Participate in recreational activities | Nil | 50 |
| VU23057 | 120199 | Participate in creative activities | Nil | 50 |
| VU22359 | 120199 | Conduct a project with guidance | Nil | 20 |
| CHCVOL001 | 120505 | Be an effective volunteer | Nil | 25 |
| MSMWHS100 | 061301 | Follow WHS procedures | Nil | 20 |
| VU22377 | 120199 | Identify Australian environmental issues | Nil | 20 |
| VU22106 | 120103 | Use recipes to prepare food | Nil | 10 |
| VU22099 | 120103 | Recognise and interpret safety signs and symbols | Nil | 10 |
| VU22381 | 120199 | Identify features of the health care system | Nil | 20 |
| VU23033 |  | Explore a micro business opportunity | Nil | 50 |
| **Technology** |
| VU22376 | 120103 | Access the internet for language learning | Nil | 20 |
| BSBITU111 | 80905 | Operate a personal digital device | Nil | 20 |
| BSBITU211 | 80905 | Produce digital text documents | Nil | 60 |
| ICTICT103 | 80905 | Use, communicate and search securely on the internet | Nil | 50 |
| VU22375 | 120103 | Apply basic computer skills to language learning | Nil | 20 |
| VU22383 | 120199 | Identify common digital media | Nil | 10 |
| **Literacy** |
| VU23044 | 20103 | Apply communication skills for personal purposes  | Nil | 50 |
| VU22910 | 120103 | Read simple sentences, | Nil | 70 |
| VU22911 | 120103 | Write simple sentences | Nil | 70 |
| VU22912 | 120103 | Communicate orally using simple sentences | Nil | 25 |
| VU22346 | 120103 | Engage with short simple texts to participate in the community | Nil | 30 |
| VU22351 | 120103 | Create short simple texts to participate in the community | Nil | 15 |
| VU22913 | 120103 | Give and follow simple directions, | Nil | 25 |
| **English as an Additional Language (EAL)** |
| VU22591 | 120103 | Participate in short, simple exchanges | Nil | 80 |
| VU22588  | 120103 | Read and write short basic messages and forms  | Nil | 70 |
| VU22586 | 120103 | Communicate basic personal details and needs | Nil | 70 |
| **Numeracy** |
| VU23045 | 120103 | Apply numeracy skills for personal purposes | Nil | 50 |
| VU22904 | 120103 | Recognise and use time | Nil | 40 |
| VU22921 | 120103 | Use coins and notes | Nil | 25 |
| VU22918 | 120103 | Use simple metric weights | Nil | 25 |
| VU22919 | 120103 | Use simple liquid measures | Nil | 25 |
| VU22920 | 120103 | Use simple linear measures | Nil | 25 |
| VU22104 | 120103 | Prepare simple budgets | Nil | 20 |
| **Total nominal hours** | **945-1190** |

|  |  |
| --- | --- |
| 5.2 Entry requirements  | Entry to the Certificate I in Transition Education is intended for post compulsory school age learners with evidence of a permanent cognitive and/or intellectual disability.In exceptional circumstances compulsory school age learners with evidence of a permanent cognitive and/or intellectual disability may be enrolled in the qualification, provided the Registered Training Organisation can establish:* the learner’s Secondary School is unable to meet their needs

and* the learner has a level of behavioural maturity that would allow them to develop the communication and interpersonal skills to interact with other learners.

Permanent cognitive and/or intellectual disability must be evidenced. Evidence includes but is not limited to:* Formal assessment by a registered medical practitioner
* Doctors / specialist reports
* Attendance at a Specialist School / Special Developmental Schools
* Integration support at school
* Integration support at school with modified curriculum

While learners may also have the following conditions, these do not constitute a permanent cognitive and/or intellectual disability:* Social and / or emotional issues
* Attention Deficit Hyperactivity Disorder
* Specific learning difficulties
* Mental health conditions
* Physical disabilities .
 |
| 1. Assessment
 | Standards 10 and 12 AQTF Standards for Accredited Courses |
| 6.1 Assessment strategy  | All assessment, including Recognition of Prior Learning (RPL), must be compliant with the requirements of:* Standard 1 of the AQTF: Essential Conditions and Standards for Initial/Continuing Registration and Guidelines 4.1 and 4.2 of the VRQA Guidelines for VET Providers,

OR* the Standards for Registered Training Organisations 2015 (SRTOs),

OR* the relevant standards and Guidelines for RTOs at the time of assessment.

Wherever possible an integrated approach to assessment should be used to:* maximise opportunities for holistic skill development
* reduce atomisation and duplication of evidence collection
* support authentic assessment by reflecting activities that are personally relevant to the learner.

Assessment strategies for the courses should:* incorporate feedback of individual progress toward, and achievement of competencies
* address the skills and knowledge which underpin performance
* gather sufficient evidence to judge achievement of progress towards determining competence
* utilise a variety of different processes/sources, such as written, oral, observation, projects appropriate to assess knowledge and performance
* recognise achievement of elements/competencies regardless of where the enabling learning took place
* foster a collaborative and co-operative relationship between the learner and assessor
* be flexible in regard to the range and type of evidence provided by the learner
* provide opportunity for the learner to challenge assessment provisions and participate in reassessment
* be equitable and fair to all learners
* not unnecessarily restrict the progress of a learner through the course
* comprise a clear statement of both the criteria and assessment process
* use assessment tools to suit the needs of learners.

A variety of assessment methods and evidence gathering techniques may be used with the overriding consideration being that the combined assessment must stress demonstrable performance by the student. Assessment tools must take into account the requirements of the unit in terms of skills, knowledge and performance. Assessment methods and tools may include:* observation of performance
* records of discussion with the learner
* oral and / or written questioning to confirm knowledge
* oral and / or written evidence completed by the learner.

Assessment of units of competency imported from accredited courses or endorsed training packages must comply with the assessment requirements detailed in the source training product |
| 6.2 Assessor competencies  | Assessment must be undertaken by a person or persons in accordance with:* Standard 1.4 of the AQTF: Essential Conditions and Standards for Initial/Continuing Registration and Guideline 3 of the VRQA Guidelines for VET Providers,

OR * the Standards for Registered Training Organisations 2015 (SRTOs),

OR* the relevant standards and Guidelines for RTOs at the time of assessment.

**Requirements to assess the Certificate I in Transition Education** To assess the Certificate I in Transition Education an Assessor must have: * demonstrable expertise in teaching in the special education field

This expertise can be demonstrated by either holding a formal qualification such as: * Bachelor of Education with a Special Education specialisation area
* Graduate Diploma in Special Education
* Masters degree which includes a Special Education specialisation such as:
* Master of Special Education
* Master of Education (Special Education needs)

OR* Evidencing relevant knowledge of theories, methods and practices in teaching learners with a range of intellectual disabilities through a combination of activities such as:
* ongoing relevant professional development
* engagement with disability teacher networks
* peer review of teaching / third party report detailing performance
* documented relevant teaching experience

Units of competency imported from accredited courses or training packages must reflect any assessor requirements specified in that accredited course or training package. |
| 1. Delivery
 | Standards 11 and 12 AQTF Standards for Accredited Courses |
| 7.1 Delivery modes  | The intellectual disabilities of learners enrolled in these courses may be diverse and delivery strategies should be selected to reflect varying learning needs, educational backgrounds and preferred learning styles to enable learners to develop competence in the skills and knowledge contained in the units. Face to face delivery modes should allow for active involvement of all participants. Additional support should also be provided through programs such as mentoring and peer support where appropriate.Delivery should take into account the cognitive and physical constraints of individual learners and ensure learning and assessment methods are sensitive to their specific needs. This could include the use of assistive communication devices to support delivery for learners with specific difficulties. Where there are synergies between unit outcomes, integration of delivery can be appropriate. Delivery strategies should actively involve the learner and learning should be related to highly familiar and structured contexts.The personal nature of units VU23035 Explore Self Development and VU23040 Explore personal well being may see learners examine and expose some sensitive and personal information about their own self development and well being needs. Trainers should therefore be aware of the potential reluctance of some learners to undertake these units. Trainers and assessors should be aware of possible responses and should develop support strategies to ensure learners do not feel threatened or unable to participate.To achieve quality outcomes for learners and to address complex learning needs, an appropriate ratio of teachers to students is highly recommended. Based on the recommendation of the Project Steering Committee, a ratio of one teacher to six students is optimum to maximise outcomes for learners with a permanent cognitive and/or intellectual disability. However this can be varied according to learner needs. Variations such as one teacher and support person to ten learners may also be appropriate. |
| 7.2 Resources  | Standard 12 AQTF Standards for Accredited CoursesTraining must be undertaken by a person or persons in accordance with:* Standard 1.4 of the AQTF: Essential Conditions and Standards for Initial/Continuing Registration and Guideline 3 of the VRQA Guidelines for VET Providers,

OR * the Standards for Registered Training Organisations 2015 (SRTOs),

OR* the relevant standards and Guidelines for RTOs at the time of assessment.

**Requirements to deliver the Certificate I in Transition Education** To deliver the Certificate I in Transition Education a teacher/trainer must have: * demonstrable expertise in teaching in the special education field

This expertise can be demonstrated by either holding a formal qualification such as: * Bachelor of Education with a Special Education specialisation area
* Graduate Diploma in Special Education
* Masters degree which includes a Special Education specialisation such as:
* Master of Special Education
* Master of Education (Special Education needs)

OR* Evidencing relevant knowledge of theories, methods and practices in teaching learners with a range of intellectual disabilities through a combination of activities such as:
* ongoing relevant professional development
* engagement with disability teacher networks
* peer review of teaching / third party report detailing performance
* documented relevant teaching experience

Units of competency imported from accredited courses or endorsed training packages must reflect any assessor requirements specified in that accredited course or training package. Specific resources are listed in the relevant units of competency. |
| 1. Pathways and articulation
 | Standard 8 AQTF Standards for Accredited Courses  |
|  | There are no formal articulation arrangements in place at the time of accreditation.The following units provide credit into a range of qualifications from the BSB Business Services Training Package:* BSBITU111 Operate a personal digital device
* BSBITU211 Produce digital text documents

The following unit provides credit into the MSM Manufacturing Training Package:* MSMWHS100 Follow WHS procedures

The following unit provides credit into the ICT Information and Communications Technology Training Package: * ICTICT103 Use, communicate and search securely on the internet

The following units provide credit into the 22447VIC Certificate I in Mumgu-dhal tyama-tiyt:* VU22106 Use recipes to prepare food
* VU22099 Recognise and interpret safety signs and symbols
* VU22104 Prepare simple budgets

The following units provide credit into the 22471VIC Course in Initial General Education for Adults:* VU22346 Engage with short simple texts to participate in the community
* VU22351 Create short simple texts to participate in the community

The following units provide credit into the 22476VIC Certificate I in General Education for Adults (Introductory):* VU22359 Conduct a project with guidance
* VU22377 Identify Australian environmental issues
* VU22381 Identify features of the health care system
* VU22376 Access the internet for language learning
* VU22375 Apply basic computer skills to language learning
* VU22383 Identify common digital media

The following unit provides credit into the 22484VIC EAL Framework: Certificate I in EAL (Access):* VU22591 Participate in short, simple exchanges

The following units provide credit into the 22483VIC Course in EAL:* VU22588 Read and write short basic messages and forms
* VU22586 Communicate basic personal details and needs

The following units provide credit into the 22555VIC Certificate I in Initial Adult Literacy and Numeracy:* VU22910 Read simple sentences
* VU22911 Write simple sentences
* VU22912 Communicate orally using simple sentences
* VU22913 Give and follow simple directions
* VU22904 Recognise and use time
* VU22921 Use coins and notes
* VU22918 Use simple metric weights
* VU22919 Use simple liquid measures
* VU22920 Use simple linear measures

The following unit provides credit into the 22554VIC Course in Initial Adult Literacy and Numeracy:* VU22904 Recognise and use time

The following unit provides credit into the 22566VIC Certificate I in Work Education:* VU23033 Explore a micro business opportunity
 |
| 1. Ongoing monitoring and evaluation
 | Standard 13 AQTF Standards for Accredited Courses  |
|  | The Curriculum Maintenance Manager, General Studies and Further Education, has responsibility for the ongoing monitoring and maintenance of this qualification. Ongoing monitoring of this accredited course will be primarily conducted through feedback from the quarterly meetings of the State-wide Advisory Group for the implementation of curriculum for learners with intellectual disabilities. A formal review will take place once during the period of accreditation and will be informed by feedback from users of this accredited course including:* The State-wide Advisory Group
* Registered Training Organisations delivering the qualification

The formal review will consider at a minimum:* any changes required to meet emerging or developing needs
* changes to any units of competency from nationally endorsed training packages or accredited curricula.

Any significant changes to the course resulting from course monitoring and evaluation procedures will be notified to the VRQA. |

Section C: Units of Competency

The following units of competency are contained in Section C:

VU23034 Develop personal goals with support

VU23035 Explore self development

VU23036 Participate in travel activities

VU23037 Explore future options for further training, work or community activities

VU23038 Participate in the community

VU23039 Use technology for a range of purposes

VU23040 Explore personal well being

VU23041 Access the media

VU23042 Identify processes to obtain learner permit

VU23043 Participate in recreational activities

VU23057 Participate in creative activities

VU23044 Apply communication skills for personal purposes

VU23045 Apply numeracy skills for personal purposes

The following units of competency can be accessed from the National Register (See the [National Register](https://training.gov.au/home/tga) for more information)

CHCVOL001 Be an effective volunteer

MSMWHS100 Follow WHS procedures

BSBITU111 Operate a personal digital device

BSBITU211 Produce digital text documents

ICTICT103 Use, communicate and search securely on the internet

The following units of competency can be accessed from their source curriculum on the Victorian Department of Education and Training (DET) website (See the [DET website](https://www.education.vic.gov.au/training/providers/rto/Pages/courses.aspx#link28) for more information)

VU22359 Conduct a project with guidance

VU22377 Identify Australian environmental issues

VU22106 Use recipes to prepare food

VU22099 Recognise and interpret safety signs and symbols

VU22381 Identify features of the health care system

VU23033 Explore a micro business opportunity

VU22376 Access the internet for language learning

VU22375 Apply basic computer skills to language learning

VU22383 Identify common digital media

VU22910 Read simple sentences,

VU22911 Write simple sentences

VU22912 Communicate orally using simple sentences

VU22346 Engage with short simple texts to participate in the community

VU22351 Create short simple texts to participate in the community

VU22591 Participate in short, simple exchanges

VU22588 Read and write short basic messages and forms

VU22586 Communicate basic personal details and needs

VU22913 Give and follow simple directions,

VU22904 Recognise and use time

VU22921 Use coins and notes

VU22918 Use simple metric weights

VU22919 Use simple liquid measures

VU22920 Use simple linear measures

VU22104 Prepare simple budgets

|  |  |
| --- | --- |
| Unit Code | VU23034 |
| Unit Title | Develop personal goals with support |
| Unit Descriptor | This unit describes the skills and knowledge to identify, implement and review personal goals with support.No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication. |
| Employability Skills | This unit contains employability skills. |
| Application of the Unit | This unit applies to learners with permanent cognitive and/or intellectual disabilities who wish to identify and implement personal goals. Learners at this level will require high levels of teacher / mentor support |
| ElementElements describe the essential outcomes of a unit of competency.  | Performance CriteriaPerformance criteria describe the required performance needed to demonstrate achievement of the element. Where bold/italicised text is used, further information or explanation is detailed in the required skills and knowledge and/or the range statement. Assessment of performance is to be consistent with the evidence guide. |
|  |  |
| 1 Identify personal goals | 1.1 | Identify and communicate ***personal goals*** with support from an appropriate ***support person*** |
| 1.2 | Identify ***barriers*** which may impact on achieving personal goals |
| 1.3 | Identify **simple steps** to assist in achievement of own personal goals |
| 1.4 | ***Record*** personal goals |
|  |  |
| 2 Implement personal goals | 2.1 | Identify tasks that contribute to personal goals |
| 2.2 | Undertake tasks that contribute to the personal goals |
| 2.3 | Identify ***services and facilities*** to support achievement of personal goals  |
| 2.4 | Access services and facilities to support personal goals |
|  |  |
| 3 Review personal goals | 3.1 | ***Review*** progress towards personal goals  |
| 3.2 | Identify factors which contribute to success in meeting goals  |
| 3.3 | Adjust goals as needed |
|  |  |
| Required Knowledge and SkillsThis describes the essential skills and knowledge and their level required for this unit. |
| Required Skills:* communication skills to communicate personal goals and participate in interactions to determine sources of support
* problem solving skills to identify own personal goals and strategies to achieve them
* self management skills to review personal goals with support person

Required Knowledge:* purpose of personal goals
* sources of information for disability support services
* different types of personal goals such as building independent living skills and health and well being
 |
|  |
| Range StatementThe Range Statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold / italicised wording in the Performance Criteria is detailed below.  |
| ***Personal goals*** may include***:*** | * building independent living skills
* developing a range of personal and interpersonal skills
* developing support networks
* improving skills for a variety of purposes including:
* further study
* employment ,
* community participation
* health and well being
 |
|  |
| ***Support person*** may include: | * teacher
* disability support service personnel
* carers
* career counsellors
 |
|  |
| ***Barriers*** may include: | * own health
* lack of support from family or friends
* lack of resources
* lack of confidence
* not attending classes
* lack of availability of services in local area’
* financial barriers
* lack of access to assistive technology
* lack of access to transport
 |
|  |
| **Simple steps** may include: | * communication of personal needs
* identifying one or two short term specific goals
* determination of tasks and progress to achieve goals
* identification of time required to achieve each task
* identification of additional support persons such as:
* case workers and personal carers
* community representatives
* family members
 |
|  |
| ***Record*** may include: | * written / visual or verbal record
* checklist of smaller task/s
* calendar record
 |
|  |  |
| ***Services and facilities*** may include: | * disability student services officers
* community service representatives
* network or advocacy groups for people with intellectual disabilities:
* resources such as augmentative communication devices
* information resources
 |
|  |  |
| ***Review*** may include: | * seeking feedback
* receiving feedback
* discussing with appropriate person
 |
|  |
| Evidence GuideThe evidence guide provides advice on assessment and must be read in conjunction with the Elements, Performance Criteria, Required Skills and Knowledge, the Range Statement and the Assessment section in Section B of the Curriculum. |
| Critical aspects for assessment and evidence required to demonstrate competency in this unit | Assessment must confirm the ability to:* identify specific personal goals, work with an appropriate support person/s to record and implement the goals and review progress towards their achievement
 |
|  |
| Context of and specific resources for assessment | Assessment must ensure:* sufficient time to enable personal goals to be identified, implemented and reviewed
* access to appropriate support person/s and services to enable full participation in the identification of personal goals
* access to the use of alternative communication aids where required

At this level the learner:* may require strong support from the context, including visual cues
* can work alongside an expert / mentor where prompting and advice can be provided
 |
|  |
| Method(s) of assessment | The following assessment methods are suggested for this unit:* observation of the learner engaging in the process of identifying and implementing personal goals
* questioning to establish the learner's knowledge of support resources and services to assist in achievement of goals
 |

|  |  |
| --- | --- |
| Unit Code | VU23035 |
| Unit Title | Explore self development |
| Unit Descriptor | This unit describes the skills and knowledge to develop strategies to explore own self development needs. |
| Employability Skills | This unit contains employability skills. |
| Application of the Unit | This unit applies to learners with permanent cognitive and/or intellectual disabilities who wish to explore their own self development needs. Learners at this level will require high levels of teacher / mentor support. |
| ElementElements describe the essential outcomes of a unit of competency.  | Performance CriteriaPerformance criteria describe the required performance needed to demonstrate achievement of the element. Where bold/italicised text is used, further information or explanation is detailed in the required skills and knowledge and/or the range statement. Assessment of performance is to be consistent with the evidence guide. |
|  |  |
| 1 Identify self development needs | 1.1 | Identify ***areas of own personal responsibility*** |
| 1.2 | Identify ***areas for own self development*** with support |
| 1.3 | Identify r***esources*** to support self development |
|  |  |
| 2 Develop strategies to support self development | 2.1 | Identify ***strategies to support self development*** in identified areas |
| 2.2 | Identify possible ***barriers*** which may affect self development in identified areas |
| 2.3 | Implement strategies to address self development needs |
| 2.4 | Develop own ***support networks*** with support |
|  |  |  |
| 3 Develop strategies to support independent life skills | 3.1 | Identify ***goals for independent life skills*** with ***support person*** |
| 3.2 | Develop strategies to support achievement of identified goals with support |
| 3.3 | Identify barriers to achieving personal independence |
| 3.4 | Identify ***ways of dealing with barriers to independence*** |
|  |  |
| 4 Develop strategies to support respectful relationships | 4.1 | Identify rights and responsibilities involved in safe ***personal relationships*** |
| 4.2 | Identify ***aspects of respectful and disrespectful relationships and behaviours*** |
| 4.3 | Identify strategies to create and maintain safe respectful relationships |
| 4.4 | Identify strategies to act on disrespectful or unsafe relationships and behaviours |
| Required Skills:* communication skills to work with a support person and to access information and advice about self development needs
* self management skills to identify own goals for independent life skills and seek support to achieve these
* problem solving skills to make decisions about areas for own self development and apply strategies to address needs
* interpersonal skills to participate responsibly in different relationships

Required Knowledge:* features of socially responsible and protective behaviours to support respectful relationships
* link between self development and achievement of personal goals
* sources of information and support for personal development needs
* importance of personal safety within relationships
 |
|  |
| Range StatementThe Range Statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold / italicised wording in the Performance Criteria is detailed below.  |
| ***Areas of own personal responsibility*** could include: | * at home
* in the community
* in the training environment
 |
|  |  |
| ***Areas for own self development*** may include: | * interpersonal skills
* self confidence
* mindfulness
* relationships
* community and social participation
* workplace participation
* taking risks
* coping with success and failure
* rising to challenges
* attempting tasks that are difficult or unfamiliar
* greater choice and control
* building resilience
 |
|  |
| ***Resources*** may include: | * counsellors
* carers
* advocate
 |
|  |  |
| ***Strategies to support self development*** may include: | * identifying roles and uses of advocates as appropriate
* self advocacy
* identifying appropriate others for assistance in dealing with problems
* identifying the personal need to plan for an effective transition into the next stage of adult life
* discussing personal and time management issues of personal relevance and need
 |
|  |  |
| ***Barriers*** may include***:*** | * lack of self confidence
* lack of motivation
* lack of support
 |
|  |  |
| ***Support networks*** may include: | * disability employment agencies
* community organisations
* government agencies
* family and friends
 |
|  |  |
| ***Goals for independent life skills*** may include: | * managing own money
* finding community accommodation
* participating in education and training
* finding a job
* managing own health and well being
* catching public transport
* cooking for self
* making own choices
* participating in the community
* developing personal relationships
 |
|  |  |
| ***Support person*** may include: | * family member
* carer
* disability support worker
 |
|  |  |
| ***Ways of dealing with barriers to independence*** may include: | * getting involved in community activities
* joining community groups
* taking small steps with daily life activities
* interacting with others
 |
|  |  |
| ***Personal relationships*** may include: | * friendships
* family
* acquaintances
* sexual relationship
* social groups
* work colleagues
 |
|  |  |
| ***Aspects of respectful and disrespectful relationships and behaviours*** may include: | * respectful relationships:
* communicating how you feel
* being flexible
* not expecting one person to put their needs aside for another's
* striving to understand things from another's perspective
* recognising and responding appropriately to the feelings of others
* resolving conflicts
* being honest and reliable
* disrespectful relationships:
* physical violence/assault
* verbal violence/abuse
* bullying, intimidation or coercion
* fear for personal safety
* anger and thoughts of revenge
* disengagement from community/family
 |
|  |  |
| Evidence GuideThe evidence guide provides advice on assessment and must be read in conjunction with the Elements, Performance Criteria, Required Skills and Knowledge, the Range Statement and the Assessment section in Section B of the Curriculum. |
| **Critical aspects for assessment and evidence required to demonstrate competency in this unit** | Assessment must confirm the ability to:* identify and develop strategies to support own self development including:
* identifying own goals for independent life skills
* creating and maintaining respectful and safe relationships
* accessing information about own self development needs
* develop networks to support self development needs
 |
|  |  |
| **Context of and specific resources for assessment** | Assessment must ensure access to:* appropriate support person/s to enable full participation
* resources to support self development
* the use of alternative communication aids where required
* assessment tasks which deal with the familiar and concrete

At this level the learner:* may require strong support from the context, including visual cues
* can work alongside an expert / mentor where prompting and advice can be provided
 |
|  |  |
| **Method(s) of assessment** | The following assessment methods are suggested for this unit:* observation of the learner engaging in application of strategies to support self development
* questioning to establish the learner's knowledge of responsible behaviours as part of respectful relationships
 |

|  |  |
| --- | --- |
| Unit Code | VU23036 |
| Unit Title | Participate in travel activities |
| Unit Descriptor | This unit describes the skills and knowledge to participate in independent travel activities and access the most appropriate modes of travel. |
| Employability Skills | This unit contains employability skills. |
| Application of the Unit | This unit applies to learners with permanent cognitive and/or intellectual disabilities who are looking to develop their independent travel skills. Learners at this level will require high levels of teacher/mentor support. |
| ElementElements describe the essential outcomes of a unit of competency. | Performance CriteriaPerformance criteria describe the required performance needed to demonstrate achievement of the element. Where bold/italicised text is used, further information or explanation is detailed in the required skills and knowledge and/or the range statement. Assessment of performance is to be consistent with the evidence guide. |
|  |  |
| 1 Identify transport modes | 1.1 | Identify ***transport options*** in the local area |
| 1.2 | Compare transport options in the local area |
|  |  |
| 2 Prepare to use transport | 2.1 | Identify purpose and destination of travel |
| 2.2 | Select best travel option to meet purpose and destination |
| 2.3 | Access ***travel information*** |
| 2.4 | Develop a ***travel plan***  |
|  |  |
| 3 Implement travel plan | 3.1 | Confirm destination and mode of transport |
| 3.2 | Follow travel plan to arrive at destination |
| 3.3 | Identify ***problem/s*** which may arise and ***strategies*** to resolve them |
| 3.4 | Identify ***sources of support and assistance*** when using transport |
|  |  |
| Required Knowledge and SkillsThis describes the essential skills and knowledge and their level required for this unit. |
| Required Skills:* literacy skills to:
* interpret travel information
* ask questions,
* read timetables, destination names and maps
* listen for specific travel information
* problem solving skills to:
* select best travel options
* implement strategies to resolve problems that may arise
* apply personal safety strategies when undertaking travel
* self management skills to allow sufficient time to undertake planned travel and to monitor and adjust a plan as appropriate
* planning and organisation skills to plan and undertake travel
* numeracy skills to:
* recognise money and calculate fares
* recognise time, and calculate time taken to travel
* technology skills to access travel information and plan travel journey

Required Knowledge:* advantages and disadvantages of different forms of transport to select most appropriate option
* purpose of a travel plan
* personal safety strategies to travel safely
 |
|  |
| Range StatementThe Range Statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold / italicised wording in the Performance Criteria is detailed below.  |
| ***Transport options*** may include: | * tram
* train
* bus
* taxi
* car
* bike
* ride share for example Uber
 |
|  |
| ***Travel information*** may include: | * timetables
* destination information
* costs
* using and topping up myki
* payment methods
* validating travel
* safety requirements
* best route
* concessions
* penalties for non validated tickets
 |
|  |
| ***Travel plan*** may include: | * destination
* key stops
* location of cab ranks
* mode of transport
* cost
* departure and arrival times
* approximate travel time
* contingencies in case of disruption
 |
|  |
| ***Problem/s*** may include: | * transport running late or cancelled
* catching wrong train/tram/bus
* missing stop
* feeling unsafe
* loss of personal items
* bullying
* not having a validated ticket
 |
|  |
| ***Strategies*** may include: | * communication to notify of late arrival
* leaving early to take delays into account
* contact/accessing authorities e.g. police, transit police, ambulance, fire
* planning alternative routes
 |
|  |  |
| ***Sources of support and assistance*** may include: | * transport agency disability support services
* transit police/support staff
* public transport users association
* funded support worker
* other transport users
* bus/tram/taxi driver
 |
|  |  |
| Evidence GuideThe evidence guide provides advice on assessment and must be read in conjunction with the Elements, Performance Criteria, Required Skills and Knowledge, the Range Statement and the Assessment section in Section B of the Curriculum. |
| Critical aspects for assessment and evidence required to demonstrate competency in this unit | Assessment must confirm the ability to:* identify and select the most appropriate mode of public transport according to travel plan and purpose
* develop and implement a travel plan and contingencies to undertake safe travel and resolve problems
 |
|  |
| Context of and specific resources for assessment | Assessment must ensure access to:* appropriate support person/s to enable full participation
* resources related to travel
* computer facilities to access travel information
* the use of alternative communication aids where required
 |
|  |
| Method(s) of assessment | The following assessment methods are suggested for this unit:* observation of the learner engaging in development of a transport plan
* questioning to establish the learner's knowledge of available transport options and how they would deal with problems which may arise
 |

|  |  |
| --- | --- |
| Unit Code | VU23037 |
| Unit Title | Explore future options for further training, work or community activities |
| Unit Descriptor | This unit describes the skills and knowledge to identify and explore suitable options for future involvement in further training, work or community activities. |
| Employability Skills | This unit contains employability skills. |
| Application of the Unit | This unit applies to learners with permanent cognitive and/or intellectual disabilities who wish to explore future training, work or community participation options. Learners at this level will require high levels of support from an appropriate person. |
| ElementElements describe the essential outcomes of a unit of competency. | Performance CriteriaPerformance criteria describe the required performance needed to demonstrate achievement of the element. Where bold/italicised text is used, further information or explanation is detailed in the required skills and knowledge and/or the range statement. Assessment of performance is to be consistent with the evidence guide. |
|  |  |
| 1 Explore future options for training, work or community participation | 1.1 | Identify possible ***options*** for future participation |
| 1.2 | Identify ***factors*** which may impact on choice of options |
| 1.3 | Identify any ***specific requirements*** related to the options |
| 1.4 | Collect ***information*** about the options |
|  |  |
| 2 Develop a plan to explore preferred option | 2.1 | Review collected information to select preferred option |
| 2.2 | Determine ***appropriate steps*** required to further explore selected option/s in consultation with a ***support person***  |
| 2.3 | ***Record*** the plan with the support of an appropriate person  |
|  |  |
| Required Knowledge and SkillsThis describes the essential skills and knowledge and their level required for this unit. |
| Required Skills:* communication skills to participate in discussing possible options and asking questions
* problem solving skills to identify potential options and select most suitable
* planning and organisation skills to meet with a support person to develop a plan to explore the selected option/s
* self management skills to review the plan
* technology skills to access information about training, work or community participation options

Required Knowledge:* sources of information to access information about options
* purpose of a plan to assist in further exploration of selected option/s
 |
|  |
| Range StatementThe Range Statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold / italicised wording in the Performance Criteria is detailed below.  |
| ***Options*** may include: | * paid employment
* further training or education
* voluntary work
* community participation
* recreational/leisure and social
* self-employment
 |
|  |
| ***Factors*** may include: | * relationships to personal goals and interests
* location/proximity
* transport availability
* transport cost
* time commitment required
* lack of support from family/friends
 |
|  |
| ***Specific requirements*** may include: | * eligibility requirements
* time requirements
* police checks
* Working with Children check
* making online profiles for organisation
 |
|  |
| ***Information*** may include: | * contact details
* relevant documentation
* location
* course details
* community networks/contacts
* job role
* self employment resources
 |
|  |  |
| ***Appropriate steps*** may include: | * payment of any costs involved
* travel arrangements
* gathering any required documentation
* accessing additional support required
 |
| ***Support person*** may include: | * teacher
* disability support worker
* family/carers
 |
|  |  |
| ***Record*** may include: | * verbal
* written
* documented by a support person
 |
|  |
| Evidence GuideThe evidence guide provides advice on assessment and must be read in conjunction with the Elements, Performance Criteria, Required Skills and Knowledge, the Range Statement and the Assessment section in Section B of the Curriculum. |
| Critical aspects for assessment and evidence required to demonstrate competency in this unit | Assessment must confirm the ability to:* Identify and access information about potential future options
* select option/s and develop and record a plan for the selected option/s
 |
|  |
| Context of and specific resources for assessment | Assessment must ensure access to:* appropriate support person/s to enable full participation
* sources of information about potential future options
* computer facilities to access required information
* alternative communication aids where required
* assessment tasks which deal with the familiar and concrete

At this level the learner:* may require strong support from the context, including visual cues
* can work alongside an expert / mentor where prompting and advice can be provided
 |
|  |
| Method(s) of assessment | The following assessment methods are suggested for this unit:* questioning to assess knowledge of factors that may affect choice of potential options
* observation of the learner engaging in the process of developing a plan based on a selected option/s
 |

|  |  |
| --- | --- |
| Unit Code | VU23038 |
| Unit Title | Participate in the community |
| Unit Descriptor | This unit describes the skills and knowledge to participate effectively in the local community by accessing information about a range of services and facilities to meet own needs. |
| Employability Skills | This unit contains employability skills. |
| Application of the Unit | This unit applies to learners with permanent cognitive and/or intellectual disabilities who wish to develop or improve their community participation. Learners at this level will require high levels of teacher / mentor support.  |
| ElementElements describe the essential outcomes of a unit of competency.  | Performance CriteriaPerformance criteria describe the required performance needed to demonstrate achievement of the element. Where bold/italicised text is used, further information or explanation is detailed in the required skills and knowledge and/or the range statement. Assessment of performance is to be consistent with the evidence guide. |
|  |  |
| 1 Access services in the local area | 1.1 | Identify own ***present and future needs*** |
| 1.2 | Determine ***local services and facilities*** required to meet ownpresent and future needs |
| 1.3 | Locate services and facilities in the local community |
| 1.4 | Collect ***information*** about the services and facilities |
| 1.5 | Identify and access information about available ***government services*** in the local area |
|  |  |
| 2 Identify own rights and responsibilities as a member of a community | 2.1 | Source information about ***rights and responsibilities*** as a community member |
| 2.2 | Identify ***voting requirements and procedures*** as a community member |
|  |  |
| 3 Identify own rights as a consumer | 3.1 | Identify ***sources of information*** about rights as a consumer  |
| 3.2 | Identify commonly purchased goods and services in the local area |
| 3.3 | Identify different ***methods of purchasing goods and services*** |
| 3.4 | Identify ***obligations of providers of products and services*** |
| 3.5 | Identify stepsfor returning faulty products and services |
|  |  |  |
| 4 Develop community networks | 4.1 | Identify own ***personal interests*** |
| 4.2 | Investigate opportunities to participate in ***community activities*** |
| 4.3 | Determine key points of contact for activities |
| 4.4 | Participate safely in selected community activities with support |
| Required Knowledge and SkillsThis describes the essential skills and knowledge and their level required for this unit. |
| Required Skills:* literacy skills to identify and access information about:
* community services and facilities
* rights and responsibilities as a community member
* rights as a consumer
* problem solving skills to identify and select services and facilities to meet identified needs
* planning and organising skills to develop community networks and participate in community activities
* technology skills to access information about community services

Required Knowledge:* benefits in participating in the local community
* sources of information about rights and responsibilities of community members
* sources of information about consumer rights
* personal safety strategies to safely participate in the community
 |
|  |
| Range StatementThe Range Statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold / italicised wording in the Performance Criteria is detailed below.  |
| ***Present and future needs*** may include: | * accommodation
* transport
* health care
* training
* employment
* social interaction
* independent living support
* financial support
 |
|  |
| ***Local services and facilities*** may include: | * retail
* banking
* housing
* social/recreational
* health
* legal support
* job agencies
* independent living centres
 |
|  |
| ***Information*** may include: | * location
* opening hours
* contact details
* eligibility requirements
* costs
* procedures for accessing facilities and services
* how to register
 |
|  |  |
| ***Government services*** may include: | * My.Gov
* health services
* legal support
* financial support
* NDIS services
 |
|  |
| ***Rights and responsibilities*** may include: | * obeying community laws and understanding consequences of violating laws
* citizen’s rights to equal treatment under the law including legal representation
* making appropriate responses to people in authority
* major responsibilities of citizens in Australian community such as voting, paying tax, supporting other citizens
 |
|  |
| ***Voting requirements and procedures*** mayinclude: | * compulsory voting:
* local
* state
* federal
* election cycles
* requirements for registering to vote
* procedures to follow on voting day
 |
|  |  |
| ***Sources of information*** may include: | * consumer affairs agencies
* community organisations
* government organisations
 |
|  |  |
| ***Methods of purchasing goods and services*** may include: | * cash
* credit
* EFTPOS
* tap and go
* afterpay
* Bpay
* Apple Pay
 |
|  |  |
| ***Obligations of providers of products and services*** may include: | * provision of accurate information about:
* the product or service
* refund and exchange
* replacement of damaged goods
* advertised discounts
* provision of:
* warranties
* receipts
 |
|  |  |
| ***Personal interests*** may include: | * making connections with the local community
* accessing volunteering opportunities
* joining social clubs
* joining activity groups
* joining local committees
 |
|  |  |
| ***Community activities*** may include: | * festivals
* arts and cultural activities
* leisure activities
* meetings
* volunteering
 |
|  |
| Critical aspects for assessment and evidence required to demonstrate competency in this unit | Assessment must ensure the ability to:* access and use community information, resources and networks to access services and information that meet own needs as a community member and consumer
 |
|  |
| Context of and specific resources for assessment | Assessment must ensure access to:* sources of information about community services and activities and responsibilities and rights as a community member and consumer
* resources in the local community
* alternative communication aids where required
* assessment tasks which deal with the familiar and concrete
* support to enable full participation
 |
|  |
| Method(s) of assessment | The following assessment methods are suggested for this unit:* questioning to assess knowledge of own rights as a consumer
* observation of the learner accessing and using information about selected community services
 |

|  |  |
| --- | --- |
| Unit Code | VU23039 |
| Unit Title | Use technology for a range of purposes |
| Unit Descriptor | This unit describes the skills and knowledge to use technology for everyday purposes. It focuses on using technology safely and responsibly to meet individual needs. |
| Employability Skills | This unit contains employability skills. |
| Application of the Unit | This unit applies to learners with permanent cognitive and/or intellectual disabilities who wish to use technology for personal and learning purposes.  |
| ElementElements describe the essential outcomes of a unit of competency | Performance CriteriaPerformance criteria describe the required performance needed to demonstrate achievement of the element. Where bold/italicised text is used, further information or explanation is detailed in the required skills and knowledge and/or the range statement. Assessment of performance is to be consistent with the evidence guide. |
|  |  |
| 1 Identify a range of available technology | 1.1 | Identify ***technology used in the home*** |
| 1.2 | Identify ***technology used in the community*** |
| 1.3 | Identify any ***safety issues and risks*** related to using the technology |
| 1.4 | Identify ***sources of support*** when using technology |
| 1.5 | Identify the ***costs*** of using technology |
|  |  |
| 2 Apply technology for personal purposes | 2.1 | Identify specific ***technology for personal purposes*** |
| 2.2 | Use technology for a personal activity |
| 2.3 | Use the technology according to operating instructions |
| 2.4 | Seek assistance where required |
|  |  |
| 3 Apply technology for learning purposes | 3.1 | Identify specific ***technology for learning purposes*** |
| 3.2 | Use technology for a learning activity |
| 3.3 | Use the technology according to operating instructions |
| 3.4 | Seek assistance where required |
|  |  |  |
| 4 Use social media responsibly | 4.1 | Identify various ***social media forums***  |
| 4.2 | Identify ***cybersafety issues and risks*** related to using social media  |
| 4.3 | Engage in social media interaction following ***safety procedures and protocols*** |
| 4.4 | Identify the ***features*** ***of cyberbullying***  |
| 4.5 | Identify ***strategies to reduce the risks*** of cyberbullying |
| 4.6 | Identify the **potential consequences** ofcyberbullying  |
| Required Skills:* communication skills to participate in electronic communication and interactions
* literacy skills to follow instructions and procedures for the safe use of the technology
* problem solving skills to identify technology suitable for identified needs
* self management skills to use the technology responsibly

Required Knowledge:* benefits and risks in using technology
* sources of information and support about different types of technology and applications
* safety considerations and responsibilities when using social media
* sources of support for cyberbullying
 |
|  |
| Range StatementThe Range Statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold / italicised wording in the Performance Criteria is detailed below.  |
| ***Technology used in the home*** may include: | * electrical appliances
* smart TVs
* computers/tablets
* household appliances
* mobile phones
* digital cameras
* electronic mobility aids
 |
|  |
| ***Technology used in the community*** may include: | * interactive information boards
* electronic ticketing systems
* ATMs
* cashless payment systems
 |
|  |
| ***Safety issues and risks*** may include: | * disclosure of personal information
* breaches in privacy
* bullying
* identity theft
* online scams
* excessive use
* physical effects
 |
|  |
| ***Sources of support*** may include: | * help desk
* peers
* manuals
 |
|  |  |
| ***Costs*** may include: | * mobile/internet contracts
* data usage limits
* cost of equipment/devices
 |
|  |
| ***Technology for personal purposes*** may include: | * online shopping
* online banking
* paying bills
* online appointments
* meeting people
* accessing community services or facilities
 |
|  |  |
| ***Technology for learning purposes*** may include: | * e-learning
* internet
* webinar
* electronic storyboards
* interactive smartboards
* smart phones
* computers/tablets
* assistive technology:
* voice recognition programs
* screen readers
* screen enlargement applications
* text readers
 |
|  |  |
| ***Social media forums*** may include: | * Facebook
* chatrooms
* blogs
* Twitter
* email
* wiki
* Tik Tok
* Instagram
 |
|  |  |
| ***Cybersafety issues and risks*** may include: | * Hacks
* scams,
* phishing
 |
|  |  |
| ***Safety procedures and protocols*** may include: | * protecting personal security and safety
* securing passwords
* deleting unfamiliar requests for information
* deleting requests to click on unfamiliar links
 |
|  |  |
| ***Features of cyberbullying*** may include: | * spreading rumours
* making threats
* making derogatory comments
 |
|  |  |
| ***Strategies to reduce the risks*** may include: | * reporting/discussing with appropriate person
* discontinuing contact
* seeking assistance
* not responding or retaliating
* applying coping strategies
* identifying sources of support and information
 |
|  |  |
| ***Potential consequences*** may include: | * health consequences
* mental health issues
* legal consequences
* impact on relationships
 |
| Evidence GuideThe evidence guide provides advice on assessment and must be read in conjunction with the Elements, Performance Criteria, Required Skills and Knowledge, the Range Statement and the Assessment section in Section B of the Curriculum. |
| Critical aspects for assessment and evidence required to demonstrate competency in this unit | Assessment must confirm the ability to:* responsibly use technology relevant to personal and learning needs and identify actions to reduce risks in using social media
 |
|  |
| Context of and specific resources for assessment | Assessment must ensure access to:* a range of technology for personal and learning needs
* information about the risks of using technology
* assessment tasks which deal with the familiar and concrete
* support to enable full participation

At this level the learner:* may require strong support from the context, including visual cues
 |
|  |
| Method(s) of assessment | The following assessment methods are suggested for this unit:* questioning to assess knowledge of the different types of technology
* observation of the learner using technology safely for different purposes
 |

|  |  |
| --- | --- |
| Unit Code | VU23040 |
| Unit Title | Explore personal wellbeing |
| Unit Descriptor | This unit describes the skills and knowledge to explore own personal wellbeing and identify ways to support it.  |
| Employability Skills | This unit contains employability skills. |
| Application of the Unit | This unit applies to learners with permanent cognitive and/or intellectual disabilities who wish to explore and support their personal wellbeing. |
| ElementElements describe the essential outcomes of a unit of competency.  | Performance CriteriaPerformance criteria describe the required performance needed to demonstrate achievement of the element. Where bold/italicised text is used, further information or explanation is detailed in the required skills and knowledge and/or the range statement. Assessment of performance is to be consistent with the evidence guide. |
|  |  |
| 1 Develop a plan for a healthy lifestyle | 1.1 | Identify ***features of a healthy personal lifestyle***  |
| 1.2 | Identify ***common health problems*** linked to personal lifestyle issues |
| 1.3 | Identify ***barriers*** to achieve a healthy personal lifestyle |
| 1.4 | Develop a ***personal plan*** to maintain a healthy lifestyle with support |
|  |  |
| 2 Manage own health and hygiene | 2.1 | Identify ***components of personal hygiene***  |
| 2.2 | Identify common illnesses and ailments linked to poor personal hygiene |
| 2.3 | Identify and follow ***simple steps*** to manage own personal hygiene |
|  |  |
| 3 Identify community services to support health and wellbeing | 3.1 | Locate ***health services and facilities*** in the local area with support |
| 3.2 | Explore health services and facilities within the local and broader community with support |
| 3.3 | Identify local health services and facilitiesto support own wellbeing needs |
|  |  |  |
| 4 Identify actions for a medical emergency | 4.1 | Identify common ***medical emergencies*** |
| 4.2 | Identify ***emergency services*** and their functions |
| 4.3 | Identify the ***steps*** to obtain emergency assistance |
|  |  |
| Required Knowledge and SkillsThis describes the essential skills and knowledge and their level required for this unit. |
| Required Skills:* literacy skills to access and use information about wellbeing and health issues
* problem solving skills to identify actions to manage own wellbeing needs
* self management skills to maintain own wellbeing

Required Knowledge:* importance of maintaining a healthy life style
* common health issues related to lifestyle
* actions related to maintaining own health and wellbeing
 |
|  |
| Range StatementThe Range Statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold / italicised wording in the Performance Criteria is detailed below.  |
| ***Features of a healthy personal lifestyle*** may include: | * eating nutritious meals
* quality of sleep
* sleep habits
* regular exercise
* managing stress and mental health
* keeping connected to others
* healthy sexual relationships
* good dental hygiene
* regular health checks
* pap smears
* prostrate checks
 |
|  |
| ***Common health problems*** may include: | * diabetes
* obesity
* depression
* anxiety
* insomnia
* smoking related illnesses
* sexually transmitted diseases
* high/low blood pressure
* cardiovascular disease
 |
|  |
| ***Barriers*** may include: | * substance abuse
* depression
* lack of exercise
* eating disorders
* smoking
* chronic stress
* dysfunctional sexual relationships
* remoteness from health services/support
* anxiety
 |
|  |  |
| ***Personal plan*** may include: | * wellbeing needs
* actions/strategies to maintain or improve own well being
* actions to overcome barriers to wellbeing
* support resources and contacts
 |
|  |
| ***Components of personal hygiene*** may include | * frequent showering
* toileting
* menstrual management
* dental hygiene
* hair care
* personal grooming
* clean clothes
 |
|  |  |
| ***Simple steps*** may include: | * changing clothes regularly
* showering regularly
* using deodorant to manage perspiration
 |
|  |
| ***Health services and facilities*** may include: | * general practitioners (GPs)
* specialists
* counsellors
* community health centres
* alternative health practitioners
* Family Planning Clinics
* mental health clinics
* public and private hospitals
 |
|  |  |
| ***Medical emergencies*** may include: | * accidents in the home
* fires
* road accidents
* sudden illness
 |
|  |  |
| ***Emergency services*** may include: | * ambulance
* fire brigade
* police
* state emergency services (storms, bushfires)
* rural fire services
 |
|  |  |
| ***Steps***  may include: | * contact emergency services by telephone
* provide clear directions and information to emergency services
 |
|  |
| Evidence GuideThe evidence guide provides advice on assessment and must be read in conjunction with the Elements, Performance Criteria, Required Skills and Knowledge, the Range Statement and the Assessment section in Section B of the Curriculum. |
| Critical aspects for assessment and evidence required to demonstrate competency in this unit | Assessment must confirm the ability to:* identify features of a healthy lifestyle and actions to support personal wellbeing
* access information about local health services and resources to meet own wellbeing needs
 |
|  |
| Context of and specific resources for assessment | Assessment must ensure access to:* sources of information on health and wellbeing issues
* health resources in the local community
* alternative communication aids where required
* appropriate support persons to enable full participation
* technology to support access to health and well being information
 |
|  |
| Method(s) of assessment | The following assessment methods are suggested for this unit:* questioning to assess knowledge of features of a healthy lifestyle and actions to support this
* observation of the learner accessing and identifying health services and facilities in local area
 |

|  |  |
| --- | --- |
| Unit Code | VU23041 |
| Unit Title | Access the media |
| Unit Descriptor | This unit describes the skills and knowledge to access the media. for information relevant to own personal needs and interests. |
| Employability Skills | This unit contains employability skills. |
| Application of the Unit | This unit applies to learners with permanent cognitive and/or intellectual disabilities who wish to engage with the media. Learners at this level will require high levels of teacher / mentor support. |
| ElementElements describe the essential outcomes of a unit of competency.  | Performance CriteriaPerformance criteria describe the required performance needed to demonstrate achievement of the element. Where bold/italicised text is used, further information or explanation is detailed in the required skills and knowledge and/or the range statement. Assessment of performance is to be consistent with the evidence guide. |
|  |  |
| 1 Identify the role of media in everyday life | 1.1 | Identify ***different types of media*** |
| 1.2 | Identify the ***function of the media*** |
| 1.3 | Identify ***similarities and differences*** between different types of media |
| 1.4 | Identify different ***types of information*** available in the media |
|  |  |
| 2 Access personal media preferences | 2.1 | Identify own reasons for accessing various media  |
| 2.2 | Investigate the cost of accessing different types of media |
| 2.3 | Identify preferred media relevant to own needs and interests |
| 2.4 | Access preferred media and identify ***areas of interest*** |
| Required Knowledge and SkillsThis describes the essential skills and knowledge and their level required for this unit. |
| Required Skills:* literacy skills to access the media and engage with information
* problem solving skills to match own information needs to most appropriate type of media
* technology skills to access the media through different mediums

Required Knowledge:* importance of the media in society
* different information presented by the media
* safe ways to access different types of media
 |
|  |
| Range StatementThe Range Statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold / italicised wording in the Performance Criteria is detailed below.  |
| ***Different types of media*** may include: | * electronic:
* smart TV / pay TV
* online streaming - TV /radio
* smart technology
* online newspapers/magazines.
* podcasts
* ebooks
* print
* newspapers
* magazines
* radio
 |
|  |
| ***Function of the media*** may include: | * to provide:
* information
* entertainment
* an opinion
* to advertise products and services
 |
|  |  |
| ***Similarities and differences*** may include: | * medium:
* print
* visual
* oral
* audience:
* youth
* mature
* elderly
 |
|  |
| ***Types of information*** may include: | * opinion about issues
* local, national and international news
* weather
* sport
* special features
* entertainment
* advertisements
* employment
* services
 |
|  |
| ***Areas of interest*** may include: | * social issues
* sport
* entertainment
* travel
* classifieds
* health and wellbeing
* local news
* international news
* community events
 |
|  |
| Evidence GuideThe evidence guide provides advice on assessment and must be read in conjunction with the Elements, Performance Criteria, Required Skills and Knowledge, the Range Statement and the Assessment section in Section B of the Curriculum. |
| Critical aspects for assessment and evidence required to demonstrate competency in this unit | Assessment must confirm the ability to:* apply knowledge of different types of media to access information of interest from preferred media sources
 |
|  |
| Context of and specific resources for assessment | Assessment must ensure access to:* different types of media
* technology to support access to electronic media
* alternative communication aids where required
* appropriate support persons to enable full participation
 |
|  |
| Method(s) of assessment | The following assessment methods are suggested for this unit:* questioning to assess knowledge of different types of media and its role
* observation of the learner accessing different types of media and engaging with information of interest
 |

|  |  |
| --- | --- |
| Unit Code | VU23042 |
| Unit Title | Identify processes to obtain learner permit |
| Unit Descriptor | This unit describes the skills and knowledge to identify information and processes to obtain the learner driver permit test associated with vehicle licenses.  |
| Employability Skills | This unit contains employability skills. |
| Application of the Unit | This unit applies to learners with permanent cognitive and/or intellectual disabilities who wish to gain information about obtaining a learner permit. Learners at this level will require high levels of teacher / mentor support. |
| ElementElements describe the essential outcomes of a unit of competency.  | Performance CriteriaPerformance criteria describe the required performance needed to demonstrate achievement of the element. Where bold/italicised text is used, further information or explanation is detailed in the required skills and knowledge and/or the range statement. Assessment of performance is to be consistent with the evidence guide. |
|  |  |
| 1 Identify requirements for gaining a learner permit | 1.1 | Identify the purpose of a learner permit |
| 1.2 | Determine reasons for obtaining a learner permit |
| 1.3 | Identify ***eligibility requirements*** to obtain a learner permit  |
| 1.4 | Identify sources of information about the test |
| 1.5 | Determinespecific requirements for applicants with a disability |
|  |  |
| 2 Investigate the process for obtaining a learner permit | 2.1 | Locate and access ***relevant information*** about the permit test  |
| 2.2 | Identify the steps in obtaining a learner permit |
| 2.3 | Identify ***sources of support*** to obtain a learner permit |
| 2.4 | Identify ***potential barriers*** to obtaining a learner permit |
| 2.5 | Identify strategies to address barriers to obtaining a learner permit |
|  |  |
| Required Knowledge and SkillsThis describes the essential skills and knowledge and their level required for this unit. |
| Required Skills:* literacy skills to access and use information about learner permit requirements
* problem solving skills to assess own eligibility to obtain a learner permit
* self management skills to identify own capability to obtain learner permit
* technology skills to access online information about the learner permit

Required Knowledge:* eligibility requirements to obtain a learner permit
* responsibilities of a learner permit holder
 |
|  |
| Range StatementThe Range Statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold / italicised wording in the Performance Criteria is detailed below.  |
| ***Eligibility requirements*** may include: | * age
* residency
* consideration of medical conditions
 |
|  |
| ***Relevant information*** may include: | * test components
* test content:
* road rules
* test method
* test location
* supporting resources
* cost
 |
|  |
| ***Sources of support*** may include: | * community driver education programs
* State/Territory licencing authorities
* consumer and self help groups
* disabled motorists associations
 |
|  |
| ***Potential barriers*** may include: | * cost
* access to test centre
* literacy level
* medical conditions
 |
|  |
| Evidence GuideThe evidence guide provides advice on assessment and must be read in conjunction with the Elements, Performance Criteria, Required Skills and Knowledge, the Range Statement and the Assessment section in Section B of the Curriculum. |
| Critical aspects for assessment and evidence required to demonstrate competency in this unit | Assessment must confirm the ability to:* source and engage with information about the requirements and processes for obtaining a learner permit
* identify and address barriers for obtaining a learner permit
 |
|  |
| Context of and specific resources for assessment | Assessment must ensure access to:* sources of information about the learner permit
* technology to support access to information about learner permit requirements
* alternative communication aids where required
* appropriate support persons to enable full participation
 |
|  |
| Method(s) of assessment | The following assessment methods are suggested for this unit:* questioning to assess knowledge of the steps in obtaining a learner permit
* observation of the learner accessing information about learner permits
 |

|  |  |
| --- | --- |
| Unit Code | VU23043 |
| Unit Title | Participate in recreational activities |
| Unit Descriptor | This unit describes the skills and knowledge to plan and participate in one or more recreational activity options appropriate to own budget and interests. |
| Employability Skills | This unit contains employability skills. |
| Application of the Unit | This unit applies to learners with permanent cognitive and/or intellectual disabilities who wish to engage in recreational activities. Learners at this level will require high levels of teacher/mentor support. |
| ElementElements describe the essential outcomes of a unit of competency.  | Performance CriteriaPerformance criteria describe the required performance needed to demonstrate achievement of the element. Where bold/italicised text is used, further information or explanation is detailed in the required skills and knowledge and/or the range statement. Assessment of performance is to be consistent with the evidence guide. |
|  |  |
| 1 Identify recreational activity options in the community | 1.1 | Identify the ***benefits of participating in recreational activities*** |
| 1.2 | Identify ***recreational activities*** available in the community |
| 1.3 | Identify information about available recreational activities |
|  |  |
| 2 Plan participation in a recreational activity | 2.1 | Select a recreational activity of personal interest |
| 2.2 | Identify the ***requirements for participation***in the activity  |
| 2.3 | Identify **barriers to participation i**n recreational activity |
| 2.4 | Assess own ability to meet requirements for participation in the activity |
|  |  |
| 3 Participate in a recreational activity | 3.1 | Confirm the requirements for participationin the recreational activity |
| 3.2 | Engage in selected recreational activity |
| 3.3 | Display ***appropriate behaviours***while participating in the activity |
|  |  |
| Required Knowledge and SkillsThis describes the essential skills and knowledge and their level required for this unit. |
| Required Skills:* communication skills to participate in planning process to participate in recreation activity
* literacy skills to access and use information about local recreational activities
* problem solving skills to match own interests to appropriate recreation activities
* self management skills to identify personal requirements to participate in selected recreation activities
* planning and organisation skills to plan and participate in activities in recreation activities

Required Knowledge:* the importance of recreation activities for well being
* sources of information about recreational activities
* different types of recreational activities
 |
|  |
| Range StatementThe Range Statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold / italicised wording in the Performance Criteria is detailed below.  |
| ***Benefits of participating in recreational activities*** may include: | * increased social connections
* improved skills, concentration and learning
* increased personal confidence and self-awareness
* reduce feelings of depression and anxiety
* enhance self-esteem
* health benefits
 |
|  |  |
| ***Recreational activities*** may include:  | * sporting activities
* adventure activities
* entertainment
* cultural activities
* indoor activities
* gardening
 |
|  |
| ***Requirements for participation*** may include: | * hygiene requirements
* clothing requirements
* equipment/gear
* length of time required to participate
* cost
* enrolment/registration
* location
* rules and regulations
* behavioural aspects
 |
|  |
| ***Barriers to participation*** may include: | * location
* cost
* time
* personal limitations
* access to transport
 |
|  |
| ***Appropriate behaviours*** may include: | * cooperating with others
* following rules and regulations
* taking care of equipment
* reporting hazards
 |
|  |
| Evidence GuideThe evidence guide provides advice on assessment and must be read in conjunction with the Elements, Performance Criteria, Required Skills and Knowledge, the Range Statement and the Assessment section in Section B of the Curriculum. |
| Critical aspects for assessment and evidence required to demonstrate competency in this unit | Assessment must confirm the ability to:* access information about recreational activity options and select and participate in selected recreational activity
 |
|  |
| Context of and specific resources for assessment | Assessment must ensure access to:* sources of information about recreational activities
* technology to support access to digital information about recreational activities
* alternative communication aids where required
* appropriate support persons to enable full participation
 |
|  |
| Method(s) of assessment | The following assessment methods are suggested for this unit:* questioning to assess knowledge of recreational activities in the community
* observation of the learner using information about recreational activities to plan and organise own participation in a selected recreational activity
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| --- | --- |
| Unit Code | VU23057 |
| Unit Title | Participate in creative activities |
| Unit Descriptor | This unit describes the skills and knowledge required by learners to plan and participate in one or more creative activities appropriate to personal interests. It focuses on exploring, accessing and participating in creative activities. |
| Employability Skills | This unit contains employability skills. |
| Application of the Unit | This unit applies to learners with permanent cognitive and/or intellectual disabilities who wish to engage in creative activities. Learners at this level will require high levels of teacher/mentor support. |
| ElementElements describe the essential outcomes of a unit of competency.  | Performance CriteriaPerformance criteria describe the required performance needed to demonstrate achievement of the element. Where bold/italicised text is used, further information or explanation is detailed in the required skills and knowledge and/or the range statement. Assessment of performance is to be consistent with the evidence guide. |
|  |  |
| 1 Identify creative activity options in the community | 1.1 | Identify the ***benefits of participating in*** ***creative activities*** |
| 1.2 | Identify ***creative activities*** available in the community |
| 1.3 | Identify information about available creative activities |
|  |  |
| 2 Plan participation in a creative activity | 2.1 | Select a creative activity of personal interest |
| 2.2 | Identify the ***requirements for participation***in the activity  |
| 2.3 | Identify **barriers to participation** in creative activity |
| 2.4 | Assess ***own ability to meet requirements*** for participation in the activity |
|  |  |
| 3 Participate in a creative activity | 3.1 | Confirm the requirements for participationin the creative activity |
| 3.2 | Engage in selected creative activity |
| 3.3 | Display ***appropriate behaviours***while participating in the activity |
|  |  |
| Required Knowledge and SkillsThis describes the essential skills and knowledge and their level required for this unit. |
| Required Skills:* communication skills to participate in planning process to participate in creative activity
* literacy skills to access and use information about local creative activities
* problem solving skills to match own interests to appropriate creative activities
* self management skills to identify personal requirements to participate in selected creative activities
* planning and organisation skills to plan and participate in creative activities

Required Knowledge:* the importance of creative activities for well being
* sources of information about creative activities
 |
|  |
| Range StatementThe Range Statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold / italicised wording in the Performance Criteria is detailed below.  |
| ***Benefits of participating in creative activities*** may include: | * sensory development
* development of fine motor skills
* cognitive development
* emotional development
* creating a product
 |
|  |
| ***Creative activities*** may include: | * drawing / painting classes
* musical activities
* craft activities
* dance and movement
* writing
* animation
* film making
* theatre performance
 |
|  |  |
| ***Requirements for participation*** may include: | * clothing
* tools/equipment
* structured classes
* time consideration
* location
* basic skills
* required costs
 |
|  |
| ***Own ability to meet requirements*** may include: | * skills
* abilities
* interests
* limitations
* budget
 |
|  |
| ***Barriers to participation*** may include: | * location
* cost
* time
* personal limitations
 |
|  |
| ***Appropriate behaviours*** may include: | * cooperating/collaborating with others
* following rules and regulations
* taking care of equipment
* reporting hazards
* supporting the creativity of others
 |
|  |
| Evidence GuideThe evidence guide provides advice on assessment and must be read in conjunction with the Elements, Performance Criteria, Required Skills and Knowledge, the Range Statement and the Assessment section in Section B of the Curriculum. |
| Critical aspects for assessment and evidence required to demonstrate competency in this unit | Assessment must confirm the ability to:* access information about creative activity options and select and participate in selected creative activity
 |
|  |
| Context of and specific resources for assessment | Assessment must ensure:* sources of information about creative activities
* technology to support access to digital information about creative activities
* alternative communication aids where required
* appropriate support persons to enable full participation
 |
|  |
| Method(s) of assessment | The following assessment methods are suggested for this unit:* questioning to assess knowledge of availability of creative activities in the community
* observation of the learner using information about creative activities to plan and organise own participation in selected creative activities
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| --- | --- |
| Unit Code | VU23044 |
| Unit Title | Apply communication skills for personal purposes |
| Unit Descriptor | This unit describes the skills and knowledge to apply communication skills to meet every day personal needs in the community.  |
| Employability Skills | This unit contains employability skills. |
| Application of the Unit | This unit applies to learners with permanent cognitive and/or intellectual disabilities who wish to improve their communication skills. Learners at this level will require high levels of teacher / mentor support. |
| ElementElements describe the essential outcomes of a unit of competency.  | Performance CriteriaPerformance criteria describe the required performance needed to demonstrate achievement of the element. Where bold/italicised text is used, further information or explanation is detailed in the required skills and knowledge and/or the range statement. Assessment of performance is to be consistent with the evidence guide. |
|  |  |
| 1 Communicate in a familiar context | 1.1 | Identify the ***purpose of the communication*** |
| 1.2 | Identify the participants for the communication |
| 1.3 | Use questioning to gain information and to clarify meaning |
| 1.4 | Receive and respond to ***information*** |
| 1.5 | Apply ***effective listening skills***  |
| 1.6 | Express disagreement and/or agreement with others appropriately |
|  |  |
| 2 Locate information in short, simple texts | 2.1 | Identify ***short, simple texts*** to meet specific personal needs |
| 2.2 | Identify the ***purpose of the texts*** |
| 2.3 | Identify the ***source of the texts*** |
| 2.4 | Identify features of texts |
| 2.5 | Locate specific information from texts to meet needs |
|  |  |
| 3 Complete short, simple forms for personal purposes | 3.1 | Identify formsrelevant to own purposes |
| 3.2 | Identify ***key sections*** of the form  |
| 3.3 | Clarify purposes of sections |
| 3.4 | Enter simple information into correct sections of the form |
| 3.5 | Check information entered |
|  |  |
| Required Knowledge and SkillsThis describes the essential skills and knowledge and their level required for this unit. |
| Required Skills:* communication skills to participate in interactions with others
* problem solving skills to identify and select appropriate communication strategies for different audiences and different situations
* language and literacy skills to engage with short, simple texts and complete simple forms

Required Knowledge:* different communication strategies for different purposes and audiences
* elements of communication, such as social distance, body language, eye contact and tone
* the importance of nonverbal communication
 |
|  |
| Range StatementThe Range Statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold / italicised wording in the Performance Criteria is detailed below.  |
| ***Purpose of the communication*** may include: | * to seek information
* to conduct a transaction
* to discuss a problem or issue
 |
|  |
| ***Information*** may include: | * factual information
* instructions
* messages
* opinions
 |
|  |  |
| ***Effective listening skills*** may include: | * showing an interest in what is being said
* clarifying what the speaker is saying
* focusing on what the speaker is saying
* using lip reading techniques
 |
|  |
| ***Short simple texts*** may include: | * catalogues / advertisements
* email, SMS or hand written messages
* myki screen
* electronic ticketing reader
* simple forms
* simple diary/calendar
* instructions/recipes
* books
* newspapers/media
* symbols and icons
* visuals and graphics
 |
|  |
| ***Purpose of the texts*** may include: | * to inform
* to instruct
* to entertain
 |
|  |  |
| ***Source of the texts*** may include: | * websites
* directories
* noticeboards
* brochures
* diagrams
 |
|  |  |
| ***Key sections*** may include: | * personal information
* emergency contacts
* health information
* signature
 |
|  |
| Evidence GuideThe evidence guide provides advice on assessment and must be read in conjunction with the Elements, Performance Criteria, Required Skills and Knowledge, the Range Statement and the Assessment section in Section B of the Curriculum. |
| Critical aspects for assessment and evidence required to demonstrate competency in this unit | Assessment must confirm the ability to:* undertake simple and familiar exchanges using appropriate communication skills and strategies to seek and provide information to meet own everyday communication needs in the community
* locate and use simple information to meet own everyday personal needs
* complete simple forms relevant to own needs
 |
|  |
| Context of and specific resources for assessment | Assessment must ensure access to:* short simple texts relevant to own everyday needs
* technology to support access to digital information relevant to own needs
* alternative/assistive aids that support communication where required such as text readers and speech recognition software
* appropriate support persons to enable full participation

At this level the learner:* may require strong support from the context, including visual cues
 |
|  |
| Method(s) of assessment | The following assessment methods are suggested for this unit:* direct observation of the learner participating in verbal exchanges
* verbal questioning to assess learner’s knowledge of effective communication strategies
* portfolio containing samples of completed forms
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| --- | --- |
| Unit Code | VU23045 |
| Unit Title | Apply numeracy skills for personal purposes |
| Unit Descriptor | This unit describes the skills and knowledge to use functional numeracy for everyday familiar situations. |
| Employability Skills | This unit contains employability skills. |
| Application of the Unit | This unit applies to learners with permanent cognitive and/or intellectual disabilities who wish to develop everyday numeracy skills related to time, money directions and measurements. Learners at this level will require high levels of teacher / mentor support. |
| ElementElements describe the essential outcomes of a unit of competency.  | Performance CriteriaPerformance criteria describe the required performance needed to demonstrate achievement of the element. Where bold/italicised text is used, further information or explanation is detailed in the required skills and knowledge and/or the range statement. Assessment of performance is to be consistent with the evidence guide. |
|  |  |
| 1 Work with money in simple everyday situations | 1.1 | Identify Australian coins and their monetary value |
| 1.2 | Identify Australian notes and their monetary value |
| 1.3 | Use monetary amounts to perform ***highly familiar personally relevant tasks*** |
| 1.4 | Perform simple one step calculations with money  |
|  |  |
| 2 Work with time in simple everyday situations | 2.1 | Identify ***digital or clock face time*** related to ***simple and familiar everyday situations***  |
| 2.2 | Use digital or clock face time in simple and familiar everyday situations |
| 2.3 | Use ***numbers related to time in everyday texts*** |
|  |  |
| 3 Give and follow simple directions | 3.1 | Identify simple ***concepts of position and location***  |
| 3.2 | Follow simple oral directions for moving between familiar locations  |
| 3.3 | Use simple ***concepts of position and location*** to describe location of two or more objects  |
| 3.4 | Read and interpret simple diagrams and maps of familiar locations  |
| 4 Work with simple everyday measurement | 4.1 | Identify ***common*** ***units of measurement*** and their abbreviations  |
| 4.2 | Identify common units of ***measurement in simple and familiar everyday activities*** |
| 4.3 | Identify units of measurement in ***everyday simple familiar texts***  |
| 4.4 | Use ***simple measuring instruments***  |
| 4.5 | Perform simple, one step calculations with measurements  |
| 4.6 | Use common words for comparing measurements |
| Required Knowledge and SkillsThis describes the essential skills and knowledge and their level required for this unit. |
| Required Skills:* communication skills to convey and follow directions
* literacy skills to use diagrams and maps
* numeracy skills to use numbers related to money, time and measurement
* problem solving skills to perform simple calculations with money, time and measurement

Required Knowledge:* common representations of monetary amounts:
* written symbols used to represent dollars and cents
* limited range of strategies to assist in using money, time and measurement such as:
* using size, shape and colour
* using prior knowledge of money, time and measurement
* mathematical symbols for addition and subtraction to perform simple calculations
* language of position to convey information about directions
* common units of measurement
 |
|  |
| Range StatementThe Range Statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold / italicised wording in the Performance Criteria is detailed below.  |
| ***Highly familiar personally relevant tasks*** may include: | * shopping
* banking
* travelling
* making payments using:
* tap and go
* B Pay
* Apple Pay
 |
|  |
| ***Digital or clock face time*** may include: | * hours
* minutes
* 24 hour clock
* am / pm
* fractions such as ¼ and ½
 |
|  |
| ***Simple and familiar everyday situations*** may include: | * waking time
* time of favourite television shows
* meal times
* work or school start and finish times
* rest breaks
 |
|  |
| ***Numbers related to time in everyday texts*** may include: | * transport timetables
* rosters
* television programs
* appointments
* calendars
* weather forecast
 |
|  |
| ***Concepts of position and location*** may include: | * in front/behind/ between
* over/ under
* through/ opposite
* on the corner/next to/around the corner
* between, beside
 |
|  |  |
| ***Common*** ***units of measurement*** may include: | * meters
* millimetres
* centimetres
* kilograms
* grams
 |
|  |  |
| ***Measurement in simple and familiar everyday activities*** could include: | * travelling
* cooking
* shopping
 |
|  |  |
| ***Everyday simple familiar texts*** may include: | * recipes
* household bills
* advertising leaflets
* catalogues,
* product descriptions
* sports commentary
* ingredient lists on packages
 |
|  |  |
| ***Simple measuring instruments*** may include: | * tape measure/ruler/trundle wheel
* measuring jugs/spoons
* thermometers
 |
| Evidence GuideThe evidence guide provides advice on assessment and must be read in conjunction with the Elements, Performance Criteria, Required Skills and Knowledge, the Range Statement and the Assessment section in Section B of the Curriculum. |
| Critical aspects for assessment and evidence required to demonstrate competency in this unit | Assessment must confirm the ability to:* apply a limited range of strategies to undertake familiar tasks related to money, time and measurement
* apply a limited range of strategies to undertake familiar tasks related to giving and receiving directions
 |
|  |
| Context of and specific resources for assessment | Assessment must ensure access to:* appropriate support person/s to enable full participation
* everyday texts with simple embedded numeracy such as travel information or shopping catalogues
* alternative communication aids where required
 |
|  |
| Method(s) of assessment | The following assessment methods are suggested for this unit:* observation of the learner undertaking calculations with money
* questioning to establish knowledge of language of position in relation to a map or diagram
 |