

Certificates in General  
Education for Adults

***FLYING START***<sup>®</sup>

Semester Two 2009

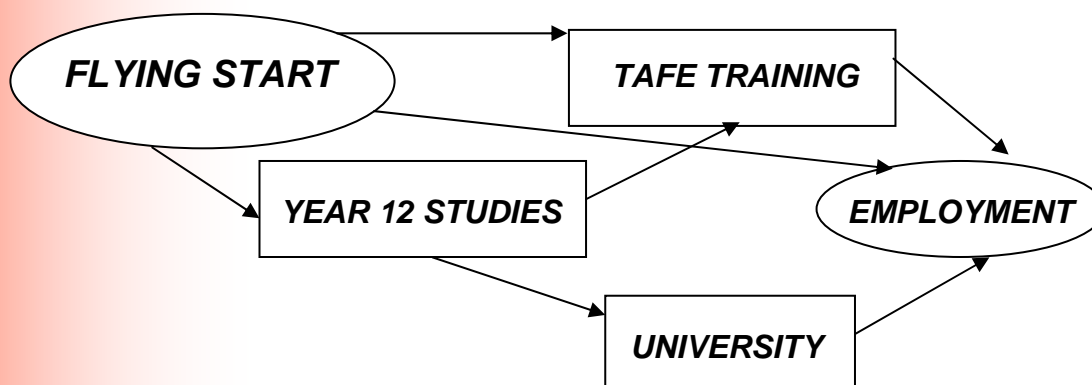
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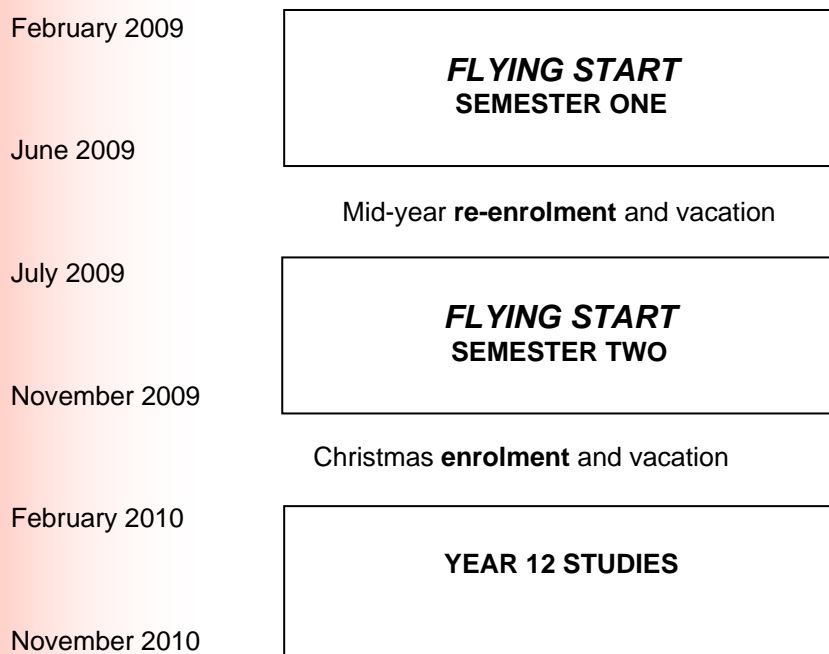
# A FLYING START TO THE FUTURE

The Flying Start program allows you to upgrade your secondary education to the equivalent of Year 10 or Year 11 level. It gives you a flying start into further study, training and employment.



## THE PROGRAM

The Flying Start program is organised on a semester basis. The first semester commences in February and finishes at the end of June. The second semester commences in July and finishes in November so you will need to re-enrol if you intend to continue your Flying Start studies in Semester 2. In the second semester you also have the opportunity to work to Year 11 level in core subjects. This prepares you for Year 12 studies in 2010.



## SUBJECTS AVAILABLE IN SEMESTER TWO 2009

The College will offer the following subjects in Semester Two of Flying Start in 2009. Classes will run if sufficient numbers enrol. Students will be assessed at the level at which they are currently performing. Levels: 1 and 2 take students up to Year 10; Level 3 classes to Year 11.

Subjects	Day classes	Evening classes
Biological Science (Level 2)	4 hours/week	
Biological Science (Level 3)	4 hours/week	
Business Studies (Levels 2)	4 hours/week	
Chemistry (Level 3)	4 hours/week	3 hours/week (Monday)
Commerce (Level 3)	4 hours/week	
Communication Skills (support subject)	2 hours/week	
Computing Skills (beginners or continuing)	2 hours/week	
Economics (Level 3)	4 hours/week	
English (Level 1 and 2)	4 hours/week	
(Level 3)	4 hours/week	3 hours/week (Thursday)
English as a Second Language (Levels 2/3)	10 hours/week	
Future Directions (support subject)	2 hours/week	
Geography (Level 3)	4 hours/week	
History (Level 3)	4 hours/week	
Information Systems (Levels 2 and 3)	4 hours/week	
Learning Skills (support subject)	2 hours/week	
Literature (Level 3)	4 hours/week	
Mathematics (Levels 1, 2 and 3)	4 hours/week	
Level 3 Maths 2AB	4 hours/week	3 hours/week (Wednesday)
Level 3 Maths 2CD	4 hours/week	
Level 3 Maths 3AB	4 hours/week	3 hours/week (Wednesday)
Level 3 Maths 3ABSp	4 hours/week	
Media Production and Analysis (Level 3)	4 hours/week	
Personal Computing (Levels 2 and 3)	4 hours/week	
Physics (Level 3)	4 hours/week	3 hours/week (Tuesday)
Society and Environment (Levels 1 and 2)	4 hours/week	
Workplace Learning	4 hours/week	

## SUBJECT DESCRIPTIONS

### **Biological Science (Level 2)**

This unit is suited to students who like to do activity based exercises and includes a number of experiments. From here students can move into Certificate 3 Biological Science. Topics covered are:

1. The impact of science and technology on our way of life, focusing on the fields of biotechnology and microbiology.
2. Describe the main systems of the human body.
3. Implement and review a science project.
4. Investigate the conditions required for life and the continuity of life.

### **Biological Science (Level 3)**

This course can prepare you for both Year 12 Biology and Human Biology. It is suitable for students who have recently completed Year 10 Science (Flying Start Level 2). Topics covered in this semester may include: Cells, Reproduction, Diversity and Classification, Working Scientifically, Genetics, Primates, Populations and Communities, and body systems such as the immune system and circulatory system.

### **Business Studies/Computing (Level 2)**

In this course students build the knowledge and skills required to prepare and process business and financial documents. Students will be required to classify, record and track business records and information through bookkeeping practices. There will be a focus on petty cash and bank reconciliation. Students will have the opportunity to produce simple computerised business documents, using word processing and spreadsheets.

### **Chemistry (Level 3)**

This course covers those parts of the Year 11 syllabus which provide a useful background for Year 12 (TEE) Chemistry and several TAFE courses.

Topics include:

- Atomic structure
- Chemical families and their reactions
- Acids and Bases
- Chemical Calculations
- Gas Theory and Gas Laws

Students enrolling in this course should have completed Flying Start Physical Science (Level 2 or 3)

### **Commerce (Level 3)**

The content of this course covers the concepts and principles fundamental to Accounting.

Topics covered include:

1. Concepts, Principles and Practices
2. Basic Record Keeping: business documents, journals, ledgers, trial balance
3. Balance Day Adjustments
4. Profit Determination and the Accounting Period
5. Presentation of Accounting Reports for a Trading and a Service Business

Students who successfully complete this course can choose to study Accounting at Year 12 level or apply to do a business course at TAFE.

### **Communication Skills**

This course will help you to become a more effective communicator in all aspects of your life – study, work and home. The skills taught are useful for all students and particularly important for students contemplating careers in people-related professions such as teaching, psychology, social work, health professions etc. The course runs for one semester for two hours each week. It has no formal assessment.

### **Computing Skills Beginners - Continuing**

This is a self-paced course designed to introduce students to basic software packages including Word, Excel, Access, Publisher, Internet Explorer and PowerPoint. This course is suitable for students with no computing experience or for students who want to further develop their existing skills in these packages

### **Economics (Level 3)**

Topics covered in this course include:

1. The nature of economics and economic activity.
2. Economic theory: problem solving, supply and demand, prices, elasticity and economic modelling.
3. Institutions and processes: sectors and flows, consumers, firms, government, financial sector, international sector, case studies of major institutions.
4. Current state of the Australian economy: major indications.

## **English** (Levels 1 and 2)

English Certificate 1 and 2 learners will be engaged in creating and interpreting a range of fictional and non-fictional texts that have relevance to their personal and learning environments and their community experience (e.g. novels, short stories, letters, reports, simple essays, media texts). They will also be required to design a learning plan and produce a portfolio.

## **English** (Level 3)

Certificate 3 English learners will be engaged in the creation and critical interpretation of a range of complex texts, including fictional and non-fictional genres (short story, biography, novels, documentary, drama, current affairs and film). They will also be required to design a learning plan and produce a portfolio.

## **English as a Second Language** (Levels 2 and 3)

The English course is also offered to students for whom English is a Second Language. These students take a double class (ten hours per week) to improve their skills in speaking, listening, reading and writing.

Students who have completed Level 2 of English as a Second language, can proceed to **Level 3**. Students who proceed directly to Year 12 ESL, or ELACS in the Foundation Program should have achieved all outcomes at Level 2 at least.

## **Geography** (Level 3)

This course will focus on a range of human issues relating to the environment and land management. You will acquire skills and knowledge in:

- processes shaping Australian landforms with specific emphasis on coastal landscapes.
- assessing and reporting on the ecological health of an ecosystem (wetland management).
- the interrelationships between human activity, resource use, pollution and environmental degradation.
- global issues relating to climate change and sustainable development.
- mapping and practical skills.

This course will provide students with useful background for Year 12 Geography or Environmental Science studies at TAFE.

## **Future Directions**

Choosing your future direction in life is not always easy. This course will help you to make more informed decisions in choosing your future career. You will learn to identify your skills, strengths, and talents as well as develop decision-making and goal setting strategies. You will also have the opportunity to explore the range of career options and become aware of the resources available in the community. The course runs for one semester for two hours each week. It has no formal assessment.

## **History** (Level 3)

This course provides useful background for Year 12 History and Ancient History by covering:

1. The study of history skills and use of the library for research
2. Imperial Japan
3. Ancient Greece and Rome

Students successfully completing this course should have sufficient skills to enrol in Year 12 next year.

## **Learning Skills**

This course will teach you effective strategies for dealing with the challenges of doing the Flying Start program and will prepare you for Year 12 studies. It runs for two hours each week. It has no formal assessment. The following topics will be covered.

- getting organised
- overcoming procrastination
- writing essays
- analysing questions
- managing time
- reading for study
- dealing with anxiety
- managing stress
- making notes
- staying motivated
- goal setting
- exam techniques

### **Literature (Level 3)**

Students in this course are prepared for Year 12 Literature. You will build skills in comprehension, research and essay writing needed for the successful study of Literature. The course will introduce you to the history of poetry, Shakespeare and some modern drama, and alternative readings of short fiction.

### **Mathematics (Level 1)**

This course introduces students to numerical and statistical information found in familiar everyday situations. Apart from statistics, the content includes investigating different shapes, and estimating, measuring and calculating everyday quantities. Also fractions, decimals and percentages, as they relate to real life situations, are studied. These topics will assist students in achieving relevant employability skills. Successful completion of this course will also allow students to proceed to Maths at Level 2 or enter an appropriate TAFE course.

### **Mathematics (Level 2)**

This course is designed for students who have successfully completed Certificate 1 or can demonstrate relevant prior knowledge, and wish to proceed to Certificate 3 level.

Students will investigate 2-dimensional and 3-dimensional shapes involving ratio, scale drawings, plans and models, measurement and formulae. Content will also include the development and use of simple formulae related to solving real life mathematical problems.

### **Mathematics (Level 3)**

This course is offered at 4 different Year 11 levels depending on the Year 12 Maths or TAFE course you hope to study.

Options :

1. Level 3 Maths 2AB leads to Year 12 Maths 2C/2D
2. Level 3 Maths 2CD leads to Year 12 Maths 3A/3B
3. Level 3 Maths 3AB leads to Year 12 Maths 3C/3D
4. Level 3 Maths 3AB specialist leads to Year 12 Maths 3C/3D MAS which must be taken in conjunction with Option 3 at the beginning of term 3.

At the beginning of Term 3 students will do a grading test to make sure they are enrolled in an appropriate level which reflects their background and skills. All students will need to purchase a graphic calculator and text book. Please wait until you have done your grading test before purchasing these.

### **Media Production and Analysis (Level 3)**

This course will introduce students to the symbolic, technical and audio elements of media production. Investigation of the media, in particular advertising and how it affects target audiences, will be an important component of the course. Students will also be introduced to the process of responding to how the mass media package their messages. Production will include making a commercial and creating a trailer for a dramatic production.

### **Personal Computing (Levels 2 and 3)**

This course is designed to enable students to use technology at home to create solutions to meet personal, business, study and creative needs. Topics include : Setting up a home computer system, developing solutions with Microsoft Office, connecting to the internet, securing a computer, purchasing software, computer maintenance and the management of home videos, images and documents.

## **Physics** (Level 3)

This course covers those parts of the Year 11 syllabus which provide a useful background for Year 12 Physics and several TAFE courses.

Topics include:    Sound and Light  
                      Forces and Motion  
                      Work and Energy  
                      Static and Current Electricity

Students enrolling in this course should have completed Flying Start Physical Science (Level 2 or 3).

## **Society and Environment** (Levels 1 and 2)

This unit is an Australian Studies unit. It focuses on Australian environmental issues, government and law. Students will be required to undertake a project as part of this unit.

## **Workplace Learning 1A**

This unit is a minimum of 50 hours in the workplace and 50 hours in the classroom. The course will introduce students to the daily organization of the workplace, the rudimentary skills needed for the workforce, and the rights, roles and responsibilities within the workplace for employers and employees. Occupational health and safety, equal opportunities issues and appropriate workplace behaviour and etiquette will be introduced.

## **Workplace Learning 1B**

This unit is a minimum of 50 hours in the workplace and 50 hours in the classroom. The course expands and consolidates the student's knowledge of the daily organization of the workplace, and the rights, roles and responsibilities within the workplace for employers and employees. Occupational health and safety, equal opportunity and harassment issues and appropriate workplace behaviour and etiquette will be addressed at a higher level.

# CERTIFICATION

Satisfactory completion of sufficient subjects in the Flying Start program entitles you to a **Certificate in General Education for Adults (CGEA)**. This is an accredited, nationally recognised qualification. Depending on the level you reach in the subjects you take, you will be awarded a certificate at Levels: 1, 2 or 3. The table below shows you which subjects will make you eligible for these qualifications. Students who do not meet certificate requirements will be given a **Statement of Attainment** when they exit the program. Tuart College recognizes the AQF qualifications and statements of attainment by any other RTO.

## Certificate I in General Education for Adults

To be awarded this certificate you must satisfactorily complete these Flying Start subjects to Level 1

English

Mathematics

any two (2) of Biological Science, Business Studies, Physical Science, or Society and Environment.

Note: You will need four subjects to be a full-time student.

## Certificate II in General Education for Adults

To be awarded this certificate you must satisfactorily complete these Flying Start subjects to Level 2

English or ESL

Mathematics

any one (1) of Biological Science, Business Studies, Physical Science, Society and Environment or Workplace Learning.

Note: Certificate II is recognised as Year 10 equivalent for entry to TAFE, the Defence Force, Police and FESA recruiting.

## Certificate III in General Education for Adults

To be awarded this certificate you must satisfactorily complete these Flying Start subjects to Level 3

English or ESL

at least two (2) other Level 3 subjects which can include Literature, Mathematics, Biological Science, Physics, Chemistry, Geography, History, Commerce, Physical Science, Economics, Information Systems, Art, Media Production and Analysis, Personal Computing or Workplace Learning.

Note: These three subjects will satisfy the requirements of the Certificate III, and the Year 11 requirement for TAFE entry. Students wishing to meet Curriculum Council WACE requirements should take English and three other Level 3 subjects. It will then be necessary to take five Year 12 subjects in 2010 or four Year 12 subjects, if Workplace Learning Stage 1 has been successfully completed. A WACE is a pre-requisite for university entrance.

# ENROLLING IN FLYING START

## Eligibility for Enrolment

Any student who is 16 years of age or over before 1 January 2009 is eligible to apply to enrol in the Flying Start program. The College will attempt to provide all students with suitable learning opportunities within the area of general education.

If the College does not offer an appropriate program, it will attempt to refer applicants to another institution, where their needs can be met. This situation can arise when students have enrolled at the College in the same course previously and made no progress, and when advised of this, continued to make no progress.

Tuart College also reserves the right to reject applications for enrolment from students who:

- (a) have previously lost their good standing in the College,
- (b) have a record of unsatisfactory behaviour, attendance or attitude when previously enrolled in the College,
- (c) have achieved a level of education higher than the course or subject in which they wish to enrol, or
- (d) owe the College money or resources.

Applicants who have any difficulty with English may be advised to enrol in a special English course before attempting the *FLYING START* Program.

## Enrolment Categories

Your enrolment category is determined by the amount of weekly class time for which you are enrolled. On this basis you are classified as either a full-time or a part-time student. This may affect your eligibility for the Youth Allowance or Austudy.

**Full-Time Student** If you are enrolled in four *FLYING START* subjects or three *FLYING START* subjects and one Year 12 subject you may qualify for full-time status. Students enrolled for a minimum of sixteen (16) hours per week are in the full-time category.

**Part-Time Student** Students enrolled for less than sixteen hours per week are in the part-time category.

# ENROLMENT SESSIONS

There will be two enrolment periods. Students currently enrolling in flying Start and ECAAS Programs will be re-enrolled between 30 June – 2 July, 2009. New students will be enrolled between 6 – 17 July 2009 (*Note: New night class students can enrol on the evenings of 20, 21, 22, 23 July 2009*). All enrolments will be by appointment only. The last day for enrolment of all day class students will be 17 July 2009.

# COMMENCEMENT

Semester Two commences with an orientation program on Monday 20 July 2009 at 11.00am. Classes for **day** students commence on Tuesday 21 July 2009, and **evening** students commence on Monday 20 July 2009.

# CLASS TIMES

## Day Classes

Classes are run during the day in all advertised subjects. The timetable for day classes commences at 8.30am and most finish at 3.30pm. Actual times will depend on the subjects you choose.

Day students are allocated to classes by computer after all students have enrolled. Students taking one or two subjects only, may be able to negotiate particular times to suit work or family commitments.

## Evening Classes

A limited number of subjects will be available in the evening, depending on demand from students. These classes run from 6.00pm to 9.00pm on one evening only each week, as shown on page 2.

## SUBJECT CHARGES FOR SEMESTER TWO 2009

Charges for each subject are listed below. Note that most materials required are included in these charges. Students do not have to buy textbooks in most courses, but a text and a calculator may be required for Mathematics.

Subject	Fee	Subject	Fee
Biological Science	\$52.00	History	\$52.00
Business Studies	\$52.00	Information Systems	\$58.00
Chemistry	\$52.00	Learning Skills	\$21.00
Commerce	\$52.00	Literature	\$52.00
Communication Skills	\$21.00	Mathematics	\$52.00
Computing Skills	\$33.00	Media Production & Analysis	\$58.00
Economics	\$52.00	Personal Computing	\$58.00
English	\$52.00	Physical Science	\$52.00
English as a Second Language	\$68.00	Physics	\$52.00
Future Directions	\$21.00	Society and Environment	\$52.00
Geography	\$52.00	Workplace Learning	\$101.00

### Charges for withdrawal from courses or subjects and timetable changes.

- (a) **Enrolments prior to the commencement of the College semester**  
In the event of a full withdrawal prior to the first day of the College semester the refund will be subject to a \$20.00 service fee.
- (b) **Enrolments once the College semester has commenced**  
Once the College semester has begun (Monday 21 July 2008) a refund of enrolment fees will only be made if you withdraw from all the subjects in which you are enrolled. There is no refund for withdrawal from individual subjects.

Refunds for full withdrawal (all subjects) after the first day of the College semester will be subject to the normal refund schedule outlined below.

Withdrawal Deadline	Refund Percentage
Within 4 weeks of commencement	75
Within 6 weeks of commencement	50
Within 8 weeks of commencement	25
After 8 weeks since commencement	0

### Changes to Courses

All subject, course and timetable changes requested after payment of the enrolment fees will be subjects to a \$10.00 service charge. Changes of class will only be approved if there is an acceptable reason for requesting the change and there are vacancies in classes to accommodate the request for change. **All changes must be approved by the Counsellor.**

# ALLOWANCES

If you are aged 16-24 you may be able to claim the Youth Allowance while you are studying. Students aged 25 and over may be able to claim Austudy. It is wise to discuss your eligibility for allowances with Centrelink before you enrol in *FLYING START*. You can contact your local Centrelink office in person, or access their Internet site at: [www.youthallowance.centrelink.gov.au](http://www.youthallowance.centrelink.gov.au) or [www.the-source.gov.au](http://www.the-source.gov.au)

## CONDITIONS OF ENROLMENT AT TUART COLLEGE

As Tuart College is involved with the education of adult students there are only a small number of regulations relating to your status as a student at the College. These conditions are outlined below. A more detailed explanation of these requirements will appear in the Student Diary. It is essential that you read this page, because you will be required to sign a declaration on your Enrolment Form indicating that you have understood and are willing to abide by these conditions. In signing your Enrolment Form you are also agreeing to abide by all the rules and regulations outlined in the Student Diary. You will also be given a letter outlining the adult ethos of the College.

### 1. Age of Students

In accordance with the Education Act, the College is obliged to exercise closer supervision of students under the age of 18 years. Parents may request information about the attendance and performance of students of this age who are in their care.

### 2. Refund of Enrolment Fees on Withdrawal from Subjects

You will be eligible for a refund only if you withdraw from your total program within a given time. This information is described on page 9. Please note that even if you withdraw almost immediately after you enrol before classes have begun, you will be subject to a service fee.

### 3. College Attendance Requirements

To remain enrolled in any subject in the College you must abide by the College's attendance policy as stated in the Student Diary. In simple terms this means that you will be removed from the class roll in a subject if you continue to attend irregularly after being given a written notice of unsatisfactory attendance, or following a roll check.

If you have been removed from a class roll you will only be allowed to re-enrol with the approval of the Deputy Principal Administration. If approval is granted you will have to pay a \$10.00 re-enrolment fee and continue to comply with the attendance policy as stated in the Student Diary.

It is the responsibility of all students receiving the Youth Allowance to notify Centrelink of any changes to enrolment.

### 4. Subject Work Requirements

As a student at Tuart College you must complete all the assessments for the subjects in which you are enrolled. If you fail to do so you may be removed from the roll.

### 5. A Student's Good Standing

Students who behave in any way which disturbs the learning of other students or causes disruption to the harmony of the College may have their "Good Standing" status removed. In such cases students will have their courses of study terminated and be asked to leave the College. People who have had their "Good Standing" status removed will not be able to re-enrol in the College for one year after the day of the loss of "Good Standing". Providing false information on the Enrolment Form may also lead to the loss of "Good Standing" status.

### 6. Student Cards

Student cards incorporate the Public Transport Authority (PTA) Smartrider Card. This card entitles all enrolled students to discount travel with Transperth. To allow this process, student information (name, DOB, address and Curriculum Council number) are sent to the PTA. If you do not want this information transferred, please tell your enrolling officer and have it noted on your enrolment form. You will be issued with a plain Tuart College Card.

# COURSE PLANNING FORM

You will help yourself to make the correct subject choice by working your way through this form with your Course Adviser.

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## STUDENT SURVEY

Please use this space to explain why you are applying to enrol at Tuart College, and what your hopes are for the future.

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## SUBJECT SELECTION

Your subject choice needs to take into account your previous school history, as well as your plans for the future. Try to complete this table.

My career choice is _____
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Subjects I may need to study at Year 12 level are _____
_____
_____
_____

Subjects I wish to take in <i>FLYING START</i> are _____
_____
_____
_____