

Certificate IV Academic
Preparation Studies
(52566WA)
Semester 1

Tertiary Pathways

2016

CONTENTS

| | |
|---|----|
| Certificate IV Academic Preparation Studies..... | 2 |
| Accreditation | 2 |
| Academic Areas of Study..... | 2 |
| Articulation | 3 |
| Entry Requirements..... | 3 |
| Pathways to a WACE-ATAR Entry to University | 4 |
| Pathways directly to University or TAFE..... | 4 |
| Recognition of Prior Learning | 4 |
| Course Structure..... | 5 |
| Assessment..... | 6 |
| Subject Descriptions: Core Modules | 6 |
| Subject Descriptions: Elective Modules | 7 |
| Important Dates for 2016..... | 9 |
| Student Services | 9 |
| Orientation | 9 |
| Conditions of Enrolment at Tuart College..... | 9 |
| Subject Charges for 2016..... | 10 |
| Charges for Withdrawal from Courses or Modules..... | 10 |
| Conditions of Enrolment..... | 11 |
| Enrolment Process..... | 12 |

Abbreviations used in this booklet:

| | | | |
|---------------|---|-----------------------|---|
| AQF | Australian Qualifications Framework | Murdoch | Murdoch University |
| ATAR | Australian Tertiary Admissions Rank (formerly TER) | Notre Dame | The University of Notre Dame |
| CGEA | Certificate in General Education for Adults | RPL | Recognition of Prior Learning |
| Curtin | Curtin University | RTO | Registered Training Organisation |
| EALD | English as an Additional Language/Dialect | TAFE | Technical and Further Education |
| ECU | Edith Cowan University | TER | Tertiary Entrance Rank |
| ESL | English as a Second Language | UWA | The University of Western Australia |
| GST | Goods and Services Tax | WACE | Western Australian Certificate of Education |

While the information in the booklet is correct at the time of printing there may be some minor modifications to this information as a result of changes made by organisations external to the College, insufficient enrolments in particular courses or the unavailability of places in certain courses.

Certificate IV Academic Preparation Studies (APS)

The Certificate IV APS is designed to develop the academic skills necessary for success at university and further study. The Certificate IV program comprises core and elective modules. The core modules develop academic communication and study skills, including organisational and planning skills, academic writing skills, research and investigation techniques and knowledge of academic requirements at a tertiary level. The elective modules provide students with the opportunity to apply their academic skills in a range of subject disciplines. Elective modules can be completed in one semester or over one academic year.

Where students lack a strong background in English or English as a Second Language (ESL) they may wish to supplement their studies in the Certificate IV APS with additional English ATAR Units 1/2 or EALD ATAR Units 1/2 WACE courses over the year.

Accreditation

Tuart College is a Registered Training Organisation (RTO) under the Western Australian Training Accreditation Council. The Certificate IV Academic Preparation Studies course is accredited under the Australian Qualifications Framework.

Academic Areas of Study

The Certificate IV APS provides four academic Areas of Study to assist students in developing pathways to further study:

1. Science
2. Humanities
3. Business
4. Computing

It is recommended that students choose to study modules in one of these Areas of Study. It is, however, possible to study a mixture of modules from more than one of the Areas of Study if desired.

Articulation

On successful completion of the Certificate IV APS, students gain an AQF Certificate IV qualification and eligibility to apply for entry to selected Western Australian Universities.

Pre-requisite WACE Courses may be required for some university programs. Contact individual universities for entrance requirement details.

The table below shows a sample of possible pathways to university programs from each Area of Study.

| Certificate IV APS Area of Study | University | Sample University Degree Courses |
|---|--------------------------|--|
| Business | Curtin ECU Murdoch | Bachelor Commerce Bachelor Business Bachelor Business Administration |
| Science | Curtin ECU Murdoch | Bachelor Science Bachelor Science (Nursing) Bachelor Environmental Science |
| Humanities | Curtin ECU Murdoch | Bachelor Social Work Bachelor Arts Bachelor Education |
| Computing | Curtin ECU Murdoch | Bachelor Science (Computing) Bachelor Computing Science Bachelor Information Systems |

Entry Requirements

Education Requirements

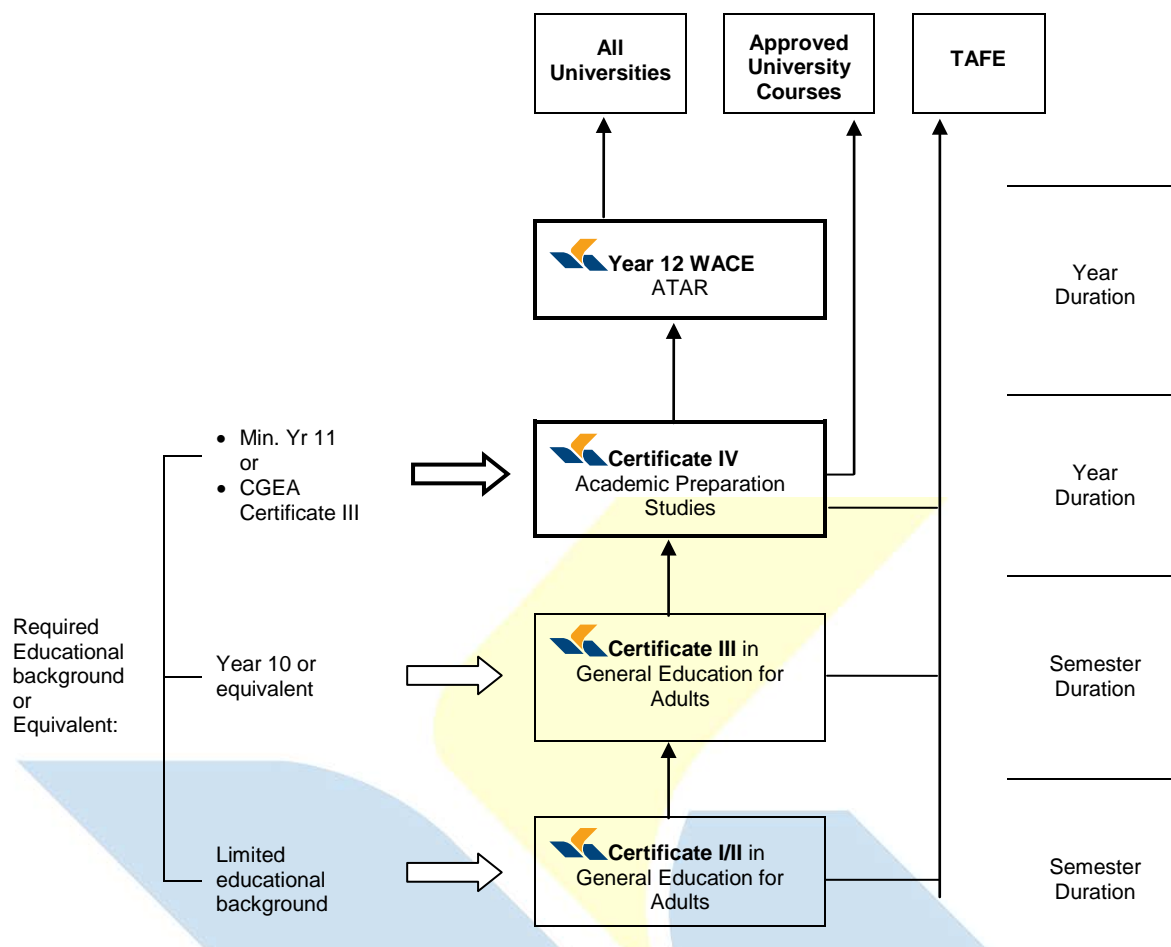
Student must have completed at least eight General or ATAR WACE units studied in a Year 11 or 12 program with an average grade of 'C' or better or must have the equivalent of CGEA Certificate III. Where this requirement has not been met, entry options may be available through the Tuart College Certificate of General Education for Adults program (CGEA).

Age Requirement for Year Mode Certificate IV APS

Students must be of post-compulsory school age to be eligible for enrolment into the Certificate IV Academic Preparation Studies program.

Pathways directly to University or TAFE

The Certificate IV APS provides opportunity for AQF Certificate IV entry directly into selected universities and into TAFE.



Pathways to a WACE-ATAR Entry to University

After completion of the Certificate IV APS, some students may opt to study WACE ATAR Units 3/4 Courses in the following year to obtain a WACE-ATAR entry to university. Successful completion of WACE-ATAR requirements provides entry to the full range of Australian universities.

Completing the Certificate IV APS prior to undertaking a WACE program provides the opportunity to maximise success in ATAR WACE Courses while at the same time offering the chance to obtain an accredited qualification prior to the year of WACE studies.

Recognition of Prior Learning

National principles of Recognition of Prior Learning (RPL) apply to the Certificate IV APS. Students will be given appropriate credit and exemption for competencies held prior to enrolment in the Certificate IV APS. These competencies may have been attained through formal education, work experience or life experience. Prospective students should discuss their potential RPL with academic staff at the time of enrolment and may need to provide evidence to support RPL.

Course Structure

The Certificate IV APS can be completed in either one semester or one year of study.

Students must complete the two Core modules and three Elective modules. Modules can be chosen from semester length or year length courses from the following list:

| | | |
|---|--|--|
| Semester Length Core Modules | Tertiary Study Skills Academic Communication Skills | 6 hrs/wk 6 hrs/wk |
| Year Length Elective Modules | Commerce 4 Economics 4 History 4 | 4.5 hrs/wk 4.5 hrs/wk 4.5 hrs/wk |
| Semester Length Elective Modules | Human Biology 4 Mathematics 420 Computer Science 4 | 4.5 hrs/wk 4.5 hrs/wk 4.5 hrs/wk |

Note that the core modules are semester length: Tertiary Study Skills should be studied in Semester 1 and Academic Communication Skills can be studied in Semester 1 or Semester 2.

Additional Courses in WACE English or ESL

Students who have a limited background in English or ESL are advised to study additional courses in parallel with the Certificate IV APS to strengthen their knowledge and skills in English. These courses do not contribute towards the Certificate IV APS but will increase the chances of success in the Certificate IV APS modules.

| | | |
|--|---|--------------------------|
| Additional Courses to supplement Certificate IV APS | EALD ATAR Units 1 and 2 English ATAR Units 1 and 2 | 4.5 hrs/wk 4.5 hrs/wk |
|--|---|--------------------------|

Assessment

Students must demonstrate competence in all outcomes to achieve competence in a module. Students will also receive an overall percentage mark for each module. Examinations are held in all modules.

All students who complete one or more Certificate IV modules will receive a Statement of Attainment and a Tuart College Achievement Report. Students successfully completing the course requirements and demonstrating competence in the required Core and Elective modules will receive a Certificate IV Academic Preparation Studies.

Subject Descriptions: Core Modules

Tertiary Study Skills

Tertiary Study Skills is designed to provide students with the techniques and strategies for successful academic study at a tertiary institution. The module provides four outcomes:

1. Demonstrate techniques to interpret and record information.
2. Demonstrate academic writing styles.
3. Demonstrate research and investigation techniques.
4. Demonstrate planning and organisational skills for academic purposes.

Students are required to demonstrate that they can work independently and take responsibility for applying the skills and knowledge learnt in this module.

Academic Communication Skills

Academic Communication Skills is designed to develop the communication skills and general understanding of tertiary institutions necessary to effectively undertake an academic course of study. The module focuses on developing and applying academic communication skills in practical educational situations. The module provides four outcomes:

1. Demonstrate speaking and listening for academic purposes.
2. Demonstrate writing conventions for academic purposes.
3. Demonstrate reading for academic purposes.
4. Demonstrate knowledge of tertiary institutions.

Students are required to demonstrate an ability to work independently and an ability to actively participate in communication forums. Students are also required to demonstrate that they understand the expectations and frameworks for communication in a tertiary institution.

Subject Descriptions: Elective Modules

The elective modules are designed to provide students with an opportunity to apply the academic skills and knowledge they have learnt in the core modules in a range of subject areas. All Elective modules in the Certificate IV APS provide four key outcomes:

1. Demonstrate a range of subject knowledge and skills
2. Independently apply academic study skills
3. Demonstrate independent course planning and organisation
4. Independently apply information technology skills

In Outcomes 2, 3 and 4 students demonstrate knowledge and skills covered in the Core Modules in the context of each subject specific Elective module.

In Outcome 1 students demonstrate specific skills and knowledge relating to each subject. The following descriptions refer to the knowledge and skills in Outcome 1 covered in each Elective module.

Commerce 4

This module provides opportunities for students to investigate small businesses and to document business events through the process of analysing and recording information. Students identify accounting assumptions, principles and standards that are associated with the reporting process. They examine the principles and features of the GST (Goods and Services Tax) including accounting and reporting for GST and BAS (Business Activity Statement). Students have opportunities to use Electronic Data Processing to record financial data and produce financial reports for small business. Students apply their knowledge and skills in a range of problem solving situations including preparation of Vertical Balance Sheets, preparation of Classified Income Statements for a trading business, posting transactions from the General Journal to the General Ledger and understanding the purpose and nature of Balance Day adjustments.

Computer Science 4

Students are introduced to the key areas of computer science: computer architecture, databases, programming and system development. Students apply knowledge and skills from these key areas in a range of problem solving situations including development of programs, database development and systems analysis and design. This subject content provides students with a basis for further study in a wide range of disciplines including computing, engineering, science, commerce and education.

Economics 4

This module provides students with an opportunity to examine the choices they and others make when confronted with the universal problem of having scarce resources but unlimited wants. It therefore enables students to obtain the knowledge and develop the skills to help them to better understand their own economic decision-making, and that of businesses and governments, and to be more aware of contemporary economic events and issues which often affect them directly. This module offers learning experiences that will provide insights into important issues such as unemployment, inflation, budgets, the distribution of income, balancing economic growth and environmental protection, taxation and increasing globalisation.

History 4

This module provides students with an opportunity to develop a range of inquiry skills that will enable them to locate and use a variety of historical sources, written, verbal, pictorial, visual and statistical, to gather evidence about the past and to reflect upon the key people, organisations, ideas, events and issues within particular historical contexts. Students will examine the reasons for change over time and how individuals and communities, both national and international, responded to such change. The historical context will be a study of Nazi Germany and the USA. Students will examine the social, economic and political conditions that led to Germany becoming a totalitarian state under the Nazis and the rise of the USA as the world's leading industrial and military power.

Human Biology 4

This module covers cells, microscopy, designing experiments, disease and the immune system, genetics, internal transport (heart, blood and lymph) and the lungs. Most of the topics have a practical and theory component.

Mathematics 420

This module covers the following topics-algebra, graphs (linear and exponential), right triangles, transformations, statistics, networks and number sequences. These topics are of similar difficulty to what is found in Mathematics 2A/2B.

Additional Courses in English or ESL

English ATAR Units 1 and 2

This course is designed to assist students achieve skills and competencies that will fulfil WACE competence. Higher levels of achievement in both English units are needed for students to make a worthwhile contribution to their ATAR. The general focus for these units is language and action, and language and the world. Students develop their language skills by exploring issues of concern or controversy, past and present. They study how such uses of language can be challenged and/or resisted. They consider the relationship between language and power; how particular uses of language can be empowering or disempowering and how they can empower themselves through language. Students study literary texts, mass media texts and popular culture texts.

English as an Additional Language/Dialect (EAL/D) ATAR Units 1 and 2

The English as an Additional Language/Dialect course is an academic course designed to meet the specific linguistic, cultural and educational needs of students learning Standard Australian English as an additional language or dialect. It is designed as an alternative to "English" for students who speak another language or dialect as their first or "home" language. The focus of the course is on four outcomes: listening, speaking, reading and viewing, and writing. There are specific eligibility criteria for enrolment into this course.

Important Dates for 2016

| | |
|-------------------|---------------------------|
| Orientation | 29 January |
| Start Date | 1 February |
| First Term Break | 11 April – 25 April |
| Examinations | 20 June -24 June |
| Second Term Break | 4 July -15 July |
| Third Term Break | 26 September – 7 October |
| Examinations | 21 November – 24 November |
| End Date | 25 November |

Student Services

Tuart College is committed to providing a high level of support for students. Services include course and subject counselling, provision of a qualified student counsellor to assist with personal issues, learning assistance provided by library staff and through the Learning Centre, provision of a cafeteria and access to a fully equipped gymnasium and a recreation officer.

Orientation

Tuart College provides an orientation program prior to commencement of the Certificate Program. Orientation activities will include timetabling, issuing of a student card, familiarisation with the College layout and the range of services available at the College

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. A detailed explanation of these requirements appears in the 2016 Student Diary and on Enrolment Form documentation. It is essential that you read these, 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.

Subject Charges for Semester and Year Courses, 2016

The single charge for each course includes a general amenities charge and a resources charge for the course.

| | Module | Fee |
|--|-------------------------------|------------|
| Semester Length Core Modules | Tertiary Study Skills | \$76.00 |
| | Academic Communication Skills | \$76.00 |
| Year Length Elective Modules | Commerce 4 | \$101.00 |
| | Economics 4 | \$101.00 |
| | History 4 | \$101.00 |
| Semester Length Elective Modules | Human Biology 4 | \$59.00 |
| | Mathematics 420 | \$59.00 |
| | Computer Science 4 | \$76.00 |
| Additional Courses to supplement Certificate IV APS | EALD ATAR Units 1 and 2 | \$101.00 |
| | English ATAR Units 1 and 2 | \$101.00 |

Charges for Withdrawal from Courses or Modules

(a) Withdrawals prior to 1 February 2016

In the event of a withdrawal from a full program or individual courses prior to 1 February 2016 a full refund of course fees will be provided. No refund is possible for the National Police History Check.

(b) Withdrawals from 1 February 2016

Refunds for withdrawal from a full program or individual courses from 1 February 2016 will be calculated on a pro-rata basis, as a percentage of the duration you have been enrolled in your particular program/courses of study, within the academic year. For example, if your program/courses runs for the full academic year (e.g. Year Mode Certificate IV APS) and you withdraw half way through this program, you will be eligible for a 50% refund of your fees, subject to the Tuart College conditions of enrolment and withdrawal.

(c) Full withdrawal requires you to hand back your ID card to the College. Failure to do so may delay any refund owing. *Please take care of your ID card; you should have it with you at all times.*

(d) Those students who have entered into a student notebook agreement must return the device before any refunds are issued.

If you enrol in the early enrolment period at the end of 2015, your enrolment will be assumed to have commenced from 1 February 2016.

Conditions of Enrolment At Tuart College

As Tuart College provides education for adult students, enrolment is a contract between the College and the student. The conditions of this contract are outlined below. A full explanation of these requirements will appear in the Student Diary. By signing the declaration on the enrolment form, you are indicating that you have understood and are willing to abide by these conditions.

1. 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.

Students enrolled for a minimum of sixteen (16) hours per week are **full-time**. For example if you are enrolled in four Certificate subjects or three Certificate subjects and one WACE subject you qualify for full-time status. Students enrolled for less than sixteen (16) hours per week are in the **part-time** category.

2. 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.

ADDITIONAL CONDITIONS OF ENROLMENT FOR POST COMPULSORY AGED STUDENTS

1. 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 your name 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 your name has been removed from a class roll you will only be allowed to re-enrol with the approval of the Deputy Principal Administration.

It is the responsibility of all students receiving Youth Allowance / Austudy / Abstudy allowances to notify their Centrelink Office of any changes to enrolment. Please note, student attendance data can be requested by Centrelink for those students receiving an allowance. Poor attendance records may lead to a reduction or removal of the allowance by Centrelink.

2. Course Work Requirements

As a student at Tuart College you must meet the published schedule of course work requirements. If you fail to do so your name may be removed from the roll. Students must be available to sit semester examinations in the exam periods published in the Student Diary.

3. Eligibility for Certification

To be eligible to receive a certificate:

- (a) comply with the College attendance requirements,
- (b) meet the work requirements for each course,
- (c) complete the assessment requirements for each course.
- (d) complete the university entrance application process with TISC, and/or
- (e) complete the Training WA (TAFE) entrance application form and return it to Training WA (TAFE).

It is your responsibility to see that you complete all the necessary requirements and proactively seek the support of College staff for assistance if required.

4. **A Student's Good Standing**

Post Compulsory 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 excluded from the College. People who have had their "Good Standing" status removed and have been excluded from the College, will not be able to re-enrol in the College for one year after the date of the loss of "Good Standing" and without interview with the Deputy Principal Administration. Providing false information on the Enrolment Form may lead to the loss of "Good Standing" status.

5. **National Police History Check**

It is a requirement of the Department of Education that students, who are 18 years of age or older on or before the commencement of their course, enrolling in Department of Education schools, must apply for a National Police History Check at a cost of \$46.00* (non-refundable). You will be required to do this when enrolling. To make application you will need to provide 100 points of identification.

Enrolment Process

Enrolment in the year long Certificate IV Program for Semester One 2015 will commence in the week beginning 9 November 2015, and to maximise your chances of obtaining the subjects of your choice your enrolment should be completed by 15 January 2016. After this date students may only enrol in subjects if spaces are available. All prospective students are enrolled after an interview with a course adviser. At this interview previous school performance will be discussed, as well as future study and career goals. This is done so that all students select a course that is appropriate to their abilities, needs and aspirations.

To enrol:

1. Call the College to make an appointment for an enrolment interview.
2. To your enrolment interview you should bring:
 - i) Your **School Report** and/or **Statements of Results** from previous places of study such as Training WA (TAFE) or CGEA at Tuart College.
 - ii) Your **SCSA number** from your previous school or the SCSA itself.
 - iii) A credit card or money to pay fees.