Certificate IV Academic Preparation Studies (52777WA)
(Semester Mode)

Tertiary Pathways

Semester 2, 2016

CONTENTS

Abbreviations used in this booklet:			
AQF	Australian Qualifications Framework	**Notre Dame**	The University of Notre Dame
ATAR	Australian Tertiary Admissions Rank (formerly TER)	**RPL**	Recognition of Prior Learning
		RTO	Registered Training Organisation
CGEA	Certificate in General Education for Adults	**TAFE**	Technical and Further Education
Curtin	Curtin University	**TER**	Tertiary Entrance Rank
ECU	Edith Cowan University	**UWA**	The University of Western Australia
GST	Goods and Services Tax	**WACE**	Western Australian Certificate of Education
Murdoch	Murdoch University		

While the information in the booklet is correct at the time of the 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

The Certificate IV Academic Preparation Studies (APS) is an academic bridging course providing an intensive semester program of study to prepare students for further education. The Certificate IV APS provides entry pathways into a range of selected university courses and TAFEs.

The Certificate IV APS consists of two core modules and three electives. 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 course disciplines.

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 this course students gain an AQF Certificate IV qualification and eligibility for entry into Western Australian universities: Curtin University, Murdoch University, and Edith Cowan University. This eligibility provides opportunities to access a range of undergraduate courses.

Students requiring direct entry into competitive university courses should also consider using the WACE/ATAR pathway (see page 4).

Prerequisite 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

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 into selected universities and into TAFE.
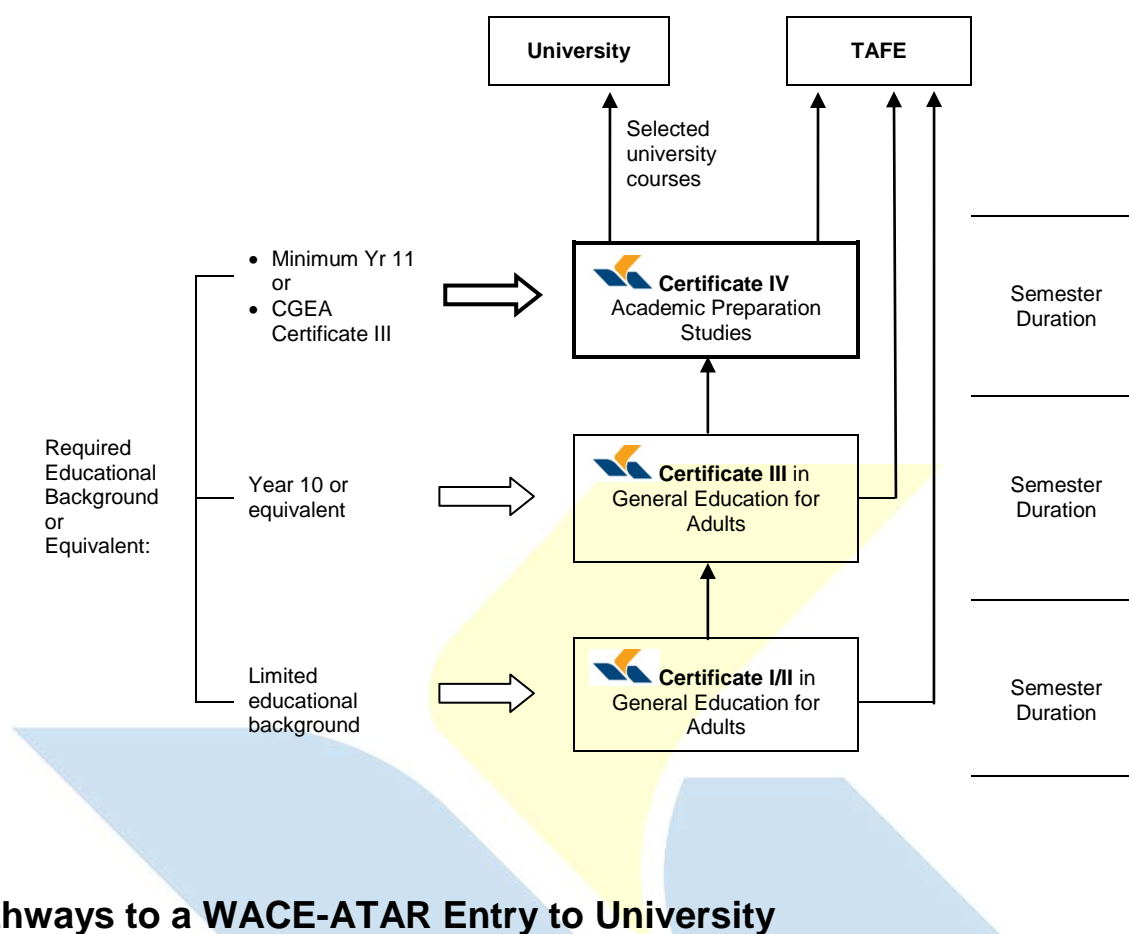
Pathways to a WACE-ATAR Entry to University

After completion of the Certificate IV APS, students may opt to study WACE Courses to obtain a WACE-ATAR entry to university. Successful completion of WACE-ATAR requirements provides entry to the full range of Australian universities, including the University of Western Australia.
Completing the Certificate IV APS prior to undertaking a WACE program provides the opportunity to maximise success in WACE Courses and offers 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

In semester mode, the Certificate IV APS is completed in one semester of full-time study. The Certificate requirements may also be met in a part time mode over more than one semester.

Students must complete the two Core modules and three Elective modules from the following list:

Certificate	Core (Modules)	National Codes	Hrs per Week
APS Certificate IV	Academic Communication Skills	AW886	6 hrs
	Tertiary Study Skills	AW885	6 hrs
	Elective (Modules)	**National Codes**	
	Chemistry 4	AW896	4.5 hrs
	Commerce 4	AW900	4.5 hrs
	Computer Science 4	AW901	4.5 hrs
	Economics 4	AW888	4.5 hrs
	History 4	AW890	4.5 hrs
	Human Biology 4	AW897	4.5 hrs
	Mathematics 420	AW892	4.5 hrs
	Mathematics 421	AW893	4.5 hrs

The Core modules are designed to guide learning in the Elective modules by providing specialist skills and knowledge. In the Tertiary Study Skills module, skills for academic study including a range of research, information access skills and knowledge are developed. In the Academic Communication Skills module, English competence and academic English skills are developed.

Elective Areas of Study

The four academic Areas of Study are shown below. It is recommended that students 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.

Choose three Elective modules from an Area of Study	
Science Area of Study	Choose **three** modules from Human Biology Chemistry Choice of Module Mathematics 420 or 421
Humanities Area of Study	History Economics Commerce
Business Area of Study	Commerce Economics Choice of Module Mathematics 420 or 421
Computing Area of Study	Computer Science Choice of Module Choice of Module Mathematics 420 or 421

Assessment

Students must demonstrate competence in all outcomes to achieve competence in a module. Examinations are held in the last week of the course. Student results are available within two weeks after the examinations.

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.

Core Module Descriptions

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.

Elective Module Descriptions

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 courses. 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 course 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.

Chemistry 4

This module covers the properties of matter, kinetic theory, structure of the atom, elements, compounds and ions and their formulae, types of chemical reactions and equations, acids and bases, types of bonding, electron configuration and the Periodic Table, chemical calculations involving moles, mass, volume and pressure of gases, solution concentrations and stoichiometry. A practical component is included in many of the topics.

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

This module introduces students 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. Students will examine the social, economic and political conditions that led to Germany becoming a totalitarian state that would, through its aggressive foreign policy, lead to the onset of the Second World War.

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 Applications Units 1 and 2.

Mathematics 421

This module covers the following topics -indices, graphs (linear, quadratic and exponentials), statistics, probability, triangles, networks and money. These topics are of similar difficulty to what is found in Mathematics Applications Units 3 and 4.
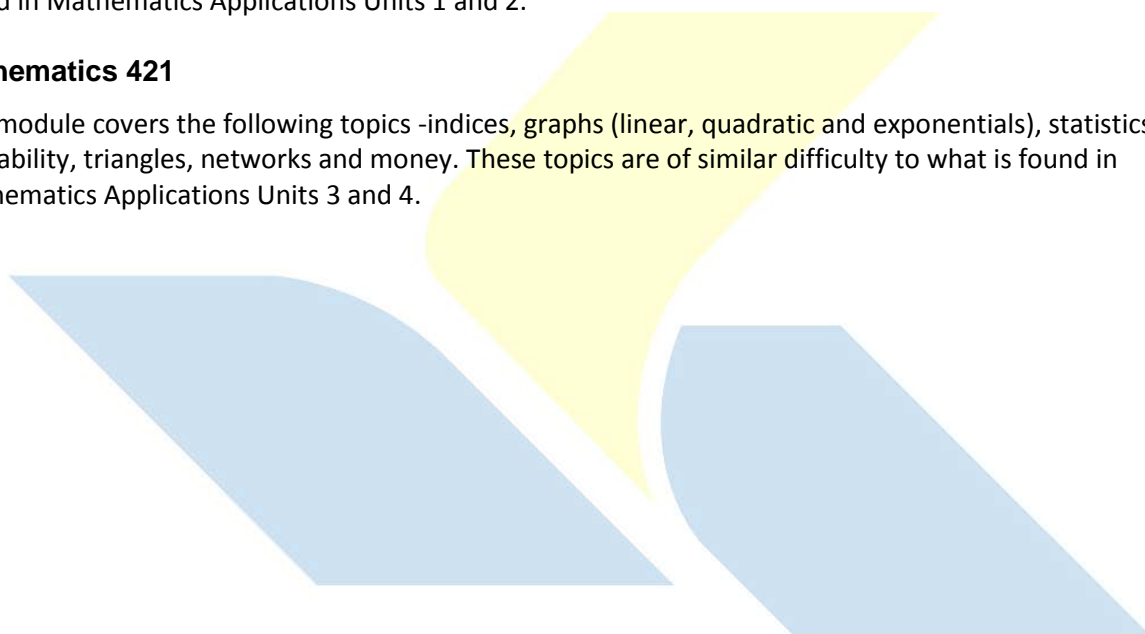
Important Dates for Semester 2, 2016

Start Date and Orientation	18 July
Break	26 September – 7 October
Independent Projects Week (On campus)	26 September – 7 October (1 week during October break)
Examinations	21-25 November
End Date	25 November

Student Services

Tuart College is committed to providing a high level of support for students. Services include course and module counselling, provision of a 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 recreation officer.

Orientation

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

Module Fees for Semester 2, 2016

The fee for each module includes a general amenities fee and a resources fee.

Core Modules	Module	Fee
	Academic Communication Skills	$76.00
	Tertiary Study Skills	$76.00
Elective Modules	Chemistry 4	$59.00
	Commerce 4	$59.00
	Computer Science 4	$76.00
	Economics 4	$59.00
	History 4	$59.00
	Human Biology 4	$59.00
	Mathematics 420	$59.00
	Mathematics 421	$59.00

Charges for Withdrawal from Modules or Courses

(a) **Withdrawals prior to 18 July 2016**
In the event of a full withdrawal prior to 18 July 2016 a full refund of course fees will be provided. No refund is possible for the National Police History Check.

(b) **Withdrawals from 18 July 2016**
Withdrawal refunds after 18 July 2016 will be calculated on a pro-rata basis, as a percentage of the duration you have been enrolled in your particular program of study, within the academic year. For example, if your program runs for Semester Two (e.g. Certificate IV) 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.

Enrolling in Certificate IV

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, been advised of this and have continued to make no progress.

Tuart College also reserves the right to reject applications for enrolment from students who:
(a) 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,
(d) owe the College money or resources, or
(e) it is determined that no suitable educational program is available for them.

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
Students enrolled for a minimum of sixteen (16) hours per week are full-time. For example if you are enrolled in four Certificate IV subjects you qualify for full-time status.

Part-Time Student
Students enrolled for less than sixteen (16) hours per week are in the part-time category.

Enrolment Process
Enrolment in the Certificate IV Academic Preparation Studies Program for Semester Two 2016 will commence from 15 June 2016 and to maximise your chances of obtaining the subjects of your choice your enrolment should be completed by 15 July 2016. After this students may 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, so that credit can be given for prior studies. This is done so that all students select a course that is appropriate to their abilities, needs and aspirations.

Commencement and Conclusion
Day classes commence on Tuesday 19 July 2016. All day classes will finish in the week concluding 18 November 2016 and examinations will begin on Monday 21 November.

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.

COURSE PLANNING FORM

It is important to make the correct subject choices by working your way through this form with your Course Adviser.

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   **Check the requirements on page 2 to confirm if you are eligible for Certificate IV APS.**

Subjects

List the subjects in which you wish to enrol.

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