

SEMESTER 2 PROGRAMS

2017

Programs

- **Skill Building (Introductory) Course**
- **22236VIC - Certificate I General Education for Adults (CGEA)**
- **22237VIC - Certificate II General Education for Adults (CGEA)**
- **22238VIC - Certificate III General Education for Adults (CGEA)**
- **52777WA - Certificate IV in Academic Preparation Studies (APS)**
- **Preparation Program for Year 12 ATAR WACE in 2018**

Students undertaking the Tuart College Bridging programs will study the Certificate in General Education for Adults (CGEA) at Certificate Levels I, II and/or III. These Certificates are registered with the Training Accreditation Council of Western Australia.

Upon successful completion of the Certificate requirements students will be awarded a Certificate in CGEA I, II or III which are nationally recognised through the Australian Quality Framework (AQF).

CONTENTS

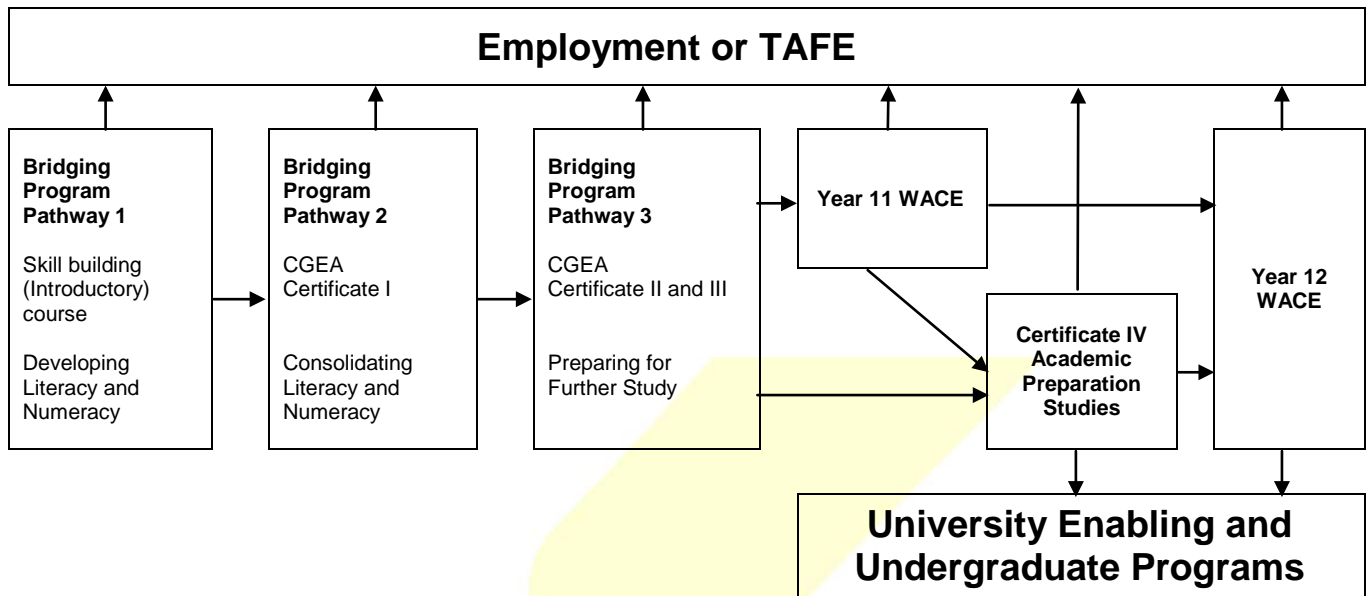
Educational Pathway	2
Course Structures:	
Skill building (Introductory) course	3
22236VIC - Certificate I General Education for Adults (CGEA)	4
22237VIC - Certificate II General Education for Adults (CGEA)	5
22238VIC - Certificate III General Education for Adults (CGEA)	6
52777WA - Certificate IV in Academic Preparation Studies (APS)	7
Preparation Program for Year 12 ATAR WACE in 2018	10
Enrolling in a Program	13
Allowances	14
Charges for Withdrawal from Courses	14
Conditions of Enrolment	15

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.

4 April 2017

Educational Pathways

Tuart College has a range of Programs to help you achieve your educational goals. These pathways are summarised in the table below.



Bridging Program Pathways 1 and 2 allow you to upgrade your secondary education with a strong focus on developing and consolidating your literacy and numeracy skills.

Bridging Program Pathway 3 builds upon your educational skills and prepares you to meet Literacy and Numeracy standards as defined by the School Curriculum and Standards Authority (SCSA). Successful completion of Pathway 3 can lead to a Certificate 2 or 3 in General Education for Adults (CGEA). This Pathway Program prepares you for further academic study, training and employment.

Certificate IV Academic Preparation Studies prepares students to enter a number of undergraduate programs at Curtin University and Murdoch University.

You should keep this enrolment booklet on file. You may need to refer to it later, particularly if you alter your course.

COURSE STRUCTURES

Skill building (Introductory) course

Core Subjects (Modules)	Units of Competency	Hrs per Week	Fees
English Level 1 intro, or (suitable for ESL Level 1 introductory)	VU21297 Develop and document a learning plan and portfolio with guidance.	9 hrs	\$118.00
	VU21298 Conduct a project with guidance.		
	VU21299 Engage with simple texts for personal purposes.		
	VU21300 Engage with simple texts for learning purposes.		
	VU21302 Engage with simple texts to participate in the community.		
	VU21303 Create simple texts for personal purposes.		
	VU21304 Create simple texts for learning purposes.		
VU21306 Create simple texts to participate in the community.			
Additional Subjects	Units of Competency		
Mathematics Level 1	VU21333 Work with a range of numbers and money in familiar and routine situations.	4.5 hrs	\$59.00
	VU21334 Work with and interpret directions in familiar and routine situations.		
	VU21335 Work with measurements in familiar and routine situations.		
	VU21338 Work with and interpret statistical information in familiar and routine texts.		

SUBJECT DESCRIPTIONS

English (Level 1 Intro)

Students will develop communication skills that will enable them to participate in everyday communicative tasks. Students will produce a range of short texts with emphasis on improving basic language skills in speaking, reading and writing. Students will also be assisted to develop a personal learning plan.

Mathematics (Level 1)

This course introduces students to numerical and statistical information found in familiar everyday situations. The content includes drawing and assembling 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 allow students to proceed to mathematics at the Certificate 2 level.

Certificate I CGEA

Certificate	Core Subjects (Modules)	Units of Competency	Hrs per Week	Fees	
CGEA Certificate I	English Level 1, or (suitable for ESL Level 1)	VU21323	Develop and document a learning plan and portfolio.	9 hrs	\$118.00
		VU21324	Plan and undertake a project		
		VU21325	Engage with texts of limited complexity for personal purposes.		
		VU21326	Engage with texts of limited complexity for learning purposes.		
		VU21328	Engage with texts of limited complexity to participate in the community.		
		VU21329	Create texts of limited complexity for personal purposes.		
		VU21330	Create texts of limited complexity for learning purposes.		
		VU21332	Create texts of limited complexity to participate in the community.		
	Mathematics Level 1	VU21333	Work with a range of numbers and money in familiar and routine situations.	4.5 hrs	\$59.00
		VU21334	Work with and interpret directions in familiar and routine situations.		
		VU21335	Work with measurements in familiar and routine situations.		
		VU21338	Work with and interpret statistical information in familiar and routine texts.		
	Additional Subjects	Units of Competency			
	Computing Skills 201	ICTICT203	Operate application software packages.	4.5 hrs	\$79.00
		ICTICT205	Design basic organisational documents using computing packages.		
BSBSUS201		Participate in environmentally sustainable work practices.			
ICTWEB201		Use social media tools for collaboration and engagement.			
BSBITU203		Communicate electronically.			
BSBWHS201		Contribute to health and safety of self and others.			

SUBJECT DESCRIPTIONS

Computing Skills 201 (Level 2)

This unit is designed to provide the foundation skills and knowledge to use information and communication technology. Units covered include producing simple word processed documents, creating and using spreadsheets and using software packages.

English (Level 1)

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

Mathematics (Level 1)

This course introduces students to numerical and statistical information found in familiar everyday situations. The content includes drawing and assembling 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 allow students to proceed to mathematics at the Certificate 2 level.

Note: 4 extra units such as: - BSBITU101A Operate a personal computer,
 - BSBITU102A Develop keyboard skills,
 - PUATEA001B Work in a team, and
 - VU21320 Identify features of the health care system.

Will also be added to the Units of Competency if a Certificate 1 CGEA is required because only English and Mathematics units are studied.

Certificate II CGEA

Certificate	Core Subjects (Modules)	Units of Competency	Hrs per Week	Fees
CGEA Certificate 2	English Level 2, or (suitable for ESL Level 2)	VU21353 Research pathways and produce a learning plan and portfolio.	9 hrs	\$118.00
		VU21354 Implement and review a project.		
		VU21355 Engage with a range of complex texts for personal purposes.		
		VU21356 Engage with a range of complex texts for learning purposes.		
		VU21359 Create a range of complex texts for personal purposes.		
		VU21360 Create a range of complex texts for learning purposes.		
	Mathematics Level 2	VU21364 Investigate numerical and statistical information in a range of contexts.	4.5 hrs	\$59.00
		VU21365 Investigate and use simple mathematical formulae and problem solving techniques in a range of contexts.		
	Additional Subjects	Units of Competency		
	Science Level 3	VU21389 Design and review a project.	4.5 hrs	\$59.00
		VU21390 Analyse science in the community.		
	Computing Skills 201	ICTICT203 Operate application software packages	4.5 hrs	\$79.00
		ICTICT205 Design basic organisational documents using computing packages.		
		BSBSUS201 Participate in environmentally sustainable work practices.		
		ICTWEB201 Use social media tools for collaboration and engagement.		
BSBITU203 Communicate electronically.				
BSBWHS201 Contribute to health and safety of self and others.				

SUBJECT DESCRIPTIONS

Computing Skills 201 (Level 2)

This unit is designed to provide the foundation skills and knowledge to use information and communication technology. Units covered include producing simple word processed documents, creating and using spreadsheets and using software packages.

English (Level 2)

Certificate 2 English learners will be engaged in creating and interpreting a range of fictional and non-fictional texts with a focus on texts with some complexity that have relevance to their personal and learning environments (e.g. novels, short stories, reports, newspapers, essays, journals). They will also be required to design a learning plan and produce a portfolio.

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.

Science (Level 3)

This course has a human biology emphasis and the content will cover areas such as food groups, nutrition, diets, health, digestive system, immune system, disease, and microbiology. The skills will include writing scientific reports, word processing, research, graphing, microscopy and a large practical component carried out in the science laboratory.

Certificate III CGEA

Certificate	Core Subjects (Modules)	Units of Competency	Hrs per Week	Fees
CGEA Certificate 3	English Level 3, or (suitable for ESL Level 3)	VU21375 Evaluate pathway options, design a learning plan and complete a portfolio.	9 hrs	\$118.00
		VU21376 Engage with a range of highly complex texts for personal purposes.		
		VU21377 Engage with a range of highly complex texts for learning purposes.		
		VU21380 create a range of highly complex texts for personal purposes.		
		VU21381 Create a range of highly complex texts for learning purposes.		
	Mathematics Level 3	VU21383 Analyse and evaluate numerical and statistical information.	4.5 hrs	\$59.00
		VU21384 Use algebraic techniques to analyse mathematical problems.		
	Science Level 3	VU21389 Design and review a project.	4.5 hrs	\$59.00
		VU21390 Analyse science in the community.		

SUBJECT DESCRIPTIONS

English (Level 3)

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

Mathematics (Level 3)

This course is designed for students who have passed Certificate 2 (or have demonstrated relevant prior knowledge). The content will cover algebraic techniques to investigate, analyse and solve mathematical problems. Also there is a focus on trigonometry, probability and data analysis.

Science (Level 3)

This course has a human biology emphasis and the content will cover areas such as food groups, nutrition, diets, health, digestive system, immune system, disease, and microbiology. The skills will include writing scientific reports, word processing, research, graphing, microscopy and a large practical component carried out in the science laboratory.

(52777WA) Certificate IV in Academic Preparation Studies (APS)

Successful completion of the Certificate IV APS ensures access to a range of degree courses at Curtin, ECU* and Murdoch universities.

The Certificate IV APS is designed to develop the academic skills necessary for success at university and further study. The Certificate IV program comprises of 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.

Entry Requirements

Completion of at least eight Year 11 or Year 12 WACE units with an average grade of 'C', or successful completion of the Certificate of General Education for Adults Certificate III. Equivalent qualifications may also be considered. Students must be of post-compulsory school age to be eligible for enrolment into the Certificate IV Academic Preparation Studies program.

Course Structure

The Certificate IV APS can usually be completed in one year of study. Students must complete the two Core modules (Tertiary Study Skills and Academic Communication Skills) and three Elective modules.

Semester 1 Offerings	Subject	Hours	Charges
Core Module	Tertiary Study Skills (Semester length)	5.5 hrs/wk	\$76.00
	Academic Communication Skills (Semester length)	5.5 hrs/wk	\$76.00
Elective Modules	Economics 4 (Semester length)	4.5 hrs/wk	\$59.00
	History 4 (Semester length)	4.5 hrs/wk	\$59.00
	Mathematics 420 (Semester length)	4.5 hrs/wk	\$59.00
	Human Biology 4 (Semester length)	4.5 hrs/wk	\$59.00

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.

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.

* ECU has additional English Competency requirements that students must satisfy.

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.

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.



Preparation for year 12 in 2018 Program (Semester 2)

These courses are offered for students to gain background to study the Year 12 Program in 2018.

Students will not be enrolled with SCSA. Students will receive a mark and grade from the College to indicate their progress in the program.

List A Courses	On-Campus Day	Cost
Economics ATAR Unit 2	Yes	\$59
English ATAR Unit 2	Yes	\$59
English as an Additional Language/Dialect (EAL/D) ATAR Unit 2	Yes	\$59
Modern History ATAR Unit 2	Yes	\$59
List B Courses		
Accounting and Finance ATAR Unit 2	Yes	\$59
Chemistry ATAR Unit 2	Yes	\$59
Human Biology ATAR Unit 2	Yes	\$59
Mathematics Applications ATAR Unit 2	Yes	\$59
Mathematics Methods ATAR Unit 2	Yes	\$59
Physics ATAR Unit 2	Yes	\$59
Psychology ATAR Unit 2	Yes	\$59

COURSE DESCRIPTIONS

Accounting and Finance ATAR Unit 2

The focus for this unit is on accrual accounting. Students apply financial systems and principles to the operations of businesses and distinguish between cash and accrual methods of accounting. Students prepare and analyse financial reports for a variety of types of business organisations and become familiar with the main aspects of electronic processing of financial data. Students learn of the role and functions of the professional accounting and financial associations.

Chemistry ATAR Unit 2

In Unit 2 students continue to develop their understanding of bonding models and the relationship between structure, properties and reactions, including consideration of the factors that affect rates of chemical reactions. Students investigate the unique properties of water and the properties of acids and bases, and use chemical equations to calculate the concentrations and volumes of solutions involved in chemical reactions.

For unit 2 students will carry out practical activities and investigations.

The prerequisites for unit 2 include familiarity with certain mathematical skills which include the following:

- The ability to perform calculations involving addition, subtraction, multiplication and division of quantities; the ability to express fractions as decimals and vice versa; the ability to calculate percentages; the ability to change the subject of a simple equation; the ability to use power of ten notation; the ability to solve simple algebraic equations and translation of information between graphical, numerical and algebraic forms.

Economics ATAR Unit 2

This Economics ATAR course investigates the choices which all people, groups and societies face as they confront the ongoing problem of satisfying their unlimited wants with limited resources. Economics aims to understand and analyse the allocation, utilisation and distribution of scarce resources that determine our wealth and well-being. Economics develops the knowledge, reasoning and interpretation skills which are an important component of understanding individual, business and government behaviour at the local, national and global levels.

This course develops reasoning, logical thinking and interpretation skills demanded by the world of work, business and government. These skills relate to a variety of qualifications in vocational, technical and university education contexts. The learning experiences available through studying this course explore the knowledge, values and opinions which surround the complex range of economic events and issues facing our community, such as unemployment, income distribution, business strategy and international relations. Economic literacy developed through this course enables students to actively participate in economic and financial decision making.

Macroeconomics:

This unit explores the government's role in Australia's modified market economy and Australia's recent (the last ten years) economic performance. Fluctuations in the level of economic activity result in changes in the levels of output, income, spending and employment in the economy which, in turn, have implications for economic growth, inflation and unemployment. Students examine the role of government, through its spending and taxing powers, which can affect the allocation and price of resources, and the level of economic activity.

English ATAR Unit 2

The English ATAR course focuses on developing students' analytical, creative and critical thinking and communication skills in all language modes. It encourages students to critically engage with texts from their contemporary world, with texts from past and with texts from Australian and other cultures so they can develop a sense of themselves, their world and their place in it. The course is designed to develop students' facility with all types of texts and language modes and to foster an appreciation of the value of English for life-long learning.

Students analyse the representation of ideas, attitudes and voices in texts to consider how texts represent the world and human experience. By responding to and creating texts in different modes and media, students consider the interplay of imaginative, interpretive and persuasive elements in a range of texts and present their own analyses. Through the creation of their texts, students are encouraged to reflect on their language choices and consider why they have represented ideas in particular ways.

English as an Additional Language/Dialect (EAL/D) ATAR Unit 2

Making Choices:

The English as an Additional Language or Dialect (EAL/D) ATAR course focuses on language learning and the explicit teaching of the structure, linguistic features and sociolinguistic and sociocultural aspects of Standard Australian English (SAE). Through study of language and meaning, students explore how learning in and through English language and literature influences their own and others' personal, social and cultural identities and thought processes. They develop skills that enable them to use different registers of spoken and written SAE so they can communicate effectively in a range of contexts and for a variety of purposes in order to become effective cross-cultural users of language and dialect. The course provides opportunities for students to engage reflectively and critically with a broad range of spoken, written and multimodal texts.

Human Biology ATAR Unit 2

Reproduction and Inheritance:

This unit provides opportunities to explore, in more depth, the mechanisms of transmission of genetic materials to the next generation, the role of males and females in reproduction, and how interactions between genetics and the environment influence early development. The cellular mechanisms for gamete production and zygote formation contribute to human diversity. Meiosis and fertilisation are important in producing new genetic combinations.

Mathematics Applications ATAR Unit 2

This unit has three topics: 'Univariate data analysis and the statistical process', 'Linear equations and their graphs', and 'Applications of trigonometry'.

- 'Univariate data analysis and the statistical process' develops students' ability to organise and summarise univariate data in the context of conducting a statistical investigation.
 - 'Linear equations and their graphs' uses linear equations and straight-line graphs, as well as linear-piece-wise and step graphs to model and analyse practical situations.
 - 'Applications of trigonometry' extends students' knowledge of trigonometry to solve practical problems involving non-right-angled triangles in both two and three dimensions, including problems involving the use of angles of elevation and depression and bearings in navigation.
- Classroom access to the technology necessary to support the graphical, computational and statistical aspects of this unit is assumed.

Mathematics Methods ATAR Unit 2

The algebra section of this unit focuses on exponentials. Their graphs are examined and their applications in a wide range of settings are explored. Arithmetic and geometric sequences are introduced and their applications are studied. Rates and average rates of change are introduced, and this is followed by the key concept of the derivative as an 'instantaneous rate of change'. These concepts are reinforced numerically, by calculating difference quotients both geometrically as slopes of chords and tangents, and algebraically. Calculus is developed to study the derivatives of polynomial functions, with simple application of the derivative to curve sketching, the calculation of slopes and equations of tangents, the determination of instantaneous velocities and the solution of optimisation problems. The unit concludes with a brief consideration of anti-differentiation.

Modern History ATAR Unit 2

This course begins with a study of key developments that have helped to define the modern world, with special attention given to important ideas and their consequences. This provides a context for a study of movements for change in the 20th century that have challenged the authority of the nation-state, the principal form of political organisation in the modern world.

Movements for Change in the 20th Century

This unit examines significant movements developed in response to the ideas studied in Unit 1 that brought about change in the modern world and that have been subject to political debate. The unit focuses on the ways in which individuals, groups and institutions challenge authority and transform society.

The historical context emphasized is 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.

Physics ATAR Unit 2

In Unit 2 students study the topics of Linear motion and Waves. Students describe, explain and predict linear motion, and investigate the application of wave models to sound phenomena. Students will apply their knowledge and skills to various problem-solving situations including laboratory investigations, and through internet research.

For unit 2, certain mathematical skills are required from prior learning. These skills include the ability to perform calculations involving addition, subtraction, multiplication and division of quantities; the ability to express fractions as decimals and vice versa; the ability to calculate percentages; the ability to change the subject of a simple equation; the ability to use power of ten notation; the ability to solve simple algebraic equations and translation of information between graphical, numerical and algebraic forms.

Psychology ATAR Unit 2

This course focuses on a number of concepts that enable students to gain an understanding of how and why people behave the way they do and how they develop. Students learn about the human brain and explore the impact of external factors on behaviour, such as physical activity and psychoactive drugs. Cognitive processes, such as sensation and perception, and selective and divided attention are investigated. Students examine different types of relationships and the role of verbal and non-verbal communication in initiating, maintaining and regulating these. Students gain insight into the nature/nurture debate and look at the role of play in assisting development and explore what is meant by the term personality and examine historical perspectives used to explain personality. They also explore behaviour and causes of prejudice. Students study psychological research methods, are introduced to ethics in psychological research and carry out investigations.

ENROLLING IN A PROGRAM

Eligibility for Enrolment

Students must or be at least 17 and a half years of age before 1 January 2017 to be eligible to apply to enrol in the Bridging Certificates 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, 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,
- (e) it is determined that no suitable educational program is available for them, or
- (f) do not satisfy the National Police History Check (for all non-compulsory age students).

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 subjects or three Certificate subjects and one WACE subject 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 Bridging Certificates Program for Semester Two 2017 will commence in the week beginning 12 June 2017, and to maximise your chances of obtaining the subjects of your choice your enrolment should be completed by 12 July 2017. After this date 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. 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 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.

Note: Post Compulsory Age students please refer to **National Police History Check on page 15.**

Commencement and Re-enrolment

Classes commence on Tuesday 18 July 2017. All day and night classes will finish in the week concluding 24 November 2017. Re-enrolment for Semester Two takes place in the week beginning 26 June 2017.

ALLOWANCES

If you are aged up to 24 years 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 the Bridging program. You can enquire about your eligibility for an allowance from your local Centrelink office by accessing their web site at www.centrelink.gov.au, or www.getaccess.wa.gov.au, which also contains useful information about jobs, career selection, financial advice, health, law matters and further training. Information about Training WA courses can be found at <http://www.dtwd.wa.gov.au>. If you are interested in a career in the defence forces, try <http://www.defencejobs.gov.au>.

Charges for Withdrawal from Courses

(a) Withdrawals prior to 17 July 2017

In the event of a withdrawal from a full program or individual courses prior to 17 July 2017 a full refund of course fees will be provided. No refund is possible for the National Police History Check.

(b) Withdrawals from 17 July 2017

Refunds for withdrawal from a full program or individual courses from 17 July 2017 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. For example, if your program/courses runs for Semester Two (e.g. CGEA Certificates) 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 do not lose your ID card and 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, your enrolment will be assumed to have commenced from 17 July 2017.

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. Age of Students

In accordance with the School Education Act, the College exercises a closer supervision of students of compulsory school age. Parents may request information about the attendance and performance of students of this age who are in their care.

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 SCSA 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 and/or Tertiary Entrance

To be eligible to receive a certificate you must:

- (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 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.

PRIMARY IDENTIFICATION (You **must** submit **one** (1) item from this first box)

<ul style="list-style-type: none"> ▪ Birth Certificate / Birth Extract OR ▪ Current Passport OR ▪ International Travel Document (diplomatic/refugee with photograph) OR ▪ Australian Citizenship Certificate 	70	<input style="width: 60px; height: 30px;" type="text"/>
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The remaining 30 points must be made up from items in the Secondary Identification section.

SECONDARY IDENTIFICATION

(Only **one** (1) item per each box below can be added to your Primary ID to make up your 100 points)

<p>Only one form of identification accepted from this category</p>	<ul style="list-style-type: none"> ▪ Current Driver's Licence or Permit (Government issued) ▪ Current Working With Children Card ▪ Current Teachers Registration Card ▪ Public Service Employee ID card (Government issued) ▪ Department of Veteran Affairs Card ▪ Centrelink Pensioner Concession or Health Care Card ▪ Current Tertiary Education Institution ID Card with photo ▪ Reference from a Doctor (must have known the applicant for a period of at least 12 months) ▪ ASIC/MSIC Card 	40	<input style="width: 60px; height: 30px;" type="text"/>
<p>Your initial Secondary ID document will score 40 points; any further Secondary ID documents will be awarded 25 points each</p>	<ul style="list-style-type: none"> ▪ Foreign/International Driver's Licence ▪ Proof of age card (Government Issued) ▪ Medicare Card/Private Health Care Card ▪ Council Rates Notice ▪ Property Lease/Rental Agreement ▪ Property Insurance Papers ▪ Tax Declaration ▪ Superannuation Statement ▪ Seniors Card ▪ Electoral Roll Registration ▪ Motor Vehicle Registration or Insurance Documents ▪ Professional or Trade Association Card 	25	<input style="width: 60px; height: 30px;" type="text"/>
<p>If you wish to use more than one of these ID documents, they must be from different organisations</p>	<ul style="list-style-type: none"> ▪ Utility Bills (e.g. telephone, gas, electricity, water) in your name ▪ Credit/Debit Card ▪ Bank Statement/Passbook 	25	<input style="width: 60px; height: 30px;" type="text"/>

* Correct price at time of printing.