

# 22302VIC Certificate I in Work Education

## Course overview

The Certificate I in Work Education aims to improve a learner's employability and work readiness.

Topics covered include workplace health and safety, information on different industries, how to look for a job, work related goals and education/training requirements for specific jobs.

The course also has a practical placement component where students will have opportunities to practice and develop their skills in the workplace.

## Entry requirements

This qualification is intended for post compulsory school aged learners with evidence of a permanent cognitive impairment or intellectual disability.

## Delivery mode

This course is delivered in a classroom based setting (face to face) and includes a workplace practical placement.

## Course duration

This course is delivered over a period of 18 months.

## Days and time of study

Monday, Tuesday & Friday

9:00am – 3:00pm (with 30 minutes for lunch)

## Total delivery hours

1138 hours (including practical placement)

## Location

Reservoir Neighbourhood House  
2B Cuthbert Road, Reservoir 3073  
03 9486 5077

## Units of study

To be eligible for this qualification, students must complete the following 10 units (7 core and 3 elective units):

- *BSBWHS201 - Contribute to health and safety of self and others*
- *SIRXIND001 - Work effectively in a service environment*
- *VU21307 - Work with numbers and money in simple, familiar situations*
- *VU21664 - Prepare for employment*
- *VU21666 - Participate in job seeking activities*
- *VU21771 - Develop an individual vocational plan with support*
- *VU21772 - Develop personal management skills for work*
- *VU21773 - Participate in vocational activities*
- *VU21774 - Participate in practical placement with support*
- *VU21775 - Develop interpersonal communication skills for the workplace*

## Practical placement details

Practical placement is included in this course. Northern Support Services will provide students with access to a real workplace.

## Funding Options

This course can be funded through your NDIS plan, SLES or DHHS funding. The preferred line item for NDIS funding is;

*Capacity Building – Increased Social and Community Participation Line item: Skill development in a group 09\_007\_0117\_6\_3*

