

Certificate IV in Tertiary Preparation

COURSE CODE	22313VIC
LOCATIONS	Warrambool, Portland, Hamilton, Colac
STUDY MODE	Full-time, On Campus, Online, Workshops
Length	22 weeks
Commencement	We are currently taking expressions of interest for this course
Timetable	One evening class a week via virtual classroom*, plus one monthly face-to-face Saturday workshop at the Warrambool campus

Course Overview

This section gives you an introduction to what you will be learning in this course, plus course outcomes, career opportunities, and student support.

Introduction

Are you looking to study at university or TAFE? This course will give you the confidence you need for further study.

This course is for those who may have been out of school for sometime or those wanting to gain knowledge in academic reading, writing and research skills, and your ability to use a range of technologies in tertiary learning scenarios.

What will I Learn?

You will learn about the study requirements of higher education programs, and gain a deeper understanding of tertiary application processes.

During this course, you will develop skills and knowledge in:

- creating a presentation
- creating a range of highly complex texts for learning purposes
- analysing and evaluating numerical and statistical information
- tertiary reading and writing
- verbal communication in a further study context
- conducting online research for further study

You will also develop your own personal study plan and portfolio to broaden your opportunities with higher education programs.

Mode of delivery

* Weekly evening classes will be delivered via virtual classroom - a live online teaching and learning environment where teachers and students can present course materials, engage and interact with one another, and work in groups together.

You will be required to attend the Warrambool campus for the monthly face-to-face Saturday workshops.

You will also be required to use self-directed learning to complete tasks in your own time off-campus.

Pathways

This course equips you with the skills to undertake further study at Diploma, Advanced Diploma, Bachelor or Undergraduate level in your field of choice.

Information Session

Why don't you come along to our next course info session to find out everything you need to start your learning journey? You can chat with our teachers, tour our facilities, learn more about the course, find out about the application process and get your questions answered by our course experts.

[Find the next info session near you](#)

Course Requirements

This section gives you an overview of entry requirements, course units and electives, skills recognition, and assessment criteria.

Entrance requirements & pre-requisites

You must be at least 17 years of age to apply for this course.

Course requirements

To be eligible to be awarded this qualification, you must successfully complete 10 units: 5 core and 5 elective.

Units offered

Core Units

Unit Code	Unit Name	Unit Hours	Unit Consumables
VU21864	Set study goals and plan education pathway	50	\$0.00
VU21865	Prepare for tertiary reading and writing	80	\$0.00
VU21866	Communicate verbally in a further study context	40	\$0.00
VU21867	Participate in collaborative learning	30	\$0.00
VU21868	Conduct online research for further study	40	\$0.00

Elective Units

Unit Code	Unit Name	Unit Hours	Unit Consumables
BSBCM401	Make a presentation	30	\$0.00
VU21381	Create a range of highly complex texts for learning purposes	30	\$0.00
VU21383	Analyse and evaluate numerical and statistical information	50	\$0.00
VU21869	Prepare a portfolio and application	40	\$0.00
VU21870	Participate in online collaborative learning	30	\$0.00

Assessment

This course involves accredited units. You will be required to complete assessment tasks to demonstrate your underpinning knowledge, skills and attributes to meet the course outcomes. A combination of written, oral and practical assessment strategies will be used in either a classroom, online or workplace environment.

Where units require demonstration of skills in a workplace environment, you will have the opportunity to do this either in your own workplace (where appropriate), through a practical placement, or by using one of the Institute's simulated workshops/classrooms. Detailed information about the types, conduct and dates of assessments will be provided in advance. You will also be provided with information about the opportunity for reassessment and appeal.

After applying

Once you have applied for your chosen course, you will receive a thank you email from South West TAFE with a few steps to help process your enrolment.

Complete a Pre-Training Review

You will receive an email to complete a Pre-Training Review online evaluation. This evaluation helps us tailor your training to suit your needs.

Create or provide a Unique Student Identifier (USI)

A USI is a nationally recognised reference number that provides an online record of your training qualifications gained in Australia.

[Create your USI](#)

Already have a USI but can't remember it? [Find your USI](#)

Skills recognition

If you have experience or prior qualifications, you may be eligible to apply for [recognition of prior learning](#) and gain credits. You will be asked to provide any relevant Statement of Attainment to support identified credits.

Fees

This section gives you an overview of course fees, subsidies, and how they can be paid.

Course Fees

Here's an outline of fees and costs associated with your course.

Your fees each year can be made up of 3 different elements. Everyone has different circumstances that can affect what you pay and how much you pay. :

1. Tuition fees - charged as an hourly rate that varies from course to course. A large portion of the tuition is subsidised by the Victorian Government for eligible students.
2. Resource and/or materials costs - covers the cost of materials and other incidentals. This fee will vary according to the course being undertaken.
3. Booklist items - such as textbooks, equipment and stationery recommended for your course

Tuition fees

There are 4 different rates of tuition fees. Only one will apply to you (depending on your eligibility and circumstances).

1. Government Subsidised Fee - you could be eligible for a government-subsidised rate under the Skills First funding depending on your age, educational history, and citizenship or residency status. If you are eligible, the government will contribute to the cost of your training.
[Find out more about subsidised training](#)
2. Government Subsidised Concession Fee - If you are eligible for a Skills First government-subsidised place and hold a current healthcare or pension card, that you can provide at enrolment, you may be eligible for the concession rate. Note, the concession rate is not applicable to Diploma level courses.
[Find out more about concession rates](#)

3. Free TAFE - Students who are eligible for Victorian government-subsidised training will not pay course tuition fees for the duration of their enrolment in this course, however, there may be some consumable/material fees for the course (find out more below). Any resource or material costs, or booklist items for this course are listed in the table below.

[Find out more about Free TAFE](#)

4. Full fee - If you are not eligible for a Skills First government-subsidised place, exemption, concession or are enrolling in a course that isn't government-subsidised, you may be required to pay the full fee rate.

FIND OUT MORE ABOUT FEES AND ELIGIBILITY

The fees listed below are indicative only. The student tuition fees as published are subject to change given individual circumstances at enrolment. Funding made available to eligible individuals by State and Commonwealth Governments. If funding is utilised, this may affect future opportunities to access additional funding in the future.

Course fees by student type	Indicative Course Fee
Government subsidised rate (if eligible)	\$1,460.00
Concession rate	\$295.00
Full fee rate (if not eligible for govt subsidy)	\$4,545.00

Additional course fees	Indicative Course Fee
Course consumable/materials (approximate)	\$50.00

Resource and/or materials costs

Some courses require specific resources or materials necessary for your study eg: tools of the trade, excursions, etc. Final costs will be determined upon enrolment.

How do I pay my fees?

Once we have processed your enrolment form, you will receive an email with your invoice.

You have [three options when organising your payment](#):

1. [Upfront payment](#) - can be made over the phone with EFTPOS
2. [Payment plan](#) - can be directly debited from your bank account, debited from your Centrelink payments or via a [VET Student Loan](#) (for diploma or advanced diploma courses only)
3. [Paid by employer, school or job network agency](#) - if your fees are being paid by your employer, school or job network agency, you will need to complete an Authority to Invoice form.

Payments will need to be arranged within five(5) business days of receiving the email containing your invoice.

We also offer a range of [scholarships](#) each year which you may be eligible to apply for to assist with course fees.

Next Steps

Ready to take the next step? Here you can [make an enquiry](#), [attend an information session](#) or [begin the application process](#).

How to apply

There are [five simple steps to apply for a course](#) with us.

1. **Apply** - [complete a short online application form](#). Once this form is submitted we'll send you a thank you email.
2. **Get ready** - your thank-you email will contain links to a pre-training review, to a unique student identifier and to government-subsidised training eligibility.
3. **Chat with your teacher** - your teacher or course specialist will contact you about your Pre-Training Review outcomes and additional course information.
4. **Enrol** - after chatting with your teacher, you will receive an email with your enrolment form and a link to verify your identity.
5. **Sign** - once you've completed your enrolment, you will receive a declaration form to review and sign.

If need any assistance with applying, [contact our Customer Service team](#) on 1300 648 911 or [visit your nearest campus](#).

Careers and Course Advice

Not sure which course is right for you? South West TAFE will help you find your way.

Our Careers Coaches at the [Skills and Jobs Centre](#) is here to support you. Whether you're exploring career options, transitioning from school to the workforce or looking to study after school we're here to help you.

Student Support

As a SWTAFE student, you can access a variety of support services that will enhance your study experience and help you complete your studies successfully. For more information about any of these services, [visit our student page](#).