

reading
writing
maths



CGEA

Certificate I in General Education for Adults [22236VIC] Certificate II in General Education for Adults [22237VIC] Certificate III in General Education for Adults [22238VIC]

Education for
any age at any pace...
talk to SuniTAFE!

CRICOS Provider Code: 01985A RTO Code: 4693

Visit: sunitafe.edu.au



CERTIFICATE IN GENERAL EDUCATION FOR ADULTS CGEA

WHAT IS THE CGEA?

The CGEA is a Foundation Skills course for teenagers and adults of all age groups, skill levels, diversity and backgrounds.

WHAT DOES IT DO?

It is designed to improve literacy and numeracy skills. Students range in age from 16 to 60.

WHO CAN ENROL?

Anyone who would like to improve their reading, writing and math skills for any reason.

WHAT ARE THE LEVELS?

There are three [3] levels ranging from zero literacy and numeracy to a Year 12 equivalency.

WHY IS IT DIFFERENT TO OTHER COURSES?

We understand how daunting a return to learning can be and we make every effort to ensure that our students feel comfortable, safe and respected. Students are encouraged to talk to us about where and how they would like to learn and we do our best to cater to their needs.

WHO DO WE CATER FOR?

- Adults returning to learning.
- Early school leavers who prefer a more adult environment.
- Those interested in obtaining a Year 10 to Year 12 equivalency to enter the Australian Defence forces.
- Anyone interested in brushing up their reading, writing and maths skills to enter Vocational Education or to study a trade in the future.
- Speakers of other languages who would like to read, write and use English to enter further study and employment.
- Anyone who would like to improve their study skills to enter further study at SuniTAFE or the Tertiary Enabling Program at La Trobe University.

WHAT CAN WE OFFER YOU?

- A friendly and relaxed environment.
- Small groups divided flexibly according to age, friendships and interests because learning should be fun!
- Individualised teaching where possible to suit a variety of learning styles.
- Negotiated flexible delivery to cater for those who work or have families.
- Individual, self-paced learning with support.

A BRIEF OVERVIEW OF COURSE CONTENT

Life Skills such as:

- Budgeting and Money handling skills.
- How banking and credit works.
- Understanding Rental agreements.
- How to read and fill in forms.
- Finding important points in documents.

Maths for living:

- How to work out basic Maths problems with and without a calculator.
- Understanding how decimals, fractions and percentages work.

How to use basic Word Processing programs

- Microsoft Word, Publisher, PowerPoint and Excel
- Preparation for work and employability skills

Academic Reading and Writing

- Report writing
- Essay construction
- Referencing
- Proofreading and editing

Basic Literacy and Numeracy skills

- Beginning reading, spelling, writing and maths
- Basic workplace reports
- Creative writing

For enquiries or to make an appointment contact:

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