
CERTIFICATE IV IN ADULT TERTIARY PREPARATION (10397NAT)

FOUR WEEK INTENSIVE CLASSES - 19 NOVEMBER TO 14 DECEMBER

LANGUAGE AND LEARNING SKILLS (INCLUDING PLAN AND PREPARE FOR STUDY) SPECIALISATION

The Languages and Learning Skills Specialisation applies to those who require foundation English knowledge and skills for entrance to tertiary study in a relevant discipline or field.

There are three units of study within the Languages and Learning Skills Specialisation.

Unit 1: Plan and Prepare for Study Unit: ATPPRE401A

The Plan and Prepare for Study unit is relevant to those preparing a personal career path and study plan. On completion of this unit of competency, the student will be able to apply knowledge about career and study options and the characteristics of adult learners to plan for a successful pathway to tertiary study. Knowledge to be gained in this unit:

- Characteristics of adult learners

- Frameworks/methodologies for developing personal study plans

- Learner styles and learner preferences

- Knowledge of stressors that may affect adult learners and strategies to reduce stress

- Common barriers to success in tertiary study and strategies to overcome barriers

- Sources of financial assistance for study such as relevant government departments and financial institutions

- Sources of emotional and personal assistance for study such as counselors, family, friends, peers etc.

- Sources of educational assistance such as teachers, tutors, learning circles etc.

The Performance Criteria for Plan and Prepare for Study describes the required performance needed to demonstrate achievement of the element:

<p>1. Develop career and study goals</p>	<p>1.1 Identify information relevant to choosing a course and career from a variety of sources, including online.</p> <p>1.2 Apply planning skills to develop career and study goals that incorporate relevant information on courses and careers.</p> <p>1.3 Identify and describe the characteristics of learning and adult learners.</p>
<p>2. Develop and implement a personal study plan</p>	<p>2.1 Develop a personal plan for study that incorporates strategies to succeed in tertiary study.</p> <p>2.2 Establish a personal study routine.</p> <p>2.3 Identify potential stressors and strategies to manage stress.</p> <p>2.4 Develop a time management plan to incorporate a personal study routine into other work, life and family commitments.</p>
<p>3. Communicate effectively in a learning environment</p>	<p>3.1 Convey ideas and information in a genre/medium appropriate to different audiences and purposes.</p> <p>3.2 Present ideas and information in a logical sequence appropriate to field of study.</p> <p>3.3 Use electronic communication appropriate to the task.</p>

In Unit 2: ATPALS401A students will learn to research, write and present informative essays, formal reports and academic reflections. This unit will teach students formal academic writing and presentation skills, such as those required for tertiary study. These functions normally include conducting academic research, using standard referencing and writing conventions, and conducting analysis in order to write effectively. Knowledge to be gained in this unit:

Sources of academically credible references such as peer reviewed journal articles, textbooks etc.

Academic conventions of recognised referencing systems such as Harvard or American Psychological Association (APA), including the use of in-text references, quoting and paraphrasing.

Conventions of informative essay writing and academic report writing.

The Performance Criteria for ATPALS401A describes the required performance needed to demonstrate achievement of the element:

<p>1. Develop an academic informative essay</p>	<p>1.1 Develop a timeline and plan to complete the task including time allocation for research and draft writing.</p> <p>1.2 Select relevant research sources that are valid, current and reliable.</p> <p>1.3 Develop useful and relevant notes from research sources and activities.</p> <p>1.4 Organise and present ideas in a logical sequence.</p> <p>1.5 Define the topic clearly.</p> <p>1.6 Use formal academic language to convey ideas and information.</p> <p>1.7 Integrate information from a variety of references into the essay appropriately.</p> <p>1.8 Apply a recognised referencing style correctly.</p> <p>1.9 Write using an academic informative essay format</p>
<p>2. Develop a formal academic report</p>	<p>2.1 Develop a plan and structure for the academic report which reflects the requirements of the task.</p> <p>2.2 Conduct research on the report topic using a variety of academically credible sources and methods.</p> <p>2.3 Analyse research in order to draw conclusions and make recommendations.</p> <p>2.4 Write and present the report in a formal academic report format using formal academic language and a recognised referencing style.</p>
<p>3. Develop a written academic reflection</p>	<p>3.1 Clearly define and describe the topic of reflection.</p> <p>3.2 Analyse the topic from a variety of perspectives and make notes to assist with the development of personal perspective.</p> <p>3.3 Identify and describe underlying patterns and their significance.</p> <p>3.4 Write and present the reflection using the elements of academic reflective writing and formal academic language.</p>

In Unit 3: ATPALS402A students will learn to research, write and present persuasive/argumentative essays, academic critical analyses and to present an argumentative speech in an academic format. This unit will teach students formal academic writing and presentation skills for a variety of contexts including preparation for tertiary study. These functions normally require a formal academic style of writing for the purposes of persuasion/argument and critical analysis, and presenting persuasive/argumentative speeches such as required in an academic seminar or conference. Knowledge to be gained in this unit:

Sources of academically credible references such as peer reviewed journal articles, textbooks etc.

Academic conventions of recognised referencing systems such as Harvard or American Psychological Association (APA), including the use of in-text references, quoting and paraphrasing

Conventions of argumentative/persuasive writing

Conventions and format of critical analysis

The Performance Criteria for ATPALS402A describes the required performance needed to demonstrate achievement of the element:

<p>1. Develop a researched academic essay to argue/persuade</p>	<p>1.1 Develop a plan for the content, structure and argument of essay.</p> <p>1.2 Select relevant academically credible sources that are valid, current and reliable.</p> <p>1.3 Develop useful and relevant notes from research sources and activities.</p> <p>1.4 Define the topic and the argument, thesis or stance clearly.</p> <p>1.5 Organise and present ideas and argument in a logical sequence.</p> <p>1.6 Use formal academic language to convey ideas and information relating to the argument, thesis or stance.</p> <p>1.7 Integrate relevant information from a variety of references into the essay to support the argument, thesis or stance.</p> <p>1.8 Write using an academic argumentative/persuasive genre and a recognised referencing style.</p>
<p>2. Develop an academic critical analysis</p>	<p>2.1 Critically read the selected text and make notes relevant to its evaluation.</p> <p>2.2 Clearly identify the author's thesis, purpose and intended audience.</p> <p>2.3 Evaluate and critique the effectiveness, strengths and weaknesses of the text with supporting justification and evidence from the text itself.</p> <p>2.4 Write and present the essay using the elements of academic critical analysis, formal academic language and academic essay conventions.</p>
<p>3. Prepare and present an argumentative/ persuasive academic speech</p>	<p>3.1 Research the speech topic and make useful notes of relevant research and sources.</p> <p>3.2 Write a speech script which argues ideas in a logical sequence within the allocated presentation time.</p> <p>3.3 Recognise assumptions, discriminate between valid and invalid conclusions and make judgments on the adequacy of data Integrate supporting research into the speech script and presentation using a recognised referencing style.</p> <p>3.4 Prepare a written abstract which summarises the thesis and main ideas of the speech.</p> <p>3.5 Prepare and incorporate visual aids into the presentation which assist in the communication of key ideas or concepts.</p> <p>3.6 Review the speech and ensure that the presentation meets the time allocated.</p> <p>3.7 Present the speech to an audience using the skills of academic speech presentation.</p>

November Intensive Language and Learning Skills (including Plan and Prepare for Study) Timetable - 2018

Mon	Tue	Wed	Thu	Fri	Sat
19 Nov 8.30am – 1.00pm	20 Nov 8.30am – 1.00pm	21 Nov 8.30am – 1.00pm	22 Nov 8.30am – 1.00pm	23 Nov 8.30am – 1.00pm	24 Nov
26 Nov 8.30am – 1.00pm	27 Nov 8.30am – 1.00pm	28 Nov 8.30am – 1.00pm	29 Nov 8.30am – 1.00pm	30 Nov 8.30am – 1.00pm	1 Dec
3 Dec 8.30am – 1.00pm	4 Dec 8.30am – 1.00pm	5 Dec 8.30am – 1.00pm	6 Dec 8.30am – 1.00pm	7 Dec 8.30am – 1.00pm	8 Dec
10 Dec 8.30am – 1.00pm	11 Dec 8.30am – 1.00pm	12 Dec 8.30am – 1.00pm	13 Dec 8.30am – 1.00pm	14 Dec 8.30am – 1.00pm	