

CERTIFICATE IV IN ADULT TERTIARY PREPARATION (10765NAT)

LANGUAGES & LEARNING SKILLS (ENGLISH) – INC. PLAN & PREPARE FOR STUDY

The Languages & 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 & Learning Skills Specialisation.

ATPPRE001 - Unit 1:

Plan and prepare for study.

This unit describes the performance outcomes, skills and knowledge required to plan and prepare for study in an adult learning environment. It requires the ability to develop career and study goals and skills to successfully plan and organise study commitments. Using software to contribute to the learning community and prepare and present information and data for study is also required.

ATPPRE001 - Performance Criteria:

1. Set career and study goals	<ul style="list-style-type: none">1.1 Apply the principles of goal setting to areas of interest.1.2 Identify study and career information for short and long term goals.1.3 Apply planning skills to select and prioritise activities specific to goal.1.4 Document goals and activities in the required format.
2. Create and apply a study plan	<ul style="list-style-type: none">2.1 Research the learning characteristics of adult learners.2.2 Identify personal barriers and stressors for study.2.3 Outline strategies for overcoming barriers and managing stressors.2.4 Document actions and strategies into a personal study plan.2.5 Apply planning and organising skills and techniques to implement study plan actions.
3. Use technology for study	<ul style="list-style-type: none">3.1 Implement a personal system for managing electronic documents.3.2 Identify and access functions of a learning management system.3.3 Format text using word processing features and tools.3.4 Record and present data using spread sheet features and tools.3.5 Develop visual aids using presentation software.

ATPPRE001 – Performance Evidence:

- Set and documented personal short and long term study and career goals that are specific, measurable, achievable, realistic and time framed
- Completed planning and organising tools and templates
- Actively engaged in learning management system functions and features, accessing weekly as a minimum
- Presented a correctly formatted electronic text document, spread sheet and electronic visual presentation

ATPPRE001 – Knowledge Evidence:

- Principles of goal setting
 - Specific
 - Measurable
 - Attainable
 - Relevant
 - Timely
- Planning and organisation skills and techniques including
 - Time management
 - Tools and templates
- Characteristics of learning and adult learners
- Personal barriers and stressors for study
- Strategies for success in study
- Features and tools of software packages and learning management systems used for communicating and submitting work in a learning environment
- Career guidance information from a variety of sources

ATPALS001 - Unit 2:

Apply academic learning skills.

This unit describes the performance outcomes, skills and knowledge required to develop academic learning skills for tertiary study. It requires the ability to plan, research, prepare and publish academic writing tasks that incorporate and acknowledge the work of others. Written communication using academic format, style and structure is required.

ATPALS001 - Performance Criteria:

1. Investigate the features of academic writing	<p>1.1 Identify and explore the relationship between academic writing text types, topics and purposes</p> <p>1.2 Identify the basic rules and conventions of academic writing</p> <p>1.3 Demonstrate understanding of academic writing process, structure and stylistic elements applied in different academic disciplines</p>
2. Plan and research academic writing tasks	<p>2.1 Analyse task to identify appropriate text type for topic and purpose</p> <p>2.2 Document a timeline and plan to complete the task</p> <p>2.3 Undertake research of information sources relevant to the topic</p> <p>2.4 Record major ideas and information from each source using note taking methods</p> <p>2.5 Organise research notes and ideas in a logical sequence</p>
3. Prepare and publish academic texts	<p>3.1 Integrate information from sources into a draft, acknowledging the work of others using a recognised referencing style</p> <p>3.2 Apply drafting strategies to meet the task criteria</p> <p>3.3 Submit draft for feedback and edit in line with feedback</p> <p>3.4 Publish task in the required format, style, structure and timeframe</p>

ATPALS001 – Performance Evidence:

- Authored and published at least two extended academic texts appropriate to audience and purpose. One text must be in the form of a report. Each text must include:
 - in-text citations and annotated bibliography
 - final version in the required academic format, style, structure and timeframe

ATPALS001 – Knowledge Evidence:

- Features of academic writing:
 - Text type and purpose of an informative essay
 - Text type and purpose of a report
 - Grammar rules
 - Process, structure and stylistic elements and conventions
- Planning and research strategies:
 - Analysing the task
 - Selecting appropriate primary and secondary data and information
 - Note taking methods
 - Reference/source lists and annotated bibliographies
- Writing strategies including:
 - Drafting
 - In-text citations
 - Paraphrasing and summarising
 - Sequencing
 - Editing and proofreading
 - Document formatting and publishing
- Common academic referencing styles appropriate for different academic disciplines and subjects

ATPALS002 - Unit 3:

Apply advanced academic learning skills to develop an academic argument.

This unit describes the performance outcomes, skills and knowledge required to apply advanced academic learning skills to develop structured academic arguments. It requires the ability to evaluate source material, develop thesis statements and evidence-based persuasive arguments. The presentation of written and spoken arguments using academic conventions, techniques, format, style and structure is required.

ATPALS002 - Performance Criteria:

1. Evaluate academic sources	<p>1.1 Identify the text elements to determine text type and purpose.</p> <p>1.2 Analyse text style and structure and summarise the main ideas and arguments.</p> <p>1.3 Evaluate the effectiveness of the text in substantiating identified argument positions.</p> <p>1.4 Support the evaluation with evidence from the body of the text.</p>
2. Develop a thesis statement	<p>2.1 Identify a topic that has a range of different viewpoints and ideas.</p> <p>2.2 Determine the focal points of the topic.</p> <p>2.3 Research academic sources to identify possible arguments for and against a viewpoint.</p> <p>2.4 Develop an argument position and incorporate into a thesis statement.</p>
3. Develop and present an academic argument	<p>3.1 Establish reasons that support the thesis statement position.</p> <p>3.2 Substantiate reasons with research evidence.</p> <p>3.3 Present a rebuttal of conflicting viewpoints or alternative positions.</p> <p>3.4 Organise and present ideas and argument in a logical sequence.</p>

ATPALS002 – Performance Evidence:

- Authored and published at least one academic argumentative essay appropriate to audience and purpose.
- Authored and presented a spoken academic argument on at least one occasion, supported by:
 - a reference/source list
 - speaking notes and visual aids

ATPALS002 – Knowledge Evidence:

- Academic text elements including; thesis statement, purpose and intended audience
- Strategies and techniques for planning and developing an academic argument
- Similarities and differences between argumentative/persuasive writing and speaking
- Academic conventions of argumentative/persuasive writing
- Communication techniques for effective oral presentations