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## HOW TO ENROL IN THIS COURSE

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Contact: Ted Schwerdt or Bob Anderson for course information and enrolment details, and an information and enrolment package if you do not have one.

**Ted Schwerdt (08) 8207 2807**  
**Bob Anderson (08) 8207 2809**

Post your completed enrolment form in the envelope provided, or come with it in person to Client Services at Panorama Campus.

Fees are payable by cheque, money order, credit card (enter details on enrolment form), or cash. Cheques payable to: TAFESA.

Fees by instalments may be available. Please discuss this with Client Services to fill out the necessary paperwork.

Client Services:

Telephone: (08) 8207 2814

Fax: (08) 8207 2899

We have kept Course costs to a minimum.

Fees concessions unavailable.

NOTE: if enrolling in person on campus, you might like to make an appointment with Ted or Bob or to discuss the Program.



## RPL PROCEDURES

Recognition of Prior Learning is a process which enables people seeking enrolment in a course to have their current skills or experience checked against the various benchmarks in the courses being sought.

The purpose is to allow course participants to proceed through courses without having to repeat whatever they already know or have experienced.

GENSKILL courses typically assist people to prepare for forthcoming tests of some kind. As such, they take a step by step approach to skills development. Selection tests (for courses or for employment) usually require people to demonstrate their literacy, mathematical, logical, analytical and expressive skills within a time limit. If you are familiar with these processes, and have proceeded successfully in these contexts in the past, you might like to apply for a RPL process with us.

Usually, however, people enrol with us because such skills, and practice in them to maximise employment opportunities, are precisely what is being sought. We get few RPL requests. The availability is there if you wish to pursue it.



**tafeSA**  
▶ TAFE *start*

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## GENSKILL

**(PREPARING FOR  
SELECTION TESTS)**

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### Vocational Preparation and Equity

TAFESA – Panorama Campus  
621 Goodwood Road  
PANORAMA SA 5041

Telephone: 08 8207 2807 or  
08 8207 2809

# ABOUT THESE COURSES

## PREPARING FOR SELECTION TESTS.

The courses are designed for people, no matter where you live, who wish to prepare for the following

- **Sit an aptitude test**
- **Undertake an interview**

They focus on the development of core skills necessary for successfully sitting selection tests. These skills include Writing, Grammar, Spelling, Punctuation, Vocabulary, Analytical and Reasoning skills, Maths and Expressive skills, underpinned by National Training units.

The courses are flexibly delivered, allowing distance learners the opportunity to enrol. All enrolled students can access tutorial assistance for any parts of the course.

An initial assessment provides detailed information on applicants' strengths and weaknesses and suggested strategies to address them. Student then progress through a series of learning packages and timed tests.

Prior to sitting their real test, students will have the opportunity to sit a simulated exam on or off campus, and undertake a mock interview as final preparation.

## ENTRY PROFILE

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There are no minimum entry requirements. However, we strongly advise clients to check directly with their intended employer to find out the latest employment pre-requisites. Please contact us for further counselling if unsure of skills prerequisites.

## EMPLOYMENT OUTCOMES

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Our major client groups are job seekers with SAPOL, MFS, Ambulance Services, Defence Services. We can't guarantee success, but the success of SAPOL applicants, for example, is extremely high. We also tailor courses for other study and employment outcomes.

## COURSE ELEMENTS

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Courses vary according to students' job aspirations. In general, they include:

**Vocabulary**

**Grammar**

**Spelling**

**Punctuation**

**Reading & Comprehension Skills**

**Basic Logic**

**Analytical Skills**

**Verbal Reasoning**

**Visual Reasoning**

**Maths**

**Informative or Descriptive Writing**

**Expressive Skills**

**Interview Skills**

## FLEXIBLE DELIVERY

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**GENSKILL's mission: to provide rapid but sustainable upskill.** Most applicants want to develop their generic skills quickly. All course topics are structured into **elements** and **categories** – thus promoting learning which in general doesn't require face-to-face contact. Students learn, then do tests, get feedback, then more learning – and its testing. Then a final timed test for real validation of the learning. Then mock interview. All this prior to an actual selection test. Phone, email or in-person tutorial assistance is provided.

## DURATION OF COURSE

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Enrolment can occur at any time and students will have up to 20 weeks to achieve the curriculum outcomes. Some are able to do it in a much shorter time frame. It's up to you.

## COSTS

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Our new courses currently cost \$330. Individual components of courses can be negotiated. CentreLink and some Job Network providers may offer financial assistance to some applicants.

## ADDITIONAL SERVICES

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Typing/computing instruction and certification at Croydon, Panorama and O'Halloran Hill campuses.

Contact or email Terry Fitzgerald on 8204 0925/ Terry.Fitzgerald@tafesa.edu.au (Port Adelaide & Torrens Valley) - June Duffy on (08) 8177 3505 or Liz Maher on (08) 8177 3474 (O'Halloran Hill)