

Course Information Guide

Certificate II in Auslan



Deaf Education Network

Deaf Education Network (DEN), the education division of the Deaf Society of New South Wales (DSNSW), is a unique provider of adult and community education programs in NSW. We provide a range of educational programs and services to deaf, hard of hearing and hearing people. DEN is a member of Community Colleges NSW.



Introduction to this Qualification: Certificate II in Auslan (22075VIC)

Certificate II in Auslan is the first of four qualifications within the Certificates in Auslan curriculum. The certificates in Auslan are accredited, nationally recognised qualifications which teach the visual language of the Australian Deaf community, Auslan (**A**ustralian **S**ign **L**anguage). The certificates also include modules on the unique culture, history and values of the Deaf community.

DEN has delivered thousands of Auslan programs to deaf and hearing learners since 1988 and is still passionate about excellence in visual communication and Auslan training. DEN will provide you with the best in creative course design and professional presenters. The rest is up to you. Enjoy your learning and your further exposure to Auslan - a language you see and feel and will truly be proud to use. DEN is very pleased to have the opportunity to be able to provide this course.

Contact Information: Deaf Society of NSW



Level 4, 69 Phillip St, Parramatta NSW
(entry via Horwood Place)
PO Box 1060, Parramatta 2124



02 8833 3600 or 02 8833 3691 (TTY)



02 8833 3699



info@deafsociety.com



www.deafsocietynsw.org.au



An FM Hearing Loop is installed in the training room.



The classes are accessible by elevator and there is a disabled toilet on Level 2. There is also Braille on the front of the class doors.



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Certificate II in Auslan (CIA II)

Vocational Outcomes: Pathways following completion of this qualification

People who achieve Certificate II in Auslan have a variety of pathway options they may pursue. Such pathways include:

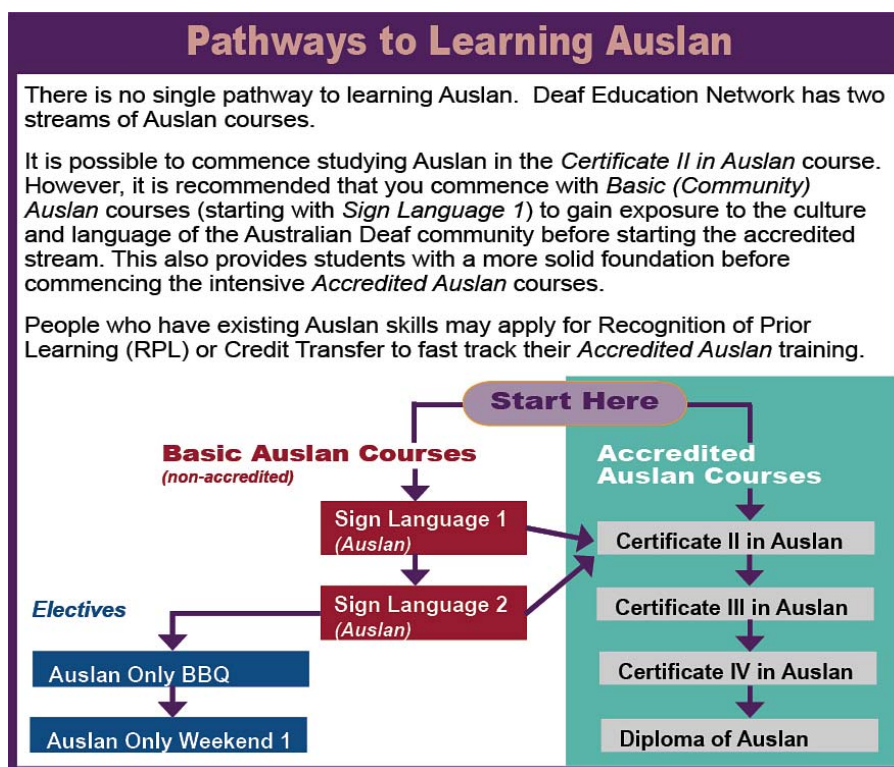
- Undertaking further study to attain Certificate III in Auslan (22077VIC).
- Gaining employment within the Deaf community where Auslan skills are required or would support the role.
- Working within the wider community where Auslan skills would provide a basic access to information for Deaf people.

Upon completion of any Auslan language qualification, a range of options is open to students studying Auslan, giving them skills in a language and an understanding of a minority culture which is of great advantage across a number of vocations.

There are also a growing number of employers requiring Auslan as a preferred skill or prerequisite for employment. Many graduates will continue on to train as Auslan interpreters which is a growing need as Deaf people become more

involved in education and employment at every level. To understand more about interpreting have a look at the ASLIA NSW website: www.asliansw.org.au

Certificates in Auslan fit into DEN Auslan Programs as the “Accredited Auslan Courses”



The Certificates and Diploma of Auslan have these stages of proficiency of students who successfully complete each course:

Certificate II in Auslan ↓	Transactional Proficiency Able to satisfy everyday transactional needs and limited social needs. Most effective in predictable and familiar contexts.
Certificate III in Auslan ↓	Social Proficiency Able to satisfy routine social demands and limited work requirements.
Certificate IV in Auslan ↓	Intermediate social proficiency Able to satisfy predictable social demands while building confidence to be effective in familiar formal and informal conversations/contexts.
Diploma of Auslan	High social proficiency Able to understand and sign sufficiently well, to participate effectively in formal and informal conversations with native signers on many vocational topics.

Certificates in Auslan in Context

The Australian Qualifications Framework (known as the AQF) is an Australia-wide system of national qualifications in schools, vocational education and training (TAFEs and private providers, including the Deaf Society of NSW) and higher education.

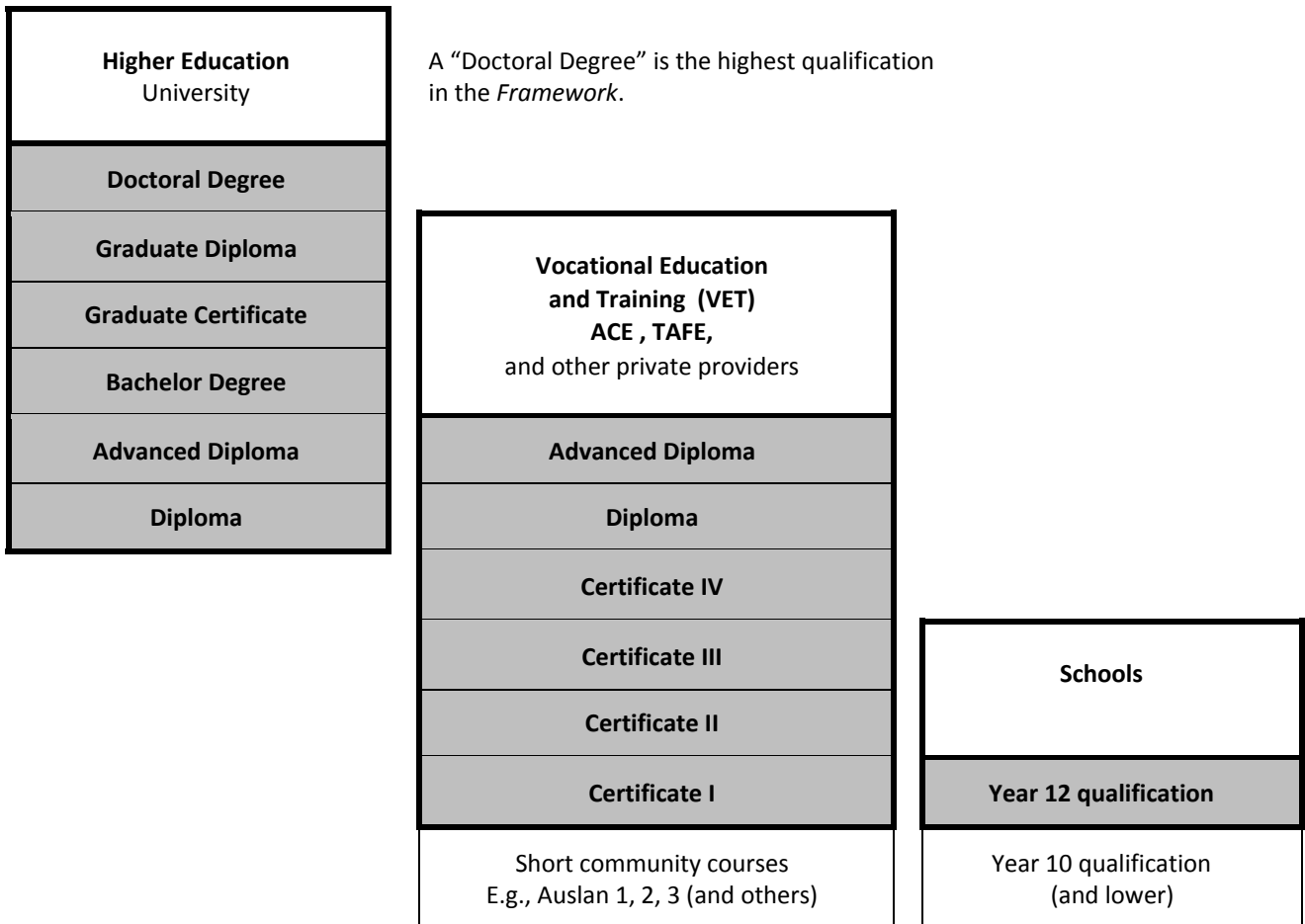
The framework links together all these qualifications and is a quality-assured national system of educational recognition that promotes lifelong learning and a seamless and diverse education and training system.

All accredited training in Australia follows this structure when awarding qualifications, allowing accredited qualifications to be recognised in all Australian states and territories.

Certificate II in Auslan:

This course has an educational outcome for participants who require introductory training in order to communicate with other Deaf people, or hearing people who need to communicate with Deaf family or workplace colleagues. At this level, the course teaches participants how to give simple information in Auslan in a number of contexts, apply major principles of learning Auslan as a second language and demonstrate an understanding of basic cultural and historical knowledge of the Deaf community.

The diagram below shows the structure of the Australian Qualifications Framework (AQF). The shaded areas show nationally recognised qualifications from the AQF:



Course Components

Module Summaries

There are seven Modules that make up DEN's delivery of the Certificate II in Auslan.

- VU20233 Apply basic principles of learning Auslan as a second language
- VU20234 Identify significant features of Deaf community and culture
- VU20232 Outline the development of social and educational conditions for deaf communities
- VU20228 Use simple Auslan for employment purposes
- VU20229 Use simple Auslan for learning purposes
- VU20230 Use simple Auslan for personal purposes
- VU20231 Use simple Auslan for social and community purposes

Course Delivery

The course is delivered using four modes of delivery. These allow for input, reflection and application of skills in order to develop competence in Auslan communication. It is believed that the mix of all four modes maximises student learning potential and acknowledges the range of individual learning styles in any one-student group. The four modes of teaching are:

1. Face-to-face weekly class attendance,
2. Workshops (full-immersion and other),
3. Structured home study exercises, and
4. The use of video journals.

Face-to-face class attendance is required for six hours each week in the Parramatta training room. Classes will be from 6.00pm to 9.00pm two nights per week.

Within the language-based modules a no-voice approach is applied. However, in the theory modules (where the focus is cultural and language information and not language vocabulary development) the use of voice is permitted. Where appropriate an Auslan interpreter is employed.

Workshops are structured to immerse you in the language of Auslan and the world of the Deaf. This second mode of delivery includes: the Being Visual workshop, the Auslan Only BBQ and Auslan Only Weekend 1.

Workshops are opportunities to apply your knowledge and skills over an extended period of time. All workshops are compulsory, require participation, commitment, and a sense of "having a go", have a "No Voice" rule where appropriate and will include the participation of Deaf community members.

Auslan is an experiential language. You can't effectively learn it in isolation, from a dictionary, or by watching videotapes. Class and workshop attendance is vital. You will be expected to attend every workshop session of every module you enrol in. This mode of delivery takes Auslan learning out of the context of the classroom and into a relaxed community setting. Weekend workshop sessions have been scheduled so as not to conflict with NSW holiday periods and Government public holidays where possible.

The **Home Study** component is structured to allow learners to pursue research in areas of particular interest and to practise with each other. A range of hours for each module is provided allowing you to work at your own individual pace. Home study forms a large part of your training schedule. On average, you will be expected to put approximately nine hours each week toward your Home Study activities outside the class.

Three (3) **Video Journal tasks** will be set during the course. All students must successfully submit the three (3) set tasks, which are assessed by an external marker. The Video Journals provide an opportunity for you to receive detailed feedback on your signing to date, and provide a record of your language development.

The total duration for Certificate II in Auslan is approximately 22 weeks. The table below shows average total hours for the courses and indicates how these hours are broken into its four modes of delivery:

	Face-to-face	Home Study	Workshop	Video Journal	Total max hours
Certificate II in Auslan	120	269	49	12	450

Your enrolment in Certificate II in Auslan is taken as a sign of your commitment and dedication to learning Auslan. Make sure you are clear about the time commitment you are making - this is an intensive and challenging course. Please be as serious about your learning as we are about our teaching.

Assessments

Each module in this certificate is designed around learning outcomes as stated in the course curriculum. As a nationally accredited program, we must assess all modules in each certificate. Students are assessed as either: **“COMPETENT”** (C) or **“NOT YET COMPETENT”** (NYC). No numerical or percentage grades will be given. There is a range of formal language assessment tasks for Certificate II in Auslan as well as a number of small written tasks and in-class activities for each subject. You must submit and get a competent ranking in all module assessment tasks in the certificate you are enrolled in to receive the qualification. All students will receive a list of the modules and learning outcomes for the course in the first class.

Although assessment is ongoing and often takes the form of informal class activities, the following is a list of the types of activities you can expect in assessment tasks

- demonstrate signing skills and understand other people’s signing
- participate in class and full-immersion workshops
- research and document information
- complete short written assignments
- conduct informal class presentations
- work in small groups

DEN will consider the needs of individual learners with sensitivity and empathy in the design of assessment tasks and our assessment process will be equitable for all people, and take an account of cultural and linguistic needs.

If you have particular assessment needs, make an appointment with your Program Supervisor to discuss these. We can often adjust assessment methods, although we are not able to lower the standard of testing.

Assessment is a necessary part of all accredited training. It should be seen as part of the learning process and not something to worry about.

Recognition of Prior Learning (RPL)

DEN offers RPL (also known as Recognition of Current Competence – RCC) which is where a student can gain accreditation for non-accredited (non-award) studies completed and/or life and work experiences.

These experiences and knowledge are assessed to provide evidence of competence in a certain unit/course. RPL is a *method of assessment* that enables candidates to gain recognition for what they can already do. The RPL process will require you to present documentation of studies and experiences and evidence of current skills. You will have to complete a language assessment task and provide written evidence of competence and understanding of all non-language modules. The fee for the RPL service is available upon request; it is non-refundable and is to be paid when you apply for RPL. If you believe you are eligible for RPL, indicate this on your Enrolment Form and contact DEN now and ask for more information.

DEN recognises the AQF qualifications and Statements of Attainment issued by other Australian Registered Training Organisations (RTO): AQTF 2007 Condition 7. RPL is not required when a person already has the exact same unit of competency from DEN or another organisation. If you have current qualifications issued by another RTO please provide a copy of your TAFE transcript (or equivalent) with your application form.

Entry Requirements

In order to successfully enter this course students should to be able to:

- read and write at a level that displays emerging technical knowledge and vocabulary, a developing personal style, increased complexity in language use and a growing capacity to sustain longer pieces of work. (Reference: Australian Core Standards Framework).
- participate in small informal groups
- participate in small group verbal/signed discussions, presentations and instructional sequences regarding less familiar issues to be determined in English or Auslan.
- and have an interest in Auslan and the Deaf community.

These competencies may have been acquired through work experience, community involvement and/or previous education and training. There is no limit to enrolment in this course in terms of an individual's age, gender, social or educational background providing the minimum entry level is achieved.

Refusal of Enrolment

DEN may refuse a student's enrolment application if:

- the class is full
- the applicant does not meet entry criteria
- DEN receives the application after the first class has started
- fees are not paid before the advertised date and/or before the first class commences
- the applicant owes fees to DEN
- the applicant is subject to a current suspension order under the Code of Conduct

Course Fees

The full fee for this course is \$2,250.00. Please see the Application Form for payment details.

Every year DEN applies for funding to run subsidised courses. This funding is not always available. If it is available the Funded Place Application Form will be available from the Program Supervisor. If you wish to apply for a funded place please fill out this form in addition to the Application Form.

No Application Form will be accepted without payment.

Refund Policy

- A full refund will be given if DEN cancels a program.
- A student who withdraws more than 28 days before the start of the course will receive a refund less a \$150 enrolment fee.
- A student who withdraws 28 days or fewer before the start of the course but before the first session, will receive a refund less an \$850 course preparation fee.
- **No refunds are available after the commencement of the course.**
- A student who enters into a payment plan and then withdraws from the course will be liable to pay the enrolment fee, course preparation fee or full fee for the course in accordance with the above. Payments will fall due as per the payment plan.
- A student who successfully applies for a funded place and withdraws after applications have closed will be liable to pay an administration fee equal to the amount they would have paid had they continued with the course, or \$850, whichever is the smaller amount.
- No transfer of enrolment is available for accredited programs.

Enrolment Process

To enrol in this course you must:

- Post, fax, present or scan and email your completed Application Form to Anna Nardi the Deaf Society of NSW. ALL sections must be completed.
- Enclose your full course fee or first instalment with credit card.

Selection Process

DEN will be selecting students for CIA II in the following way: applications are accepted in the order in which they are received by DEN, unless if there is funding, in which case funded places will be filled first in priority order, followed by non-funded applications if places are available.

We encourage you to get your Application Form to DEN as soon as possible *after* enrolments open at 9am, Monday 27 June 2011. Applications will be date *and time* stamped upon receipt and enrolled based on the order in which they are received by DEN. DEN encourages all students to submit their Application Forms as soon as possible after the opening time, as there are a limited number of places available. It is your responsibility to confirm that your form has been received.

Applications open at 9:00am Monday 27 June 2011

Applications close at 5:00pm Monday 11 July 2011

**NO APPLICATION FORM WILL BE ACCEPTED OR CONSIDERED FOR A PLACE IN
CERTIFICATE II IN AUSLAN IF IT ARRIVES BEFORE Monday 27 June 2011 at 9:00am**

PLEASE NOTE THAT IT IS NOT DEN'S RESPONSIBILITY TO CONFIRM THE ARRIVAL OF YOUR APPLICATION FORM

Course location

The Certificate II in Auslan course will be held at the Andrew Rogers Education and Training Room:

Level 4
69 Phillip Street
Parramatta NSW 2150

There is limited street parking available in the area. This venue is close to the train and bus interchange in Parramatta.

For further information about parking options in Parramatta visit :

www.parracity.nsw.gov.au/traffic_and_transport/parking

Presenters

This course is delivered by both Deaf and hearing presenters. Presenters are employed on their qualifications, adult teaching and learning experience, understanding of Deaf culture and Auslan communication skills.

Withdrawing or Transferring from a Course

If you need to withdraw from your studies, the guidelines are as follows:

- Notification of withdrawal must be submitted in writing and date stamped by DEN.
- Students may withdraw from their studies at any time with full credit for work completed.
- Refunds will be made in accordance with the refund policy above.

Student Support

A range of support services are available. These include:

- Language, literacy and numeracy: support is offered for students in the areas of language, literacy and numeracy. This support can range from advice and guidance with assignments through to more formal support such as access and referral to literacy classes. For more information about this support make an appointment to see your Program Supervisor who will refer you to an appropriate organisation if necessary.
- Learning support: learning support is offered to those students struggling to balance their study with other parts of their busy lives. Should you need to discuss strategies for balancing work, study and play make an appointment with your Program Supervisor.
- Access and equity: DEN and its staff are committed to supporting students with a disability. If you are a student with a disability and require learning adjustments or equipment please contact your Program Supervisor so that we can ensure your learning needs are met. Program Supervisors abide by the Access and Equity Policy of the organisation.

We ask that you talk to your presenters at the orientation evening or contact DEN prior to the first session to discuss any support you may need. This will allow us time to meet the needs you have. If at any time during the program you would like further support or access to information please talk to your teacher. They will work with you to ensure all information provided throughout the program is accessible to all students.

Other Information

Below is a brief summary of a few of the Policies and Procedures that relate to your studying at DEN. For more information, please contact DEN to obtain a copy of the Policies and Procedures Manual.

Appeals, complaints and grievances

DSNSW wants to provide the best possible service to its clients and customers. To help us provide good services, we need to know if people are not happy with the service they receive. Complaints can be made about any of our services or programs or about any of our staff if a person is not happy with the service or the way a staff member has done their work. To make a complaint or give us feedback on any of our programs or courses, use the form contained in the brochure *We want your ideas!* available from Deaf Society reception, or use the feedback form on our website:

www.deafsocietynsw.org.au Deaf Society of NSW has informal and formal complaints procedures in place which are available upon request and may also be referred to the National Training Complaints Hotline: 1800 000 674. More information will be handed out to students, in their Student Handbook, on their first night of class.

Disciplinary procedures

DEN takes seriously its responsibility to ensure a safe and effective learning environment for all students and staff. Our student/staff code of conduct helps set guidelines for appropriate and acceptable behaviour, and it is expected all students will abide by the code. This code of conduct includes DEN's disciplinary procedures should they be necessary, and prevents actions such as plagiarism, harassment, discrimination, etc. This information will also be available in the Student Handbook on the first night of class.

The Code of Conduct is also available on the DSNSW website:
http://www.deafsocietynsw.org.au/courses/pdfs/code_of_conduct.pdf

Attendance

If you expect to be away you need to contact DEN. It is the student's responsibility to find out what course content was covered and catch up on any work or assessments missed due to absence.

Graduation

The graduation for all DEN courses is usually held at the end of each year for the graduates of the previous year. More details will be provided to you in your class.

Three different kinds of certificates are awarded. These are:

- **Certificate of Qualification**
Identifies the student as having passed all the course requirements and indicates that the student has completed the whole qualification.
- **Statement of Attainment**
Identifies the student as having completed specific modules in the various streams of the qualification.
- **Statement of Attendance**
Identifies the student as having enrolled in a course and attended in accordance with the guidelines established for the course. Students who receive this are working towards modules within the streams but may not have achieved them as yet.

Collection of Student Information

DEN acknowledges and respects the privacy of individuals. Information concerning students, including information submitted on the enrolment form will be used by DEN, DSNSW or other authorised organisations for the purposes of general student administration, communication, state and national reporting, program monitoring and evaluation. The information may be disclosed to the National Centre for Vocational Education Research (NCVER) and/or an agency authorised to undertake surveys. The provision of this information is necessary for both enrolment and re-enrolment. Information provided will be held securely and disposed of securely when no longer needed. You may access your personal information by contacting DEN.

DSNSW may be required to pass information collected to Government entities as required by Laws and Statutes.

DSNSW appreciates the funding support of:

- Minister for Education and Training
- The Department of Education and Training

Certificate II in Auslan is a nationally recognised, VET accredited qualification



Module / Time allocation:
Certificate II in Auslan (22075VIC) 22wks

Module	National Module/s	Content area	Face-to-face	Home study Guide hours	Work shops	Video Journal	Total hours
CIA II Orientation	Introduction to Auslan Course	Information based 1 class	3	3	-	-	6
CIA II Auslan Language	VU20228 80hrs Use Simple Auslan for employment purposes VU20229 80hrs Use Simple Auslan for learning purposes VU20230 80hrs Use Simple Auslan for personal purposes VU20231 80hrs Use Simple Auslan for social and community purposes	Sign Language based (voice off classes) 25 classes	75	172	49 BBQ (4hrs) AOW (45hrs)	12	308
CIA II Focus on Deaf education, community and culture	VU20232 50hrs Outline the development of social and educational conditions for deaf communities VU20234 40hrs Identify significant features of Deaf community and culture	Theory subject: Deaf Studies Based 6 classes	18	72	-	-	90
CIA II Introduction to Language and Terminology	VU20233 40hrs Apply basic principles of learning Auslan as a second language	Theory subject: Linguistic Based 6 classes	18	22	-	-	40
CIA II Being Visual	Being Visual	Visual Thinking Workshop	-	-	6	-	6
Total:		38 classes	114	269	55	12	450

Key Dates

Event	Date
Enrolments open	9:00am Monday 27 June 2011
Enrolments close	5:00pm Monday 11 July 2011
RPL applications close	5:00pm Monday 11 July 2011
First Class	6:00pm Monday 18 July 2011
Auslan Only BBQ	11:00am – 3:00pm Saturday 17 September 2011
Auslan Only Weekend 1	Friday 28 - Sunday 30 October 2011
Final Session	6:00pm Wednesday 14 December 2011

Course Timetable

Certificate II in Auslan, Semester 2, 2011 as at 23.08.2010							
	July	August	September	October	November	December	
Mon		1 BANK HOLIDAY		31 Class 6pm - 9pm			
Tue		2			1		
Wed		3 Class 6pm - 9pm			2 Class 6pm - 9pm		
Thu		4	1		3		1
Fri	1	5	2		4		2
Sat	2 NSW School Holidays	6	3	1 NSW School Holidays	5		3
Sun	3 NSW School Holidays	7	4	2 NSW School Holidays	6		4
Mon	4 NSW School Holidays	8 Class 6pm - 9pm	5 Class 6pm - 9pm	3 LABOUR DAY	7 Class 6pm - 9pm		5 Class 6pm - 9pm
Tue	5 NSW School Holidays	9	6	4 NSW School Holidays	8		6
Wed	6 NSW School Holidays	10 Class 6pm - 9pm	7 Class 6pm - 9pm	5 NSW School Holidays	9 Class 6pm - 9pm		7 Class 6pm - 9pm
Thu	7 NSW School Holidays	11	8	6 NSW School Holidays	10		8
Fri	8 NSW School Holidays	12	9	7 NSW School Holidays	11		9
Sat	9 NSW School Holidays	13	10	8 NSW School Holidays	12		10
Sun	10 NSW School Holidays	14	11	9 NSW School Holidays	13		11
Mon	11 NSW School Holidays	15 Class 6pm - 9pm	12 Class 6pm - 9pm	10	14 Class 6pm - 9pm		12 Class 6pm - 9pm
Tue	12 NSW School Holidays	16	13	11	15		13
Wed	13 NSW School Holidays	17 Class 6pm - 9pm	14 Class 6pm - 9pm	12 Class 6pm - 9pm	16 Class 6pm - 9pm		14 LAST Class 6pm - 9pm
Thu	14 NSW School Holidays	18	15	13	17		15
Fri	15 NSW School Holidays	19	16	14	18		16
Sat	16 NSW School Holidays	20	17 Auslan Only BBQ 11-3	15	19		17
Sun	17 NSW School Holidays	21	18	16	20		18
Mon	18 FIRST Class 6pm - 9pm	22 Class 6pm - 9pm	19 Class 6pm - 9pm	17 Class 6pm - 9pm	21 Class 6pm - 9pm		19
Tue	19	23	20	18	22		20
Wed	20 Class 6pm - 9pm	24 Class 6pm - 9pm	21 Class 6pm - 9pm	19 Class 6pm - 9pm	23 Class 6pm - 9pm		21 NSW School Holidays
Thu	21	25	22	20	24		22 NSW School Holidays
Fri	22	26	23	21	25		23 NSW School Holidays
Sat	23 Being Visual 6hrs	27	24 NSW School Holidays	22	26		24 NSW School Holidays
Sun	24	28	25 NSW School Holidays	23	27		25 NSW School Holidays
Mon	25 Class 6pm - 9pm	29 Class 6pm - 9pm	26 NSW School Holidays	24 Class 6pm - 9pm	28 Class 6pm - 9pm		26 CHRISTMAS DAY
Tue	26	30	27 NSW School Holidays	25	29		27 BOXING DAY
Wed	27 Class 6pm - 9pm	31 Class 6pm - 9pm	28 NSW School Holidays	26 Class 6pm - 9pm	30 Class 6pm - 9pm		28 NSW School Holidays
Thu	28		29 NSW School Holidays	27			29 NSW School Holidays
Fri	29		30 NSW School Holidays	28 AOW - Stanwell Tops			30 NSW School Holidays
Sat	30			29 AOW - Stanwell Tops			31 NSW School Holidays
Sun	31			30 AOW - Stanwell Tops			1 NEW YEARS EVE