

Course Information – Getting It Together

Audience

This course is designed for young adults transitioning to life after school. It is suitable for individuals aged 16–25 who may be new to managing responsibilities like work, finances, and well-being. Learners may have varying levels of experience but share a desire to gain essential life skills to navigate adulthood successfully.

Course Objective

The course aims to equip young adults with the knowledge and skills required to manage key aspects of adult life, including securing a job, handling finances, maintaining health and well-being, understanding legal responsibilities, and building independence. The program is associated with 22476VIC Certificate I in General Education for Adults (Intro).

Attendance

The course runs over a 13-week period with classes twice a week for 3 hours per day.

Learning Outcomes

By completing this course, learners will be able to:

- Develop and document a personalised learning plan and portfolio to support lifelong learning and personal development.
- Apply literacy skills to engage with simple texts related to employment, personal, and community purposes.
- Demonstrate communication skills to participate in short, simple spoken exchanges and workplace interactions.
- Work with and interpret simple numerical and financial information in practical contexts, such as budgeting, saving, and workplace tasks.
- Prepare and create simple texts for personal, workplace, and community purposes, including resumes, applications, and forms.
- Access and navigate digital tools to create, manage, and interpret basic spreadsheets and documents.
- Conduct a guided project that involves planning, seeking assistance, and using resources to achieve defined goals.
- Identify and engage with relevant services and community resources to address personal, legal, and health-related needs.

Course Outline

Week	Topic	Content	Useful Websites	Relevant Units of Competence
1	Foundations of Adulting	Introduction to adulting, personal organisation basics, goal setting, and reflection.	-	VU23092: Develop and document a learning plan and portfolio
2	Getting the Things You Need	Applying for a driver's license, understanding 100 points of ID, applying for a TFN, and filling forms.	How to Get Your Ls (VicRoads) 100-Point Check (Fit2Work) Apply for a TFN (ATO)	VU22360: Engage with simple texts for employment purposes
3	Job Hunting 101	Finding a suitable job, self-assessment, resume and cover letter writing.	Explore Careers Quiz How to Apply (Careers Vic)	VU22362: Engage with simple texts to participate in the workplace
4	Job Interviews and References	Preparing for interviews, common questions, body language, and maintaining references.	Job Interview Tips (Workforce Australia)	VU22363: Engage with simple texts to complete a workplace task
5	Workplace Expectations	Professional behavior, building relationships, workplace safety, and employer expectations.	Expectations of Employees (Indeed) Employer Expectations (HIA)	VU22371: Work with and interpret simple numerical information in familiar texts
6	Your Legal Responsibilities	Overview of basic laws, staying out of trouble, and steps to take if in trouble.	Learn About Being an Australian (Home Affairs)	VU22357: Participate in short simple spoken exchanges
7	Knowing Your Rights	Workplace rights, consumer rights, and housing rights.	Legal Aid Victoria Other Organizations (VCAT)	VU23091: Prepare simple texts for personal purposes
8	Managing Your Money (Part 1)	Budgeting, managing bank accounts, saving, and emergency funds.	Budgeting Tools (MoneySmart)	VU22371: Work with and interpret simple numerical information in familiar texts

9	Managing Your Money (Part 2)	Debt, credit, taxes, superannuation, and investing basics.	Manage Your Money (Services Australia) Managing Money (Finance.gov.au)	VU22372: Develop and use simple spreadsheets
10	Your Health and Well-being (Part 1)	Physical health, mental health, self-care routines, and using healthcare systems.	Better Health Channel Mental Health and Wellbeing (HealthDirect)	VU22356: Engage with short simple texts for personal purposes
11	Your Health and Well-being (Part 2)	Healthy relationships, substance use, and finding community resources.	Head to Health	VU22359: Conduct a project with guidance
12	Where to Find Help When You Need It	Building support networks, accessing professional help, and emergency contacts.	Ballarat Health and Well-being Plan	VU22355: Create simple texts to participate in the community
13	Wrapping Up and Moving Forward	Review and reflection, long-term goal setting, and creating an Adulting Action Plan.	-	VU23092: Develop and document a learning plan and portfolio