



Prepare to Live Independently PRE012310
This course is preparatory to TQA levels: 12 size value

THE COURSE DOCUMENT

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RATIONALE

This course is part of a suite of courses designed to provide basic skills to high needs students, many of whom have a learning difficulty.

The course has a whole-of-life approach and aims to offer better outcomes in all aspects of students' lives and to assist people with disabilities to access achievable pathways to further training and or employment outcomes.

Some students may need this full suite of courses for study in both their years 11 and 12, some may need it for only part of their course load, and some may need some for year 11 before moving into other programs for Year 12.

PATHWAYS

This course provides very basic skills in a range of areas. It is preparatory to a range of level 1 TQA courses such as *Workshop Techniques – Introduction* and *Food and Cooking Essentials*.

COURSE SIZE AND COMPLEXITY

This course has been assessed as having a complexity level preliminary to TQA levels. It has a size value of 12.

COURSE DESCRIPTION

The *Prepare to Live Independently* course is designed to assist students to develop some basic knowledge and skills about how to live independently. Using a practical skills-based approach, this course is designed to encourage students to develop a range of skills in the use of equipment around the home to assist in building independent living skills.

The course is specifically designed for learners who require flexible and individualised programs. The skills, knowledge and understandings offered in this course will enable students to move toward greater autonomy and independence.

The course must also deliver personal development goals of independence, sound decision-making, and social goals of responsibility to others (eg with regard to the safe use of equipment), building friendships and sharing ideas.

LEARNING OUTCOMES

Through the study of this course students will:

- work with a range of materials, equipment and tools safely
 - demonstrate skills to use safely a range of IT equipment
 - demonstrate the basic skills needed to safely use a range of home appliances and equipment
 - develop basic skills to safely prepare food
 - carry out basic skills to demonstrate ability to clean room, make bed, identify when clothes are dirty.
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COURSE CONTENT

Students will undertake all six units of study with the emphasis being placed on areas of greatest student need:

1. Working with materials and hand tools
2. Using a range of information technology equipment
3. Using a range of appliances & equipment
4. Basic food preparation
5. Home and self care activities
6. Emergencies around the home.

UNIT 1: Working with materials and hand tools

- Recognising basic hand tools - hammer, saw, knife, paint brush, sewing needle, chisel
- Safety in the use of basic hand tools – as above
- Storage of tools

- Identifying different materials – wood, sheet metal, fabric, plastic etc
- Basic construction techniques – cutting, gluing, sewing, folding
- Select and use safety equipment.

UNIT 2: Using IT equipment

- communication technology such as telephone-land line/mobile
- camera- digital
- computer for emails, accessing information, communication such as Blogs, Wiki's, banking
- automatic teller machines & their use
- safety around the use of: above such as security.

UNIT 3: Use of a range of basic appliances and equipment

- uses for a range of appliances and equipment (eg kitchen appliances, vacuum cleaner, fans, sewing machine)
- handles all equipment safely
- handling equipment – start-up, stop, cleaning
- storage of equipment.

UNIT 4: Basic food awareness

- hygiene and safe food handling
- food and its nutrition, including difference between junk food and healthy food
- purchasing food
- safe storage of food
- basic preparation techniques
- setting the table
- serving food
- cleaning up safely.

UNIT 5: Home and self care activities

- care of room -making the bed, putting clothes away
- care of clothes – washing, ironing, packing
- care of self – hygiene-may be linked with Personal Wellbeing course
- personal preventative health strategies (eg exercise).

UNIT 6: Emergencies around the home

- fire alarms
- emergency evacuations
- loss of electricity
- loss of telephone connection
- seeking help.

ASSESSMENT

Assessment in this course is performance based, measuring student achievement in skills and knowledge against a performance standard. For this course two ratings are available: '*pass standard*' or '*not yet passed standard*'. Assessment may be made at any point in the program.

Each criterion in this course is described by performance indicators. In judging whether a student has achieved a 'pass standard' an assessor will be guided by these indicators but final assessment will be an holistic, on-balance judgement based on validated evidence.

Assessment methodologies may include – but are not limited to – written, electronic and oral presentations/discussions, direct assessor observations of learners' skills and written and/or practical testing.

Assessment instruments/tools need *not* be restricted to any single criterion. An assessment instrument may assess more than one criterion at a time.

Learners who are assessed with a 'not yet passed standard' are provided with further opportunities to demonstrate achievement within the scope of the course's design time and TQA reporting requirements.

Internal assessment of all criteria will be made by the provider. Providers will report the student's rating for each criterion to the TQA.

QUALITY ASSURANCE PROCESSES

The following processes will be facilitated by the TQA to ensure that there is:

- a match between the standards for achievement specified in the course and the standards demonstrated by students
- community confidence in the integrity and meaning of the qualification.

Processes – The TQA will verify that the provider's course delivery and assessment standards meet the course requirements and community expectations for fairness, integrity and validity of qualifications the Authority issues. This will involve checking:

- student attendance records; and
- course delivery plans (the sequence of course delivery/tasks and when assessments take place):
 - assessment instruments and rubrics (the 'rules' or marking guide used to judge achievement)
 - class records of assessment
 - examples of student work that demonstrate the use of the marking guide
 - samples of current student's work, including that related to any work requirements articulated in the course document.

This process will usually also include interviews with past and present students.

It will be scheduled by the TQA using a risk-based approach.

CRITERIA

The assessment for this course will determine whether the student can:

1. demonstrate basic skills in working safely with materials and equipment
2. demonstrate skills to use safely a range of IT equipment
3. demonstrate the basic skills needed to safely use a range of home appliances and equipment
4. develop basic skills to safely prepare food
5. maintain personal and surrounding hygiene
6. deal with simple emergencies around the home.

STANDARDS

Criterion 1: Demonstrate basic skills in working safely with materials and equipment

Performance indicators

A learner can:

- Cut/shape a small selection of materials (could include: wood, metal, plastic, fabric)
- Fasten a small selection of materials (could include: glue, sew, nail)
- Use a limited selection of hand tools safely.

Criterion 2: Demonstrate skills to use safely a range of IT equipment

Performance indicators

A Learner can:

- Identify and use a piece of IT equipment for own use (eg: camera, phone, computer)
- Safely use and maintain use of limited selection of IT equipment.

Criterion 3: Demonstrate the safe use a range of home appliances and equipment

Performance indicators

A learner can:

- Correctly identify the use of a limited range of common home appliances
- Start up, use and stop a limited range of common home appliances
- Adhere to safe use practices
- Tidy up, clean and store equipment.

Criterion 4: Develop basic skills to safely prepare food

Performance indicators

A learner can:

- Demonstrate appropriate hygiene and safe food handling techniques
- Follows basic procedures to produce a healthy simple meal
- Clean up thoroughly after food preparation.

Criterion 5: Maintain personal and surrounding hygiene

Performance indicators

A learner can:

- Demonstrate knowledge of personal hygiene procedures
- Keep work/home area clean and tidy.

Criterion 6: Deal with simple emergencies around the home

Performance indicators

A learner can:

- Identify emergencies around the home
- Seek help in dealing with an emergency.

QUALIFICATIONS AVAILABLE

Prepare to Live Independently (with the award of):

SATISFACTORY ACHIEVEMENT

PRELIMINARY ACHIEVEMENT

AWARD REQUIREMENTS

Satisfactory Achievement:

5 Pass ratings

Preliminary Achievement:

4 Pass ratings

RELATIONSHIP OF QUALIFICATIONS TO TQA CERTIFICATES

Tasmanian Certificate of Education: The qualifications available have a level of complexity preliminary to that of TQA level 1. Achievement of the qualifications does not, therefore, contribute credit points towards meeting the participation and achievement standard of the Tasmanian Certificate of Education qualification.

Qualifications Certificate: The qualifications available can be listed on the Qualifications Certificate issued by the TQA.

COURSE EVALUATION

Courses are accredited for a specific period of time (up to five years) and they are evaluated in the year prior to the expiry of accreditation.

As well anyone may request a review of a particular aspect of an accredited course throughout the period of accreditation. Such requests for amendment will be considered in terms of the likely improvements to the outcomes for students and the possible consequences for delivery of the course.

The TQA can evaluate the need and appropriateness of an accredited course at any point throughout the period of accreditation.

COURSE DEVELOPER

The TQA acknowledges the leadership role undertaken by the Tasmanian Polytechnic in the development of this course.

ACCREDITATION

The accreditation period for this course is from 1 Jan 2010 until 31 Dec 2014.

VERSION HISTORY

Version 1 - Accreditation on 2 Dec 2009.