

FSK20119

Certificate II in Skills for Work and Vocational Pathways

Delivered in combination with Short Course Literacy in Year 11 and 12, as either a 6-month or 12-month course.

VET

Qualification Description

This qualification is designed for individuals who require further foundation skills development to prepare for workforce entry or vocational training pathways.

It is suitable for individuals who require:

- a pathway to employment or further vocational training
- reading, writing, oral communication, learning and numeracy skills primarily aligned to the Australian Core Skills Framework (ACSF) Level 3
- entry level digital literacy and employability skills
- a vocational training and employment plan.

Foundation Skills Training Package qualifications may not be listed as an entry requirement for vocational qualifications.

Licensing/Regulatory Information

No licensing, legislative or certification requirements apply to this qualification at the time of publication.

Packaging Rules

14 units must be completed:

- 1 core elective
- 13 elective units

Units of Competency

Unit Code and Title	Unit type
FSKLRG011 – Use routine strategies for work-related learning	Core Unit
FSKLRG009 – Use strategies to respond to workplace problems	Group B
FSKOCM006 – Use oral communications skills to participate in workplace teams	Group B
FSKOCM007 – Interact effectively with others at work	Group B
FSKRDG010 – Read and respond to routine workplace information	Group B
FSKWTG008 – Complete routine workplace formatted texts	Group B
FSKWTG009 – Write routine workplace texts	Group B
ICTICT216 – Design and create basic organisational documents	Non-listed Elective
FSKNUM014 – Calculate with whole numbers and familiar fractions, decimals and percentages for work.	Group A
FSKNUM015 – Estimate, measure and calculate with routine metric measurements for work	Group A
FSKNUM018 – Collect data and construct routine tables and graphs for work	Group A
FSKNUM023 – Estimate, measure and calculate measurements for work	Group A
FNSACC323 – Perform financial calculations	Non-listed Elective
FBPWHS2002 – Identify and control risks in own work	Non-listed Elective

Qualification Overview

Project 1	Project 2
Literacy Skills in the Workplace	Numeracy Skills in the Workplace

Assessment

For each project, students will produce a Folio of Work and respond to questioning while being observed by their trainer.

Service Agreement

Students successfully achieving all qualification requirements will be provided the Qualification and a Record of Results. Students who achieve at least one unit (but not the full qualification) will receive a Statement of Attainment. Students entering this qualification after it has commenced, may have difficulty in gaining the full qualification in the remaining time.

The RTO guarantees that the student will be provided with every opportunity to complete the certificate. However, in the event that the RTO loses suitably qualified trainers and assessors and is unable to deliver this program, students will be issued with a Statement of Attainment for any successfully completed units of competency and any fees paid toward the program will be refunded on a pro rata basis.

Information is correct at the time of publication but subject to change.

Centenary Heights State High School
RTO Provider Code - 30258



