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Training and assessment strategy

Certificate II in Skills for Work and Vocational Pathways
FSK20119

Centenary Heights SHS

Approval School RTO training and assessment strategy			
School RTO name	Centenary Heights SHS	QCAA number	270
Qualification code	FSK20119	National provider number	30258
RTO Manager		Principal	
Name	Dave McMillan	Name	Dan Lindenmayer
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Date	22/11/2021	Date	8/07/2024

QCAA standardised training and assessment strategy document, updated March 2021

3.4 Program details

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Project 1	FSK20119 – Project 1 – Literacy Skills in the Workplace (\\eqdds2121007\Data\Coredata\Curriculum\VET\aaFaculty Folders\Cert II FSK (20119)\Project 1 - Literacy Skills in the Workplace)				
Estimated duration	1 Term	Outcome type	<input type="checkbox"/> Interim <input checked="" type="checkbox"/> Final	Assessment tools mapped on separate document	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Assessment activity		Unit/s for which partial or complete evidence will be gathered	Evidence-gathering tools used	Tool code	
Literacy Skills in the Workplace Students will complete a range of tasks aligned with developing their skills around: <ul style="list-style-type: none"> - investigating career options - preparing for the job-hunting process - developing work related learning goals - identifying and dealing with hazards in the workplace - Teams in the workplace - specific communication skills for the workplace - completion of workplace forms. Assessors will make observations, ask direct questions and review completion of folio of work. Evidence is recorded in the student profile as 'satisfactory' or 'unsatisfactory' with final unit outcomes being awarded for all competencies.		<ul style="list-style-type: none"> • FSKLRG011 – Use routine strategies for work-related learning (Core) • FSKLRG009 – Use strategies to respond to workplace problems • FSKOCM006 – Use oral communications skills to participate in workplace teams • FSKOCM007 – Interact effectively with others at work • FSKRDG010 – Read and respond to routine workplace information • FSKWTG008 – Complete routine workplace formatted texts • FSKWTG009 – Write routine workplace texts • ICTICT216 – Design and create basic organisational documents • FBPWHS2002 – Identify and control risks in own work 	Observation checklist	<input checked="" type="checkbox"/>	FSKOBS1
			Questions checklist	<input checked="" type="checkbox"/>	FSKQUES1
			Review of product/service against specifications	<input type="checkbox"/>	
			Review folio of work against specifications	<input checked="" type="checkbox"/>	FSKFOL1
			Third party report	<input type="checkbox"/>	
			Safety induction checklist	<input type="checkbox"/>	

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Project 2	FSK20119 – Project 2 – Numeracy Skills in the Workplace (\\eqdds2121007\Data\CoredData\Curriculum\JET\aaFaculty Folders\Cert II FSK (20119)\Project 2 - Numeracy Skills in the Workplace)				
Estimated duration	1 Term	Outcome type	<input type="checkbox"/> Interim <input checked="" type="checkbox"/> Final	Assessment tools mapped on separate document	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Assessment activity		Unit/s for which partial or complete evidence will be gathered	Evidence-gathering tools used		Tool code
Numeracy Skills in the Workplace Students will complete a range of tasks aligned with developing their skills around: <ul style="list-style-type: none"> - Numeracy in everyday life, inclusive of mathematical language, order of operations. - Fractions, decimals, percentages and discounts related to financial and workplace calculations. - Measuring, conversions and calculation of areas for workplace tasks. - Spreadsheets, interpreting tables and graphs, work rosters, timesheets. - Preparation of quotes and invoices. Assessors will make observations, ask direct questions and review completion of folio of work. Evidence is recorded in the student profile as 'satisfactory' or 'unsatisfactory' with final unit outcomes being awarded for all competencies.		<ul style="list-style-type: none"> • FSKNUM014 – Calculate with whole numbers and familiar fractions, decimals and percentages for work. • FSKNUM015 – Estimate, measure and calculate with routine metric measurements for work • FSKNUM018 – Collect data and construct routine tables and graphs for work • FSKNUM023 – Estimate, measure and calculate measurements for work • FNSACC323 – Perform financial calculations 	Observation checklist	<input checked="" type="checkbox"/>	<i>FSKOBS1</i>
			Questions checklist	<input checked="" type="checkbox"/>	<i>FSKQUES1</i>
			Review of product/service against specifications	<input type="checkbox"/>	
			Review folio of work against specifications	<input checked="" type="checkbox"/>	<i>FSKFOL1</i>
			Third party report	<input type="checkbox"/>	
			Safety induction checklist	<input type="checkbox"/>	

