

<b>Subject name</b>	<b>Certificate II in Skills for Work and Vocational Pathways FSK20119</b>
<b>Subject code</b>	VSK
<b>Subject type</b>	VET (up to 12 months)
<b>Subject fee</b>	Nil
<b>Entry requirements</b>	There are no prerequisite requirements for this course. This program is suitable for students who are seeking work experience, part time or full-time employment, traineeships or apprenticeships. However, <b>enrolment into this course is through consultation with relevant school staff e.g. Deputy Principal, Head of Special Education Services, Guidance Officer.</b>

**QUALIFICATION DESCRIPTION:**

The Certificate II in Skills for Work and Vocational Pathways program aims to initiate discussion surrounding potential career pathways and effectively prepare students for the working world. Students will develop a work readiness folio which may be used in the process of gaining work experience or employment. The key focus of this program is to further develop student's literacy and numeracy skills within the context of workplace tasks and situations. The program also provides ongoing support from various school staff and specialist employment agencies to ensure students are progressing toward reaching their goals.

**QUALIFICATION PACKAGING RULES:**

Students who successfully complete this qualification receive 4 QCE Points.

Students in this course will work through **14 units of competency: 1 Core unit and 13 Elective**

Unit Code	Unit Name	Core/Elective
FSKDLRG011	Use routine strategies work-related learning	Core
FSKLRG009	Use strategies to respond to workplace problems	Elective
FSKOCM006	Use oral communications skills to participate in workplace teams	Elective
FSKOCM007	Interact effectively with others at work	Elective
FSKRDG010	Read and respond to routine workplace information	Elective
FSKWTG008	Complete routine workplace formatted texts	Elective
FSKWTG009	Write routine workplace texts	Elective
ICTICT216	Design and create basic organisational documents	Elective
FSKNUM014	Calculate with whole numbers and familiar fractions, decimals and percentages for work	Elective
FSKNUM015	Estimate, measure and calculate with routine metric measurements for work	Elective
FSKNUM018	Collect data and construct routine tables and graphs for work	Elective
FSKNUM023	Estimate, measure and calculate measurements for work	Elective
FNSACC323	Perform financial calculations	Elective
FBPWHS2002	Identify and control risks in own work	Elective

**ASSESSMENT:**

Students will be assessed on specific tasks that will form their folio of work. Tasks may include:

- Interview preparation
- Producing cover letters and resumes at a professional standard
- Completion of workplace forms
- Accessing appropriate career information relevant to identified career pathways

Various numeric tasks relevant to the workplace

**SERVICE AGREEMENT:**

The RTO guarantees that the student will be provided with every opportunity to complete the certificate as per the rights and obligations outlined in the enrolment process and information handbooks provided. Students successfully achieving all qualification requirements will be provided with the Qualification and 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.



RTO Provider Code - 30258

**PLEASE NOTE:** Unforeseen loss of qualified staff may result in the qualification not being completed. Correct at time of publication but subject to change

**PLEASE NOTE:** This qualification is delivered following the completion of the Short Course in Literacy. In some circumstances, it is also completed by students outside of the normal timetable structure. **As such, it cannot be selected from the subject smorgasbord during SET Plan interviews.**