

## Certificate II in Skills for Work and Vocational Pathways (VFS)

FSK20119

RTO: 30449



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RTO Manager

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### What experiences do I need before enrolling?

All students are able to access this course and there are no pre-requisites. The Certificate II in Skills for Work and Vocational Pathways is a work preparation course covering key topics of Literacy, Numeracy, Reading, Writing, Oral Communication and Digital Technologies.

**Description/Outline:** 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.

### Packaging Rules:

To achieve this qualification, competency must be demonstrated in:

14 units of competency

- 1 core unit, plus
- 13 elective units

The electives are to be chosen as follows:

- up to 5 units may be selected from Group A
- at least 5 units must be selected from Group B
- 3 units must be selected from any currently endorsed training package qualification or accredited course other than FSK
- remaining units may be selected from the FSK training package or any currently endorsed training package qualification or accredited course.
- Elective units must be relevant to vocational pathways and not duplicate the outcomes of already selected units.

### Course Competencies:

FSKLRG011 Use routine strategies for work related learning

FSKWTG009 Write routine workplace texts

FSKRDG010 Read and respond to routine workplace information

FSKOCM007 Interact effectively with others at work

FSKDIG003 Use digital technology for non-routine workplace tasks

FSKLRG009 Use strategies to respond to routine workplace problems



FSKOCM005 Use oral communication skills for effective workplace presentations  
FSKNUM014 Calculate with whole numbers and familiar fractions, decimals and percentages for work  
FSKNUM015 Estimate, measure and calculate with routine metric measurements for work  
FSKNUM017 Use familiar and routine maps and plans for work  
FSKNUM018 Collect data and construct routine tables and graphs for work  
BSBOPS101 Use business resources  
BSBTEC101 Operate digital devices  
BSBTEC203 Research using the internet

**Assessment:** This is a competency-based course. Students will have multiple opportunities to demonstrate they can competently complete set activities over the course of study. Students will be assessed using a variety of techniques such as: observation, questioning, and development of a skills portfolio.

**Late enrolments in Certificate courses:** Students enrolling later than the start of the course or changing subjects during the course may not achieve sufficient competencies to be eligible for a certificate; however they may receive a statement of attainment. In these cases, students may receive partial credit towards their QCE. Late enrolment students must also meet USI requirements.

**Costs/Levies:** Students, through their Shared Resource Scheme, have access to photocopied class materials, internet, email facilities, required texts, software, hardware and business equipment. Students will need to provide writing equipment.

**\*Note: If students fail to make payment of Student Resource Scheme or associated course fees – their Certificate / Statement of Attainment will be withheld until all payments have been received in full.**

**Course Materials:** USB flash drive (4Gb), extra print credits as required

**Homework:** All homework will be related to the work undertaken in class and will support the assessment tasks. Students are expected to review and reflect on work on a nightly basis. Access to the internet and OneDrive will also be an advantage for additional materials such as audio, videos, tasks sheets and revision resources.

**USI Requirements:** A USI is your individual education number for life. It also gives you an online record of your vocational education and training (VET) undertaken in Australia. If you're at university, TAFE or doing other nationally recognised training, you need a USI. Without one, you are unable to receive your qualification or statement of attainment.

***The RTO Manager reserves the right to withdraw students from a Vocational course if a USI number is not provided within the first four weeks of the course commencing. The RTO Manager will undertake a check at the commencement of week 5 and will withdraw any students who have not provided a USI number to be verified within school operating systems.***

**Issuance of Qualifications / Statements of Attainment:** Students will have their course results finalised upon final date of training and assessing as indicated by the course trainer / assessor. Students will receive their Qualifications / Statements of Attainment as part of their Year 12 Leavers Ceremony packs.

***\*A Statement of Attainment will be provided for students who withdraw / exit the course early (with completion of at least one unit of competency) / transfer school.***

