

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

FSK20119



RTO: 30449

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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
BSBITU111 Operate a personal digital device
BSBITU112 Develop keyboard skills
BSBITU211 Produce digital text documents

Assessment: These are competency based courses. Students will have a number of opportunities to demonstrate they can competently complete the set activities over the course of study. Students will be assessed using a variety of techniques such as:

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.

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

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 The EQ Learning Place will also be an advantage for additional materials such as audio, videos, tasks sheets and revision resources.