



FSK20113

Certificate II in Skills for Work and Vocational Pathways

COURSE OVERVIEW

- The FSK20113 Certificate II in Skills for Work and Vocational Pathways qualification is designed for individuals who require further foundation skills development to prepare for workforce entry or vocational training pathways.
- This qualification is also suitable for people who wish to improve their reading, writing, numeracy and oral communication

ability and develop basic Information, Communication and Technology skills. The program is ideal for Job Seekers who wish to enter a Vocational Pathway, but need to build confidence and acquire additional skills.

- The course is fully accredited nationally recognised training.
- *Skilled Capital is an ACT Government training initiative, funded by the ACT and Australian Governments.*



AUSTRALIAN COLLEGE OF SKILLS AND EDUCATION

COURSE ENTRY REQUIREMENTS

- There are no formal entry requirements for this course.
- Prospective learners are expected to be able to pass a Language, Literacy and Numeracy assessment to determine their ability to enrol in the program.
- The program does not require you to have any pre-existing computer or technology skills.

DURATION & STRUCTURE

- The course combines face to face classroom based learning and assessment and some self paced study. You will have up to 6 months to complete your training.
- Weekly sessions consist of 5 days face to face in a classroom based environment for a minimum of three weeks, learning the underpinning theoretical components and required knowledge.
- Candidates may also elect to study the program in its entirety by distance learning, commencing anytime and working flexibly at their own pace. This is called supported distance learning, as you will have access to a trainer via the student portal as required.

POTENTIAL JOB ROLES

- This qualification is not designed to equate to a specific career or employment outcome, yet it may assist in creating opportunities across a wide range of industries and job roles.
- This qualification is designed to provide the skills and confidence needed to start an individual on a formal study pathway, which will be linked to future employment outcomes.

The course provides:

- a prevocational pathway to employment and vocational training

CONTACT US

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- reading, writing, numeracy, oral communication and learning skills at Australian Core Skills Framework (ACSF) Level 3
- entry level digital literacy and employability skills
- vocational training and employment plan

COURSE UNITS

This qualification consists of 8 core units and 6 elective units.

CORE UNITS:

- FSKDIG03 Use digital technology for routine workplace tasks
- FSKLRG09 Use strategies to respond to routine workplace problems
- FSKLRG11 Use routine strategies for work-related learning
- FSKNUM14 Calculate with whole numbers and familiar fractions, decimals and percentages for work
- FSKNUM15 Estimate, measure and calculate routine metric measurements for work
- FSKOCM07 Interact effectively with others at work
- FSKRDG10 Read and respond to routine workplace information
- FSKWTG09 Write routine workplace texts

ELECTIVE UNITS:

- FSLLRG04 Use basic strategies for work related learning
- FSKDIG01 Use digital technology for basic workplace tasks
- FSKOCM02 Engage in basic spoken exchanges at work
- FSKLRG07 Use strategies to identify job opportunities
- BSBWHS201 Contribute to health and safety of self and others
- BSBITU201 Produce simple word processed documents

COURSE FEES

- This course may be funded through the ACT Skilled Capital* training initiative. Places are limited so enquire now.
- For full fee paying students the cost is \$800 and we have payment plan options available.
- Students are not required to purchase additional textbooks and there are no additional costs. Students may be required to purchase clothing for work placement including enclosed black shoes.



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