



# **FSK20119**

## **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.



**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

- Duration for this course is 728 hours. This is achieved by a combination of self-paced study, scheduled classroom learning sessions and responding to assessment tasks.
  - The duration of the course is 32 weeks in total which consists of
    - 28 tuition weeks, and
    - 4 weeks of holiday breaks
- The course is delivered via blended learning: Face-to-face learning and supported distance learning.

## COURSE OUTCOMES

This Program aims to help participants to gain the skills required to:

- Communicate verbally with clients and colleagues
- Use basic digital technology
- Work in a team environment
- Conducting routine administrative tasks
- Perform basic problem solving
- Organise work priorities
- Commence a dedicated higher-level VET course of study

## CONTACT US

- Mon to Fri: 9am-5pm
- 1300 212 169
- info@acse.edu.au
- www.acse.edu.au



## COURSE UNITS

This qualification consists of 1 core units and 13 elective units.

### CORE UNITS:

- FSKLRG011 Use routine strategies for workrelated learning

### ELECTIVE UNITS:

- FSKLRG009 Use strategies to respond to routine workplace problems
- FSKLRG010 Use routine strategies for career planning
- FSKNUM014 Calculate with whole numbers and familiar fractions decimals and percentages for work
- FSKNUM015 Estimate measure and calculate routine metric measurements for work
- FSKOCM007 Interact effectively with others at work
- FSKRDG010 Read and respond to routine workplace information
- FSKWTG009 Write routine workplace texts
- FSKOCM009 Use oral communication skills to facilitate workplace meetings
- FSKDIG003 Use digital technology for nonroutine workplace tasks
- FSKWTG008 Complete routine workplace formatted texts
- FSKWTG003 Write short and simple workplace information
- BSBWHS211 Contribute to health and safety of self and others
- BSBTEC201 Use business software applications

## COURSE FEES

- \$500 up front payment to secure course place.
  - All learning materials included, no additional costs.
  - Payment plan and installment options are available. Enquire about this option when you contact us if applicable.
- Total Cost: \$1150



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