FSK20113 Certificate II in Skills for Work and Vocational Pathways

Vocational Education and Training course
The Registered Training Organisation delivering this course is Brisbane School of Distance Education (RTO #1585)

FSK20113 Certificate II in Skills for Work and Vocational Pathways is a nationally-recognised qualification from the FSK Foundation Skills Training Package (Release 1.1).

The qualification is suitable for individuals who require:
• a prevocational pathway to employment and vocational training
• development of reading, writing, numeracy, oral communication and learning skills
• a vocational training and employment plan.

This course develops the workplace skills, capacities and general qualities that young people need to be effective employees, including written and oral workplace communication, interpretation of instructions, work-related measurements, workplace health and safety, career planning and use of digital technology. Communication is an important workplace skill, therefore students will be required to use their microphones in lessons.

To achieve the FSK20113 Certificate II in Skills for Work and Vocational Pathways qualification, students must achieve competency in the eight core and six elective units of competency.

The competencies offered are listed on the following page.

Pathways
The Certificate II in Skills for Work and Vocational Pathways is intended as an enabling mechanism for learners who need significant attention to the development of foundation skills before they can effectively participate in the workplace or further training.
Structure

The FSK20113 Certificate II in Skills for Work and Vocational Pathways course is structured into four topics studied over two years. Units of Competency studied in each topic are:

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<thead>
<tr>
<th>Topic 1</th>
<th>Topic 2</th>
<th>Topic 3</th>
<th>Topic 4</th>
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<tbody>
<tr>
<td>Safety in the workplace</td>
<td>Communicate and connect in the workplace</td>
<td>Work effectively</td>
<td>Career pathways</td>
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<td>BSBWHS201</td>
<td>BSBCM201 Communicate in the workplace</td>
<td>FSKLRG09 Use strategies to respond to routine workplace problems (core)</td>
<td>BSBIND201 Work effectively in a business environment</td>
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<td>FSKRDG10</td>
<td>FSKDIG03 Use digital technology for routine workplace practices (core)</td>
<td>FSKNUM14 Calculate with whole numbers and familiar fractions, decimals and percentages for work (core)</td>
<td>FSKLRG11 Use routine strategies for work-related learning (core)</td>
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<td>FSKRDG09</td>
<td>FSKOCM06 Use oral communication skills to participate in workplace teams</td>
<td>FSKNUM15 Estimate, measure and calculate with routine metric measurements (core)</td>
<td>FSKLRG10 Use routine strategies for career planning</td>
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<td>Read and respond to routine standard operating procedures</td>
<td>FSKWTG09 Write routine workplace texts (core)</td>
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This course is delivered online. No hard copies of materials are provided and reliable internet access is essential. Attendance at three scheduled lessons per week is a mandatory aspect of delivery for the purpose of observation of the development of the student’s skills and competencies. Training and assessment activities for this course include: task work, conversations, demonstration of skills and competencies and, if applicable, work placement.

Up to four QCE credit points are awarded for new learning on the completion of the qualification.

Work Placement

FSK20113 Certificate II in Skills for Work and Vocational Pathways is a vocational subject and industry experience is extremely valuable in enabling students to understand the world of work and to experience working in the chosen vocational area. Students are encouraged to undertake some work placement during the course and should contact their trainer/assessor for more information once enrolled.

Assessment

Assessment for VET courses is competency based.

Students are able to demonstrate the required skills and knowledge during scheduled lessons using video, sharing applications or in conversations, through submission of tasks and face-to-face at BrisbaneSDE.

Until students complete the course, progress is recorded as ‘Working Towards Competency’ (WTC).

Students do not receive a rating of A–E for VET subjects. FSK20113 Certificate II in Skills for Work and Vocational Pathways is issued when all 14 units are assessed as competent. If the full certificate is not achieved, a Statement of Attainment is issued listing units achieved.
No certification can be issued until the student has created and supplied their Unique Student Identifier (USI). (For more information see: www.usi.gov.au.)

Assessment tools used are:

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<th>Folio of documents</th>
<th>Questions</th>
<th>Assessor Observation</th>
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<td>Students are required to complete tasks according to scenario-based instructions, set within the context of a simulated business environment.</td>
<td>Students answer written assessment questions relating to knowledge and skills of the unit/s of competency being assessed.</td>
<td>Observations are completed by the teacher (assessor) during online lessons as students demonstrate completion of the folio tasks.</td>
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Credit transfer

Students who have achieved units of competency in another qualification may be eligible for credit transfer towards the achievement of this qualification. To organise credit transfer, students should contact their trainer/assessor, once enrolled.

Requirements

Computer hardware:
- Computer headset and microphone is essential
- Access to a digital camera and/or a digital video

Computer software:
- Windows 7 or higher
- Microsoft Word, Excel and PowerPoint 2010 or higher

Disclaimer

All of the above information is accurate at time of publication.