

FSK20113 Certificate II in Skills for Work and Vocational Pathways

Course Description

This qualification is designed for individuals who need skills to prepare for a vocational pathway qualification or further foundation skills development.

It is suitable for individuals who require:

- a prevocational pathway to employment and vocational training
- reading, writing, numeracy, oral communication and learning skills at Australian Core Skills Framework (ACSF) Level 3
- entry level digital technology and employability skills
- education, training and employment goals

Volume of Learning

Volume of learning is typically 0.5 - 1 year. There may be variations between short learning duration, specialist qualifications that build on knowledge and skills already acquired, and longer duration qualifications that are designed as entry level requirements for work

Entry Requirements

A Pre-Training Assessment is conducted with enrolment to determine the Foundation Skills of the learner in relation to the requirements of the course.

Units of competency required

To achieve a Certificate II in Skills for Work and Vocational Pathways must complete 14 units.

These units include:

- Eight core units, and
- Six elective units.

Unit Code	Unit Title
Core	
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
Electives	
FSKNUM19	Interpret routine tables, graphs and charts for work

BSBCMM101	Apply basic communication skills
BSBWOR202	Organise and complete daily work activities
FSKRDG08	Read and respond to routine visual and graphic texts
FSKWTG08	Complete routine workplace formatted texts
FSKLRG10	Use routine strategies for career planning

Delivery

Individualised program or Classroom

Students are advised of trainer, venue, commencement and completion dates

Students are provided with

- Welcome letter and instructions to attend program
- Training is based on activities completed in Teach2Learn Workbooks
- Candidate Guide

Students will be contacted to support their commencement of the program

Assessment

Assessment information will be provided to you at the start of the course by your trainer and you must abide by the assessment requirements set by MW Training Consultants and your trainers.

How to Enrol

You should ensure that any queries you may have about the Certificate II in Skills for Work and Vocational Pathways have been fully addressed prior to enrolment.

Please note: MW Training Consultants cannot give advice to students regarding career outcomes from this course.

To enrol in this course, please complete the enrolment form and return to our Head Office.

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