

FSK20119 Certificate II in Skills for Work and Vocational Pathways

Course Description

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.

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 this qualification, competency must be demonstrated in: **14** units of competency

- 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.

Delivery

The Certificate II in Skills for Work and Vocational Pathways is studied as a 12 month part-time study load. The course will require students to independently study and submit their coursework via email. This course can also be delivered in a classroom environment subject to availability. Please contact MW Training Consultants for further information on classes.

Unit Code	Unit Title
Core	
FSKLRG011	Use routine strategies for work-related learning
Elective Units	
Group A	Numeracy
FSKNUM014	Calculate with whole numbers and familiar fractions, decimals and percentages for work
FSKNUM015	Estimate, measure and calculate with routine metric measurements for work
FSKNUM018	Collect data and construct routine tables and graphs for work
Group B	Reading, Writing, Oral Communication, Learning and Digital Technology
FSKDIG003	Use digital technology for non-routine workplace tasks
FSKLRG009	Use strategies to respond to routine workplace problems
FSKOCM004	Use oral communication skills to participate in workplace meetings
FSKWGTG008	Complete routine workplace formatted texts
FSKWGTG009	Write routine workplace texts
FSKRDG008	Read and respond to information in routine visual and graphic texts
FSKRDG009	Read and respond to routine standard operating procedures
Group C	A currently endorsed training package qualification or accredited course other than FSK
CHCDIV001	Work with diverse people
CHCEDS011	Search and assess online information
HLTWHS001	Participate in workplace health and Safety

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. Your coursework will be returned with feedback from your trainer. Please allow adequate time for the assessment process before making an enquiry on progress. All learners with MW Training Consultants are offered the opportunity for recognition of prior learning (RPL). If you believe that you have the pre-existing skills, knowledge and experience for all or part of this course, please contact our head office and request an RPL Guide. This will need to be filled out, with relevant documentation and returned to head office who will forward this on to your trainer for assessment.

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.

Post: MW Training Consultants **Email:** admin@mwtrain.com.au
PO BOX 71
Scarborough QLD 4020