



# FSK20113 Certificate II in Skills for Work and Vocational Pathways

## Course Information

This course is designed to give students up to date skills for work and study. It is a nationally recognised accredited course from the FSK Foundation Skills Training Package, designed to improve foundation skills in learning, reading, writing, oral communication, digital technology and numeracy. This course is designed to help students attain skills at a level 3 in the Australian Core Skills Framework so they are able to meet entry level requirements for Certificate III courses or feel confident in proceeding to work or other study.

### Prerequisites

No previous qualifications necessary.

### Paying for the course:

The College can offer Smart and Skilled funding for this qualification for eligible learners. Student fees under this program range from \$0 to \$240 if unemployed. There is no cost if the student is indigenous or has a disability whether employed or unemployed. Subsidies also apply to students who are currently working however the student fee component is higher. Please check the student fee with the College.

- For those students who are not eligible for a Smart and Skilled subsidy the course is priced at \$1200 and can be paid for in monthly instalments after payment of an initial deposit. A payment plan can be organised with College staff.
- This course is approved by Centrelink as a full time course and supplementary assistance may be available in accordance with your individual circumstances. Please enquire further with Centrelink.



## Course Delivery

- The course will be delivered over approx. 45 weeks with up to 2 x 2 hr sessions per week.
- Besides attendance there can be homework activities and/or work experience. This will require an estimated 4 hrs/week.
- You will have some access to computers during class time and can use College computers when the training room is available.
- You will be provided with training and assessment material for each unit.

## Assessment

- There are no exams.
- Your competency ( knowledge and skills) is assessed through
  - Completion of set assignments
  - Observation of practical tasks
- You are required to submit assessment tasks on time as instructed by the tutor.

## Course Packaging rules

Students are required to complete 14 units, 8 Core units and 6 electives. The College confers with industry to select the electives offered. If students seek electives outside those units offered below, that request needs to be negotiated with the College and may alter the fee structure.

Code	Title	Core or Elective
FSKLRG09	Use strategies to respond to routine workplace problems	C
FSKLRG11	Use routine strategies for work related learning	C
FSKRDG10	Read and respond to routine workplace information	C
FSKWTG09	Write routine workplace texts	C
FSKOCM07	Interact effectively with others at work	C
FSKDIG03	Use digital technology for routine workplace tasks	C
FSKNUM14	Calculate with whole numbers and familiar fractions, decimals and percentages for work	C
FSKNUM15	Estimate, measure and calculate with routine metric measurements for work	C
FSKLRG10	Use routine strategies for career planning	E
FSKLRG07	Use strategies to identify job opportunities	E
FSKNUM17	Use routine maps and plans for work	E

Students will choose their remaining 3 units from a range of certificate III qualifications in Business, Horticulture, Hospitality, Early Childhood Education and Care, Aged Care and Disability Services.

## Pathways

Students who successfully complete this course will have the literacy skills to enrol in Certificate III level courses.

## Student Support

Under Student Support provisions you may approach the trainer at any time for additional support or discussion, and programmed support may be offered in groups or individually. We also offer a variety of support for people with specialised learning needs. Please let us know if you have any LLN or other needs and we can discuss arrangements to provide you with support in your studies.

## Delivery Arrangements

Tutors Appointed	Gladys Bailey Elyse Kerr	Course Co-ordinators	Josh Livermore Barbara Carroll
Course start date	Flexible entry	Course finish date	Six months from commencement and extended time for flexible exit

If you have any further questions, please do not hesitate to contact the College on (02) 6672 6005 or [reception.mcc@bigpond.com](mailto:reception.mcc@bigpond.com)

For more information go to [Student Information on our website](#)

This training is subsidized by the NSW State Government

<https://smartandskilled.nsw.gov.au/>

ph:1300 772104

**Murwillumbah Adult Education Centre Inc.**

**Trading as Murwillumbah Community College**

**ABN 56 803 584 952**

**PO Box 552, Murwillumbah NSW 2484**

**Phone: (02) 6672 6005 email: [acembah@bigpond.net.au](mailto:acembah@bigpond.net.au)**

**Your local Non-Profit Community Education College RTO: 90044**

