



**FSK FOUNDATION SKILLS**  
QUALIFICATIONS

2024

RTO 90232



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HKCC's Foundation Skills Qualifications

## FSK10119

Certificate I in Access to Vocational Pathways

## FSK10219

Certificate I in Skills for Vocational Pathways

## FSK20119

Certificate II in Skills for Work and Vocational Pathways



## Welcome!

**Hornsby Ku-Ring-Gai Community College Inc (HKCC)** is a Registered Training Organisation (RTO) offering three foundation skills qualifications, which are pathways to access and prepare for vocational training and entering the workforce.

The foundation skills qualifications at HKCC are:

- *FSK10119 Certificate I in Access for Vocational Pathways*
- *FSK10219 Certificate I in Skills for Vocational Pathways*
- *FSK20119 Certificate II in Skills for Work and Vocational Pathways*

Further vocational pathways at HKCC includes workplace skills and business, computing, aged/disability care as well as training for employment and career development.

HKCC is a proud *High Performing Provider* as assessed by the Department of Education's Training Services NSW for adopting best practice, based and measured on student outcomes in the following areas that are key to training delivery and assessment:

- Student-centred approach to the learning journey
- Expanding connection to industry and employer needs
- Providing high level individualised support for all students
- Capability building of staff and systems
- Using external sources to validate assessment practices.



HKCC is a charity and not-for-profit community college providing learning in small classes with a lot of individual attention and mentoring. The benefits obtained from engagement at HKCC are

- Acquisition/development of vocational skills and knowledge
- Gaining a sense of belonging to a community
- Provision of pathways into further education and employment
- Opportunities to engage in lifelong learning
- Development of networking opportunities
- Increased creativity and mental agility
- Access to affordable education/training through subsidised initiatives.

## Pre-Course Interview

A pre-course interview is required to assess your suitability for the course. Please call 9482 1189 to arrange your interview.

If candidates are eligible for subsidised training, they will need to

- bring along a photo ID (e.g. Driver's Licence/Passport).
- bring along a Medicare, Centrelink card or a referral letter from an employment provider, where applicable.
- sign a consent form to use and disclose personal information to the Department of Education and other Government agencies.
- provide your Unique Student Identifier (USI) or sign a formal permission to HKCC to create/access a USI on your behalf.
- complete a language, literacy and numeracy test.

## Cost

The training fee is dependent on the learner's eligibility for subsidised training.

Subsidised places under the NSW Government's **Smart and Skilled** program are available. **Adult Community Education (ACE)** funding is available to eligible disadvantaged students with barriers to study. To find out if you are eligible contact HKCC on 9482 1189 to arrange a pre-course interview.

For more information on Smart and Skilled please visit the website <https://skills.education.nsw.gov.au/nsw-fee-free>.



If you are not eligible for funding the fee for each Foundation Skills course is:

- *FSK10119 Certificate I in Access to Vocational Pathways \$1,980*
- *FSK10219 Certificate I in Skills for Vocational Pathways \$2,200*
- *FSK20119 Certificate II in Skills for Work and Vocational Pathways \$2,940*

As per Clause 7.3 of *Standards for Registered Training Organisations 2015* (SRT0), HKCC **will not collect** from a prospective or current learner **prepay fees in excess of a total of \$1,500 (being the threshold prepaid fee amount)**.

## Entry Requirements

Nil

If you have already obtained competency in a unit/s from his qualification, HKCC accepts and provides credit for these to learners where the appropriate evidence is provided, such as the AQF certification documentation issued by the other Registered Training Organisation or AQF authorised

issuing organisations, or authenticated VET transcripts issued by the Registrar. If you have previously attained a unit/s listed, please inform the enrolling officer.

## Learning Material

Every learner will have access and be directed to the learning management system *Catapult* for training and assessment purposes. It is accessible at home and in class. Each student has access to a computer and internet at HKCC. Other in class facilities include a white board and overhead projector.

Please note that your participation in class is vital. Every learner is encouraged to share their own knowledge, skills and culture to enrich the course quality and facilitate learning.

## Learning Support

HKCC has **Student Support** available to assist you with any problems you may encounter

- Clarify your career goals
- Find an appropriate course that will help you fulfil your goals
- Develop study skills
- Improve reading, writing, speaking, listening and numerical skills
- Identify and overcome barriers to learning that may occur
- Referral to other services (e.g. Job service providers, legal, medical, welfare assistance)
- Assist individuals to enjoy the learning experience.



These services are usually provided on a one-to-one basis at the head office in Hornsby. Please call Customer Service to book a suitable time.

## Assessment

Learners will undertake most assessments in class via Catapult, in the form of

- Written knowledge questions
- Verbal knowledge questions
- Role plays
- Observation of performance tasks
- Projects/Journals

Please note that if a student has been deemed Not Yet Competent, they will be given every opportunity to re-sit assessment/s.



## **Access and Equity**

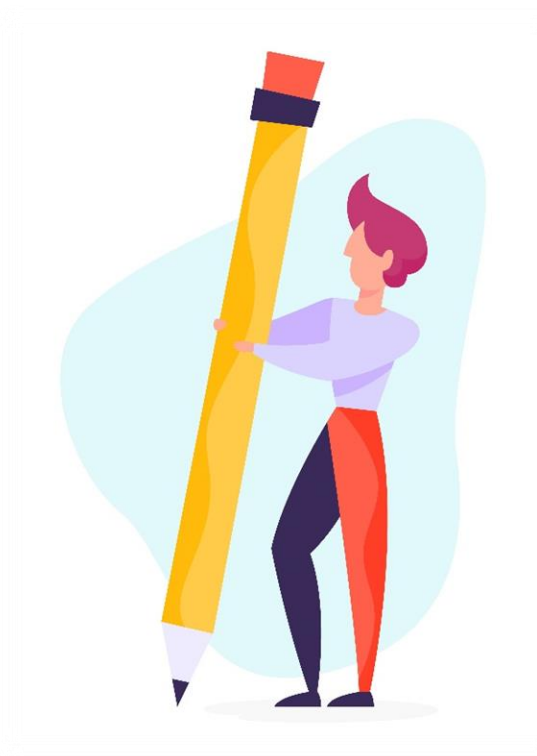
To ensure equal access to training and assessment, we will discuss and implement reasonable adjustments for students experiencing barriers to learning and/or assessment. Please mention any potential barriers as early as possible, to allow sufficient time for implementation.

## **FSK10119 Certificate I in Access to Vocational Pathways**

This qualification is for individuals who require significant foundation skills support to access a vocational learning pathway. The qualification provides learners with:

- a pathway to employment and further vocational training
- reading, writing, oral communication, learning and numeracy skills primarily aligned to Australian Core Skills Framework (ACSF) Level 1
- entry level digital technology and employability skills.

Completion of FSK10119 qualification will give students a pathway into the next level foundation skills course.



### **Course Structure**

Course Days:	<b>see timetable</b>
Commencement:	<b>see Timetable</b>
Duration:	<b>125 hours/25 sessions</b>
Session time:	<b>9.30am – 3.00pm</b>



## What you will learn

Listed below are the 11 units of competency (1 core, 10 electives) taught when you enrol in the FSK10119 qualification at HKCC. The elective units have been pre-selected by HKCC to cover a variety of reading, writing, oral communication, learning, numeracy and digital skills subjects.

	Unit Code	Unit of Competency Name	
1	FSKLRG004	Use short and simple strategies for work-related learning	Core
2	FSKNUM003	Use whole numbers and halves for work	Elective
3	FSKNUM004	Use basic and familiar metric measurements for work	Elective
4	FSKDIG001	Use digital technology for short and basic workplace tasks	Elective
5	FSKDIG002	Use digital technology for routine and simple workplace tasks	Elective
6	FSKLRG001	Prepare to participate in a learning environment	Elective
7	FSKOCM002	Engage in short and simple spoken exchanges at work	Elective
8	FSKOCM003	Participate in familiar spoken interactions at work	Elective
9	FSKRDG004	Read and respond to short and simple workplace information	Elective
10	FSKWTG002	Write short and simple workplace formatted texts	Elective
11	BSBTEC101	Operate digital devices	Elective

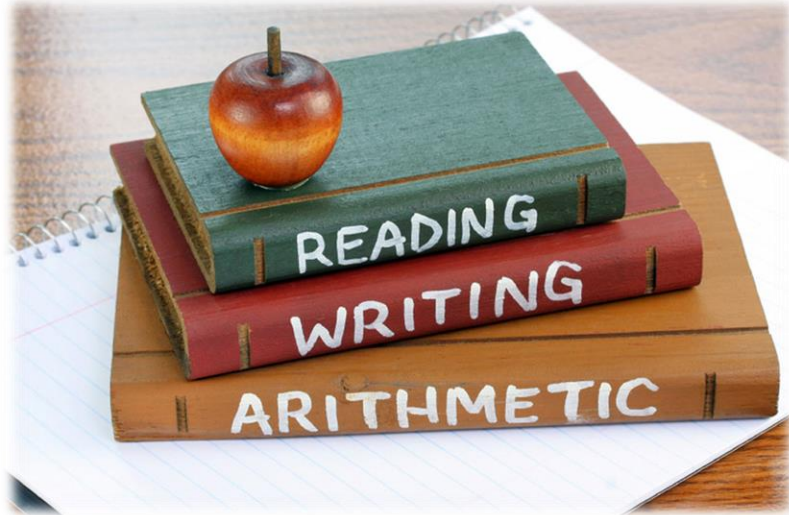


## **FSK10219 Certificate I in Skills for Vocational Pathways**

The primary purpose of this qualification is to provide skills and knowledge for individuals to prepare for a vocational pathway qualification or further foundation skills development.

It is suitable for individuals who require:

- a pathway to employment and further vocational training
- reading, writing, oral communication, learning and numeracy skills primarily aligned to the Australian Core Skills Framework (ACSF) Level 2
- entry level digital technology and employability skills
- education, training and employment goals.



### **Course Structure**

Course Days:	<b>TBA</b>
Commencement:	<b>see Timetable</b>
Duration:	<b>145 hours/29 sessions</b>
Session time:	<b>9.30am – 3.00pm</b>
Self-Study:	<b>1 hour per week</b>

## What you will learn

Listed below are the 11 units of competency (1 core, 10 electives) taught when you enrol in the FSK10219 qualification at HKCC. The elective units have been pre-selected by HKCC to cover a variety of reading, writing, oral communication, learning, numeracy and digital skills subjects.

	Unit Code	Unit Name	
1	FSKLRG008	Use simple strategies for work-related learning	Core
2	FSKNUM008	Use whole numbers and simple fractions, decimals and percentages for work	Elective
3	FSKDIG003	Use digital technology for non-routine workplace tasks	Elective
4	FSKLRG003	Use short and simple strategies for career planning	Elective
5	FSKLRG006	Participate in work placement	Elective
6	FSKOCM005	Use oral communication skills for effective workplace presentations	Elective
7	FSKRDG007	Read and respond to simple workplace information	Elective
8	FSKRDG010	Read and respond to routine workplace information	Elective
9	FSKWTG006	Write simple workplace information	Elective
10	BSBOPS101	Use business resources	Elective
11	BSBWHS211	Contribute to health and safety of self and others	Elective

## **FSK20119 Certificate II in Skills for Work and Vocational Pathways**

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 vocational training
- Reading, writing, numeracy, oral communication, learning skills at Australian Core Skills Framework (ACSF) Level 3
- Entry level digital literacy and employability skills
- A vocational training and employment plan.



## Course Structure

Course Days:	<b>TBA</b>
Commencement:	<b>see Timetable</b>
Duration:	<b>20 weeks / 40 sessions</b>
Session time:	<b>9.30am – 3.00pm    Tutorial: 3:00pm – 4:00pm</b>
Self-Study:	<b>5 hours per week</b>

## What you will learn

Listed below are the 14 units of competency (1 core, 13 electives) taught when you enrol in the FSK20119 qualification at HKCC. The elective units have been pre-selected by HKCC to cover a variety of reading, writing, oral communication, learning, numeracy and digital skills subjects.

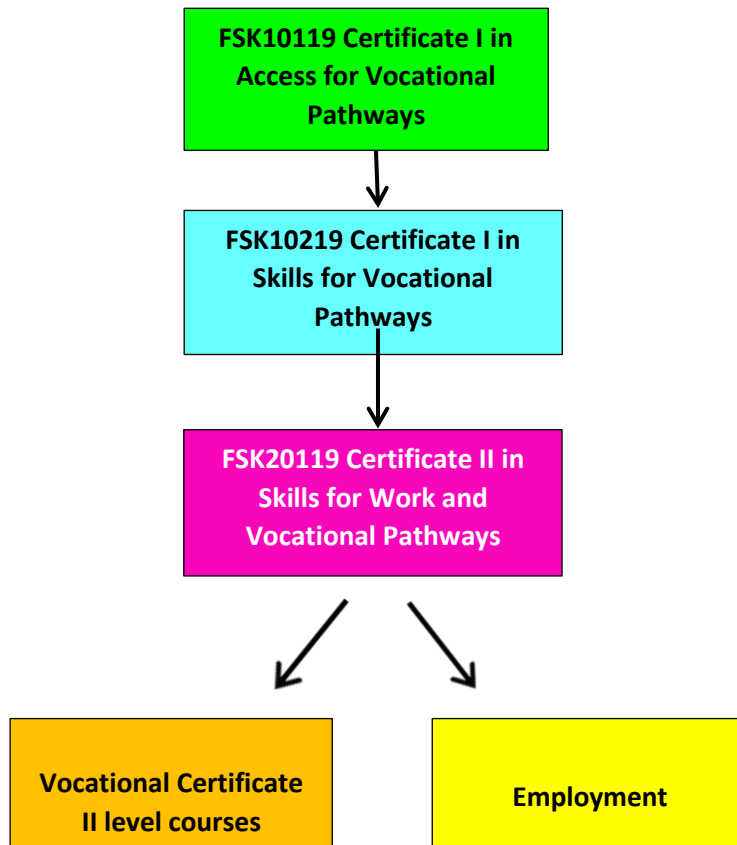
	Unit Code	Unit Name	
1	<b>FSKLRG011</b>	Use routine strategies for work-related learning	<b>Core</b>
2	<b>FSKNUM014</b>	Calculate with whole numbers and familiar fractions, decimals and percentages for work	Elective
3	<b>FSKNUM015</b>	Estimate, measure and calculate with routine metric measurements for work	Elective
4	<b>FSKNUM016</b>	Interpret, draw and construct routine 2D and 3D shapes for work	Elective
5	<b>FSKNUM017</b>	Use familiar and routine maps and plans for work	Elective
6	<b>FSKLRG009</b>	Use strategies to respond to routine workplace problems	Elective
7	<b>FSKLRG010</b>	Use routine strategies for career planning	Elective
8	<b>FSKOCM006</b>	Use oral communication skills to participate in workplace teams	Elective
9	<b>FSKOCM007</b>	Interact effectively with others at work	Elective
10	<b>FSKWTG009</b>	Use routine workplace texts	Elective
11	<b>FSKWTG010</b>	Write complex workplace texts	Elective
12	<b>BSBTEC201</b>	Use business software applications	Elective
13	<b>BSBPEF101</b>	Plan and prepare for work readiness	Elective
14	<b>BSBPEF201</b>	Support personal wellbeing in the workplace	Elective

## Career Pathways

All Foundation Skills qualifications are recognised qualifications within the national Australian Qualifications Framework (AQF). This means that the course is taught and assessed to a national competency standard.

Successful completion of this qualification will make further vocational study easier.

*Possible pathways:*



## Student Code of Conduct

HKCC views students as equal partners in the education process. As such, students have similar responsibilities with respect to proper interpersonal behaviour amongst colleagues and HKCC employees.

Therefore, students must:

- Familiarise themselves with the policies of the HKCC either by reading the printed Pre-Enrolment Information Guide and Student Handbook or soft copy on our website [www.hkcc.nsw.edu.au](http://www.hkcc.nsw.edu.au).
- Show respectful consideration in all their interactions with each other, especially in recognition of the diversity of cultural and linguistic backgrounds, individuality and rights of all fellow students.
- Maintain privacy and confidentiality in respect of all matters relating to students and staff.
- Adhere to directions from the class tutor.
- Work safely and not endanger others in the class. This includes to only attend face-to-face classes when feeling well and not being contagious.
- Participate positively in class.
- Adhere to all HKCC rules and regulations.
- Be aware of, apply and adhere to access and equity obligations described in our access and equity section.
- Seek any clarification of assessment requirements. Adult students are expected to take responsibility for their own learning outside the classroom and for timetabling their study and completion of assessments to maximise their chances of a successful learning outcome.
- Raise any concerns with the content of delivery of a training course privately with the trainer outside of the course hours, or with an appropriate member of the HKCC staff, or the Principal.
- Not attend class whilst intoxicated with either drugs or alcohol in their system.



### Contact Details:

E: [enquiries@hkcc.nsw.edu.au](mailto:enquiries@hkcc.nsw.edu.au) P: 9482 1189

Address: HKCC, Level 1, 45 Hunter Street, Hornsby NSW 2077

**RTO 90232**