Hornsby Ku-ring-gai Community College

SINCE 1925

# FSK Foundation Skills

## Qualifications

2026

**RTO 90232**

# Contents

**Welcome! ..... 2**
Pre-Course Interview ..... 3
Cost ..... 3
Entry Requirements ..... 4
Learning Material ..... 4
Learning Support ..... 4
Assessment ..... 5
Distance Learning Information ..... 5
Student Code of Conduct ..... 7
**Foundation Skills Qualifications - Introduction ..... 7**
**Vocational and Career Pathways ..... 8**
**FSK10119 Certificate I in Access to Vocational Pathways ..... 9**
Course Structure ..... 9
What you will learn ..... 9
The Units of Competency ..... 10
**FSK10219 Certificate I in Skills for Vocational Pathways ..... 11**
Course Structure ..... 11
What you will learn ..... 11
The Units of Competency ..... 12
**FSK20119 Certificate II in Skills for Work and Vocational Pathways ..... 13**
Course Structure ..... 13
What you will learn ..... 13
The Units of Competency ..... 14

Hornsby Ku-ring-gai Community College

SINCE 1925

# Qualifications Information

## 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*

Also, HKCC offers training in business, computing and aged/disability care for job ready skills and knowledge 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 so 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 for identification
- Bring along a Medicare card, Centrelink card or a referral letter from a job search 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), sign a formal permission to HKCC to create/access a USI on your behalf
- Must complete a language, literacy, numeracy, digital and employability test.

## Cost

The cost of training depends on the funding program under which the course or units are delivered and the learner's eligibility.

HKCC delivers Foundation Skills training through a range of funding programs, including:

- **Smart and Skilled**: Provides NSW Government-subsidised training for eligible learners. Fees are set in accordance with Smart and Skilled pricing and may vary depending on individual circumstances. Smart and Skilled Program Information
- **Adult and Community Education (ACE)**: Provides fee-free training for eligible disadvantaged learners with barriers to study in individual units. Training may be delivered in individual units from the FSK Training Package or other units of competency on the HKCC scope (up to Certificate III level), based on individual training needs.
- **National Skills Agreement (NSA)**: Funds eligible learners to undertake selected Foundation Skills units. These units may be delivered fee-free where funded under this program. Ensuring Access to Foundation Skills Training is a joint initiative between the Australian and New South Wales governments.

  ACE & NSA Program Information

For detailed information about funding eligibility, student rights and responsibilities and enrolment processes, please refer to the HKCC Pre-Enrolment Information Guide.

Eligibility for government funding will be assessed prior to enrolment. Please contact HKCC to arrange a pre-course interview to determine your eligibility.

Where a learner is not eligible for subsidised or fee-free training, full qualification programs may be offered on a fee-for-service basis. Fees are:

***FSK10119*** *Certificate I in Access to Vocational Pathways $1,875*

***FSK10219*** *Certificate I in Skills for Vocational Pathways $2,175*

***FSK20119*** *Certificate II in Skills for Work and Vocational Pathways $2,850*

As per Compliance Requirements of the *Standards for Registered Training Organisations 2025*, HKCC **will not collect** a prospective or current learner to **prepay fees in excess of a total of $1,500 (being the threshold prepaid fee amount).**

## Entry Requirements

Prior to enrolment, students' language, literacy, numeracy, digital and employability skills will be assessed to ensure they are enrolling in the most suitable level course and receive reasonable adjustments and support, as required.

If you have obtained the same units in another organisation, HKCC recognises the AQF qualifications and Statements of Attainment by another RTO. If you think you have previously attained units listed above, please inform the enrolling officer.

## Learning Material

Every foundation skills learner will have access and will be directed to the learning management system (*Catapult*) – for training and assessment purposes. It is accessible at home and in class. Each student will have the use of a computer and access to internet at HKCC. In class facilities include a white board and an overhead projector.

Please note that participation in training is vital. Participation includes active engagement in learning and activities. Attendance alone does not constitute participation. Learners are encouraged to share their knowledge, skills and culture to enrich the learning experience.

## Learning Support

HKCC has a **Student Support Worker** who will assist you with any problems you may encounter. They can help you to

- 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 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 the assessments for each unit mostly in class via Catapult. The assessment may take the form of

- Written activities – short answer questions
- Verbal knowledge questions
- Role plays
- Demonstration of task – observation checklist by assessor
- Journals.

Please note that if a student has been deemed Not Yet Competent, they will be given every opportunity to re-sit assessment/s. Reasonable adjustments may be undertaken in certain circumstances to suit learner needs and abilities. Please speak with your trainer about any special needs that you may require.

## Distance Learning Information

***Distance learning*** is an umbrella term that covers ways in which training can be provided remotely to a student, without face-to-face contact. The most common and widely recognised example of this is 'online learning', though distance learning can also include 'e-learning' and 'blended learning'.[1]

[1] As per ASQA 2020, Online learning is where training is delivered primarily via the internet videoconferencing. Online learning commonly uses learning management system (LMS) where a trainer can upload documents to the system and make them available to remote learners. Online learning can be ***synchronous*** or ***asynchronous***. Synchronous occurs where the students and trainer participate at the same time but in different locations. Asynchronous is where students and trainers are not necessarily expected to participate in sessions at the same time. ***Blended*** (or hybrid) learning means a combination of both digital learning and in-class F2F learning. ***E-learning*** is broad in scope and includes both online learning and aspects of blended learning; covers all forms of digital teaching and learning, both on campus and remotely. ***Traditional distance learning*** includes providing hard-copy workbooks supplemented with email or telephone contact with a trainer.

HKCC is committed to supporting learners if they choose to study online with the appreciation of training package requirements especially limitations around training and assessment. Meaning that parts of the training or assessment are not possible to be completed via distance delivery. Learning by distance mode at HKCC is mostly by real-time spontaneous group video conferencing mimicking a classroom environment.

It is important for learners to ensure their learning and access to technology do not hinder their chances of achieving study success whilst on the online mode. In other words, the learner's learning style, internet, personal computer, specific and digital literacy skills should contribute to the completion of their course.

If there is a need for the class to continue by distance learning only, each student will be advised of the changes ASAP. If the changes are not suitable for the learner, or if the delivery of training has ceased, the enrolled student is entitled to a refund. For further information on returning funds, see HKCC's refund policy.

The required minimum resources to learn by distance are as follows

- Broadband internet connection with a minimum 1.5mbps of bandwidth
- Speakers and microphone
- Webcam
- Windows 10 or later, or macOS 10.13 High Sierra or later
- Computer system with a minimum of:
- Dual-core 2Ghz or higher processor
- 4GB RAM
- Microsoft Teams or Zoom (depending on class) installed
- Latest Edge, Chrome, Firefox, or Safari web browsers.

Most HKCC assessments are posted on *Catapult*. All learners will be trained on how to use the online training and assessment management system with the aim of submitting assessments, accessing training materials and other resources. Also, *Catapult* has video tutorials for new users as well as 24-hour customer support.

HKCC is committed to **supporting every learner's needs** to maintain student satisfaction and encourage completion. Learners can seek required support, through the

- Trainer – at class session (F2F or online), by email and telephone
- Coordinator – clients@hkcc.nsw.edu.au and by telephone
- Reception desk at Hornsby HQ.

Essentially there are multiple ways of contacting student support for general enquiries/ assistance or for distance learning.

HKCC Assessors and Administrators track every students' attendance and course progress through the duration of their study and data reporting requirements.

## 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 Pre-Enrolment Information Guide, Student Handbook or looking on our website 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 represented amongst us respect the 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
- 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.

## Foundation Skills Qualifications - Introduction

It's great you're considering joining HKCC's business courses in either part or all

- ***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***

Start your learning journey with confidence! Our Foundation Skills courses help you strengthen essential language, literacy, numeracy, digital and employability skills so you can succeed in

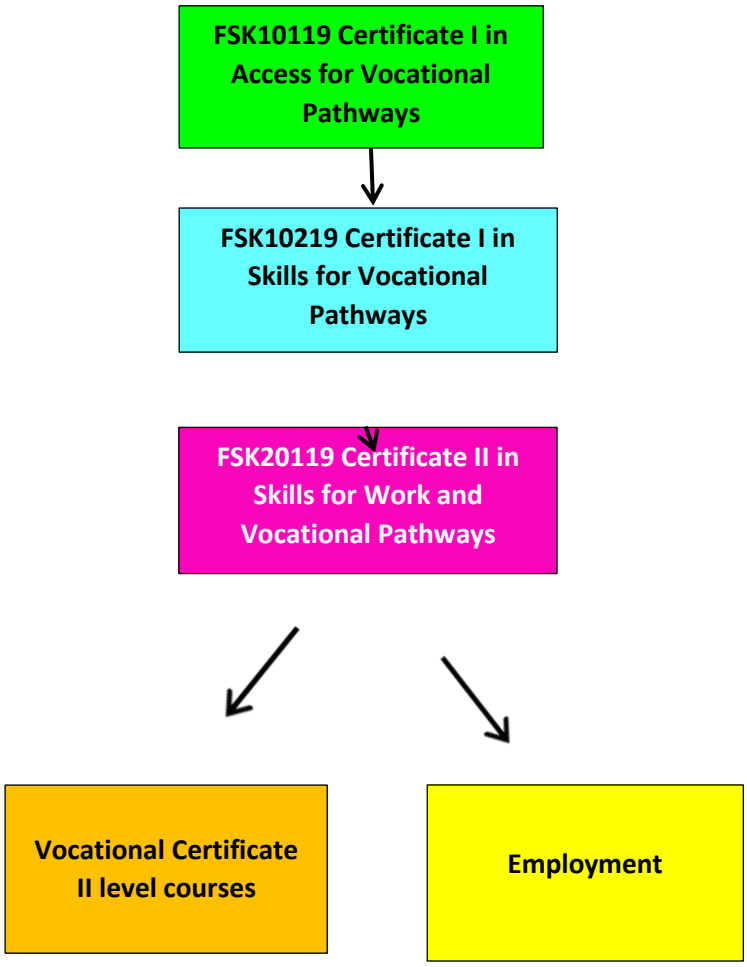
vocational studies and beyond. Whether you're preparing for further training or aiming to boost your work readiness, these qualifications are your stepping stone to new opportunities.

## Vocational and 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.

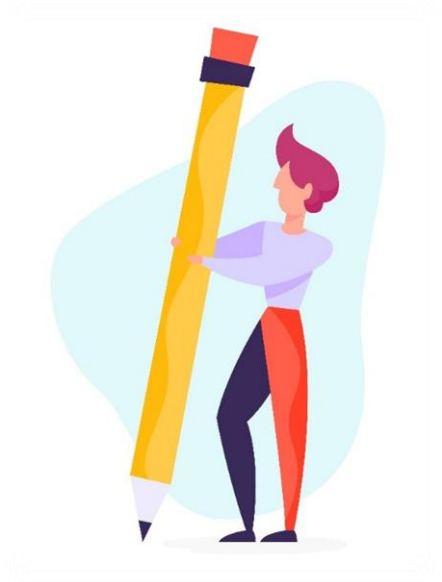
Successful completion of this qualification will make further vocational study easier.

*Possible pathways:*



# FSK10119 Certificate I in Access to Vocational Pathways

It is with pleasure to introduce you to this foundation skills qualification, *FSK10119 Certificate I in Access for Vocational Pathways*.



This qualification is for individuals who require skills and knowledge to prepare for a vocational pathway or further foundation skills development to gain Level 2 (Australian Core Skills Framework) reading, writing, oral communication, learning and numeracy skills.

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

## Course Structure

| | |
|---|---|
| Course Days: | **Once per week (TBA)** |
| Commencement: | **TBA** |
| Duration: | **25 weeks / 25 sessions** |
| Class session time: | **9.30am – 3.00pm** |
| Prep/Tutorial: | **3.00pm – 5.00pm** |

## What you will learn

The list below are the units of competency that make up the FSK10119 qualification. Note the different types of reading, writing, oral communication, learning and numeracy skills subjects.

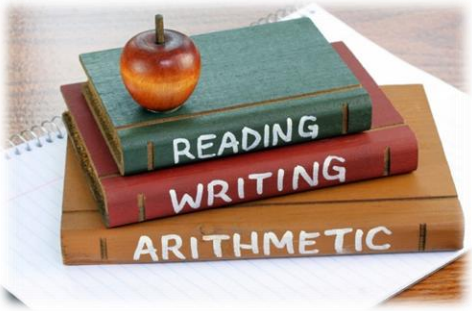
## The Units of Competency

| | Unit Code | Unit Name | |
|---|---|---|---|
| 1 | **FSKLRG001** | Prepare to participate in a learning environment | **Elective** |
| 2 | **FSKOCM002** | Engage in short and simple spoken exchanges at work | **Elective** |
| 3 | **FSKRDG004** | Read and respond to short and simple workplace information | **Elective** |
| 4 | **FSKWTG002** | Write short and simple workplace formatted texts | **Elective** |
| 5 | **FSKOCM003** | Participate in familiar spoken interactions at work | **Elective** |
| 6 | **FSKNUM003** | Use whole numbers and halves for work | **Elective** |
| 7 | **FSKLRG004** | Use short and simple strategies for work-related learning | **Core** |
| 8 | **FSKNUM004** | Use basic and familiar metric measurements for work | **Elective** |
| 9 | **FSKNUM007** | Use simple data for work | **Elective** |
| 10 | **FSKDIG001** | Use digital technology for short and basic workplace tasks | **Elective** |
| 11 | **FSKDIG002** | Use digital technology for routine and simple workplace tasks | **Elective** |

# FSK10219 Certificate I in Skills for Vocational Pathways

The primary purpose of this qualification is to provide skills and knowledge for individuals who require the following:

- 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 2
- Entry level digital technology and employability skills
- Education, training and employment goals.




Further, it will give students a pathway into completing further study, such as FSK20119 *Certificate II in Skills for Work and Vocational Pathways*.

## Course Structure

| | |
|---|---|
| Course Days: | **TBA** |
| Commencement: | **TBA** |
| Duration: | **29 weeks / 29 sessions** |
| Class session time: | **9.30am – 3.00pm** |
| Prep/Tutorial: | **3.00pm – 5.00pm** |
| Self-Study: | **1 hour per week** |

## What you will learn

The list below are the units of competency that make up the FSK10219 qualification.

Note the different types of reading, writing, oral communication, learning, numeracy and digital skills subjects.

## The Units of Competency

| | Unit Code | Unit Name | |
|---|---|---|---|
| 1 | FSKLRG006 | Participate in work placement | Elective |
| 2 | FSKOCM005 | Use oral communication skills for effective workplace presentations | Elective |
| 3 | FSKRDG007 | Read and respond to simple workplace information | Elective |
| 4 | FSKRDG010 | Read and respond to routine workplace information | Elective |
| 5 | FSKWTG006 | Write simple workplace information | Elective |
| 6 | FSKLRG008 | Use simple strategies for work-related learning | Core |
| 7 | FSKLRG003 | Use short and simple strategies for career planning | Elective |
| 8 | FSKNUM009 | Use familiar and simple metric measurements for work | Elective |
| 9 | FSKNUM008 | Use whole numbers and simple fractions, decimals and percentages for work | Elective |
| 10 | FSKDIG003 | Use digital technology for non-routine workplace tasks | Elective |
| 11 | BSBOPS101 | Use business resources | 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: | **TBA** |
| Commencement: | **TBA** |
| Duration: | **20 weeks / 40 sessions** |
| Class session time: | **9.30am – 3.00pm** |
| Prep/Tutorial: | **3:00pm – 5.00pm** |
| Self-Study: | **5 hours per week** |

## What you will learn

The list below are the units of competency that make up the FSK20119 qualification. Note the different types of reading, writing, oral communication, learning and numeracy skills subjects.

## The Units of Competency

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

**Contact Details:**

E: enquiries@hkcc.nsw.edu.au P: 9482 1189

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

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