



FSK FOUNDATION SKILLS
QUALIFICATIONS
2018



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QUALIFICATION INFORMATION

FSK10213

Certificate I in Skills for Vocational Pathways

FSK2013

Certificate II in Skills for Work and
Vocational Pathways



INTRODUCTION

It is with pleasure to introduce you to this foundation skills qualification, *FSK10213 Certificate I in Skills for Vocational Pathways*.

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 2
- entry level digital technology and employability skills
- education, training and employment goals.



Hornsby Ku-Ring-Gai Community College Inc (HKCC), is a Registered Training Organisation (RTO) offering *Certificate I in Skills for Vocational Pathways* in a friendly positive learning environment.

HKCC is a small college providing learning in small classes with a lot of individual attention and mentoring. HKCC is an ideal choice for this course.



FSK10213 CERTIFICATE I IN SKILLS FOR VOCATIONAL PATHWAYS

Course Structure

Course Days:	Wednesday and Friday
Commencement:	8th February
Duration:	14 weeks / 26 sessions
Session time:	9.30am – 3.00pm
Tutorial:	3:00pm – 5.30pm
Self-Study:	5 hours per week

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, s/he need to

- Bring along a photo ID – Driver’s Licence or Passport for identification
- Bring along a Medicare card &/or Centrelink card, or letter from job search provider
- Sign a consent form to use and disclose personal information to Department of Education and Communities (DEC) and other Government agencies
- Your Unique Student Identifier (USI) – a print out or formal permission to HKCC create/access a USI on your behalf
- Must have a basic level of English – We have a language, literacy and numeracy test

What will you learn?

During the course you will develop skills for the workplace. Some learners will use this course to learn skills to go into a Certificate II vocational course, or to get a job.

In this course you will learn

- reading, writing, numeracy, oral communication and learning skills at ACSF Level 2
- entry level digital technology and employability skills
- prevocational pathway to employment and vocational training
- education, training and employment goals.

The Units of Competency

	Unit Code	Unit Name	
1	ICITICT101	Operate a personal computer	Elective
2	ICTICT102	Operate word-processing applications	Elective
3	ICTICT103	Use, communicate and search securely on the internet	Elective
4	FSKDIG02	Use digital technology for simple workplace tasks	Core
5	FSKLRG02	Identify strategies to respond to basic workplace problems	Elective
6	FSKLRG08	Use simple strategies for work-related learning	Core
7	FSKNUM09	Identify, measure and estimate familiar quantities for work	Core
8	FSKNUM08	Identify and use whole numbers and simple fractions, decimals and percentages for work	Core
9	FSKWTG06	Write simple workplace information	Core
10	FSKOCM03	Participate in simple spoken interactions at work	Core
11	FSKRDG07	Read and respond to simple workplace information	Core

Cost

Is dependent on the candidate's eligibility for subsidised training.

Subsidised places under **Community Service Obligation (CSO)** or **Smart and Skilled** funding are available for this qualification. 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://smartandskilled.nsw.gov.au/> or phone 1300 772 104.

Entry Requirements

Nil



Learning Material

Candidates will be provided with training manuals for each unit for use and practice with at home. Each student will have the use of a computer and access to internet at HKCC. In class facilities include a white board, overhead projector and a TV with DVD Player.

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

We have a Learner 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. The assessment may take the form of

- short answer questions
- case studies
- role plays
- demonstration of task
- observation checklist by the trainer.

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

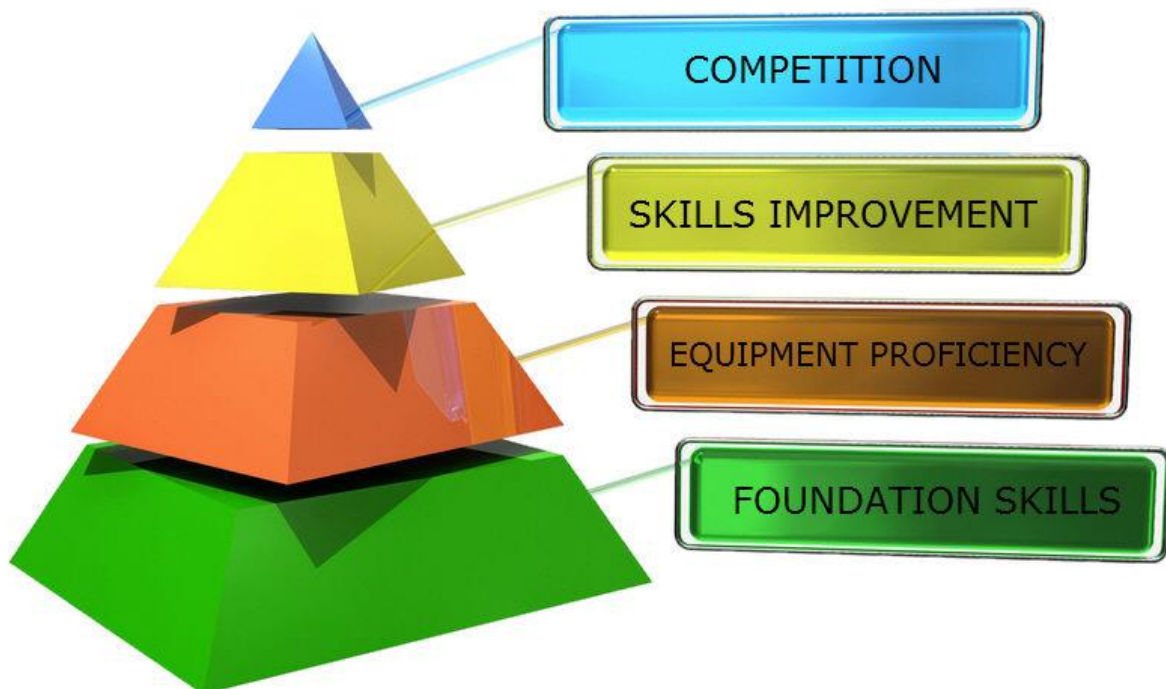
If you have obtained the same units in another organisation, the college recognises the AQF qualifications and Statements of Attainment by another Registered Training Organisation (RTO). If you think you already have any of the units, please inform the enrolling officer.

CAREER PATHWAYS

Certificate I in Skills for Vocational Pathways is a recognised qualification 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 taking further vocational study easier.

Possible pathways



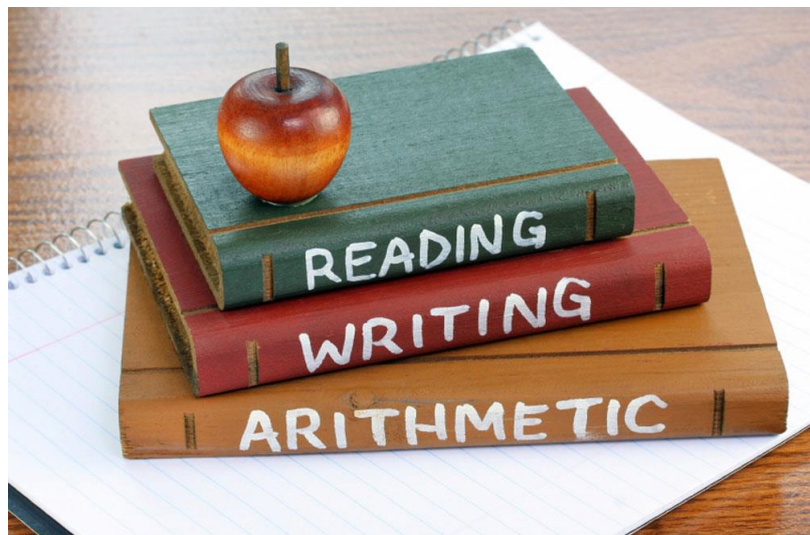
FSK20113 CERTIFICATE II IN SKILLS FOR WORK AND VOCATIONAL PATHWAYS

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 and learning skills at Australian Core Skills Framework (ACSF) Level 3
- entry level digital literacy and employability skills
- a vocational training and employment plan.

Foundation Skills Training Package qualifications may not be listed as an entry requirement for vocational qualifications.



Course Structure

Course Days:	Wednesday and Friday
Commencement:	
Duration:	14 weeks / 26 sessions
Session time:	9.30am – 3.00pm
Tutorial:	3:00pm – 5.30pm
Self-Study:	5 hours per week

Pre-Course Interview

A pre-course interview is required to evaluate your suitability for the course so call **9482 1189** to arrange your interview.

As above (see p 5) students need to bring personal identification, complete forms, have a USI and enjoy an advanced level of English language skills and numeracy.

The Units of Competency

	Unit Code	Unit Name	
1	FSKLRG09	Use strategies to respond to routine workplace problems	Core
2	FSKLRG11	Use routine strategies for work-related learning	Core
3	FSKNUM14	Calculate with whole numbers and familiar fractions, decimals and percentages for work	Core
4	FSKNUM15	Estimate, measure and calculate routine metric measurements for work	Core
5	FSKOCM07	Interact effectively with others at work	Core
6	FSKRDG10	Read and respond to routine workplace information	Core
7	FSKWTG09	Write routine workplace texts	Core



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8	FSKWTG06	Write simple workplace information	Elective
9	FSKLRG07	Use strategies to identify job opportunities	Elective
10	FSKDIG03	Use digital technology for routine workplace tasks	Core
11	BSBWHS201	Contribute to health and safety of self and others	Elective
12	BSBITU307	Develop keyboarding speed and accuracy	Elective
13	BSBITU201	Produce simple word processed documents	Elective
14	BSBITU202	Create and use spreadsheets	Elective

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

1. 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
2. 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
3. maintain privacy and confidentiality in respect of all matters relating to students and staff
4. adhere to directions from the class tutor
5. work safely and not endanger others in the class
6. participate positively in class
7. adhere to all HKCC rules and regulations
8. be aware of, apply and adhere to access and equity obligations described in our access and equity section
9. 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
10. 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
11. not attend class whilst intoxicated with either drugs or alcohol in their system.