



FSK Foundation Skills
QUALIFICATIONS
2022



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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 is a Registered Training Organisation (RTO) offering three foundation skills qualifications, which are pathways to access vocational education training (VET) as well as fundamental skills for work.

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 non-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, 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.

Cost

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

Subsidised places under the **ACE Program** 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

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 a unit/s 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 with internet access.

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

Learning Support

HKCC has 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 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.

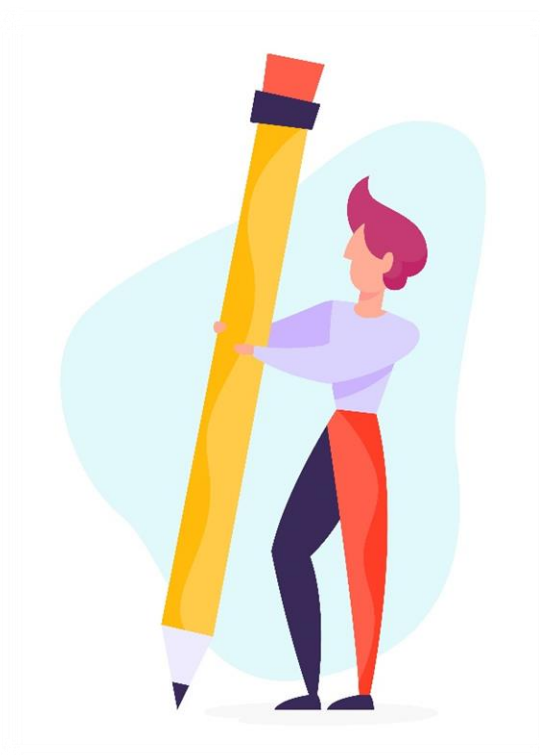
Please note that if a student has been deemed Not Yet Competent, they will be given every opportunity to re-sit assessment/s. Reasonable adjustment may be undertaken with relevant circumstances to suit learner needs and abilities. Please speak with your trainer about any special needs that you may require.

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:	Wednesday and Friday
Commencement:	see Timetable
Duration:	15 weeks / 30 sessions
Session time:	9.30am – 3.00pm
Tutorial:	3:00pm – 5.30pm
Self-Study:	5 hours per week

What will you 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.

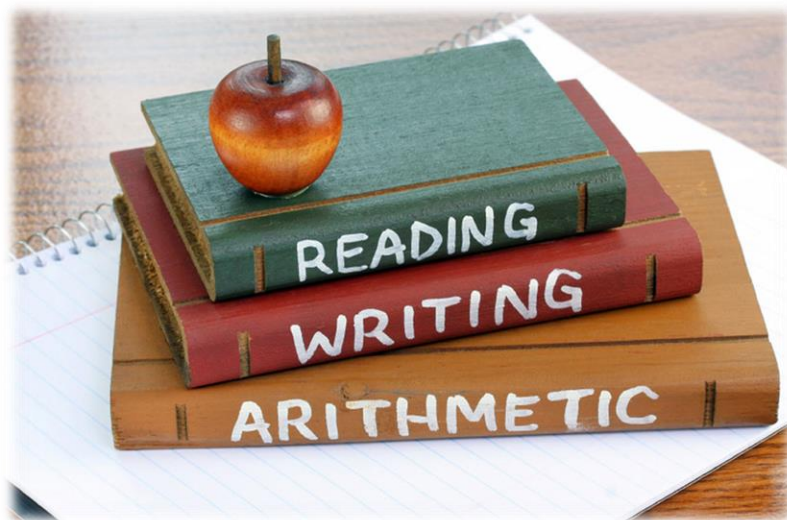
	Unit Code	Unit of Competency Name	
1	FSKLRG001	Prepare to participate in a learning environment	Elective
2	FSKOCM002	Engage in short and simple spoken exchanges at work	Elective
3	FSKRDG004	Read and respond to short and simple workplace information	Elective
4	FSKWTG002	Write short and simple workplace formatted texts	Elective
5	FSKOCM003	Participate in familiar spoken interactions at work	Elective
6	FSKNUM003	Use whole numbers and halves for work	Core
7	FSKLRG004	Use short and simple strategies for work-related learning	Elective
8	FSKNUM004	Locate, compare and use highly familiar 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:	Wednesday and Friday
Commencement:	see Timetables
Duration:	16 weeks / 32 sessions
Session time:	9.30am – 3.00pm
Tutorial:	3:00pm – 5.30pm
Self-Study:	5 hours per week

What will you 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 and numeracy skills subjects.

	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 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:	
Commencement:	see Timetables
Duration:	22 weeks / 43 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



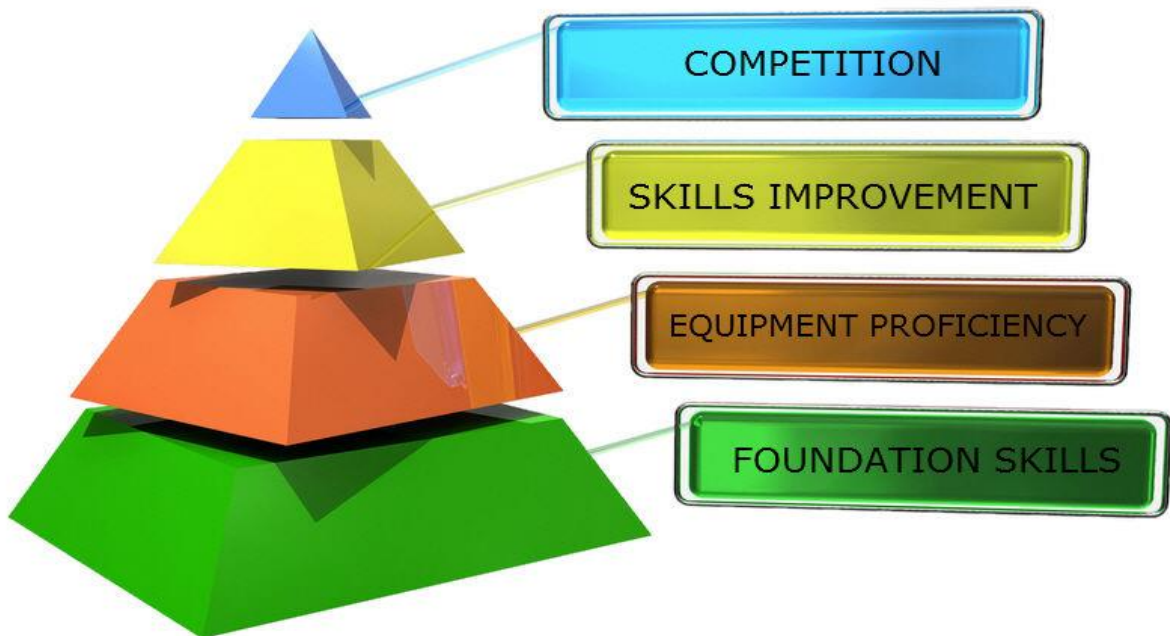
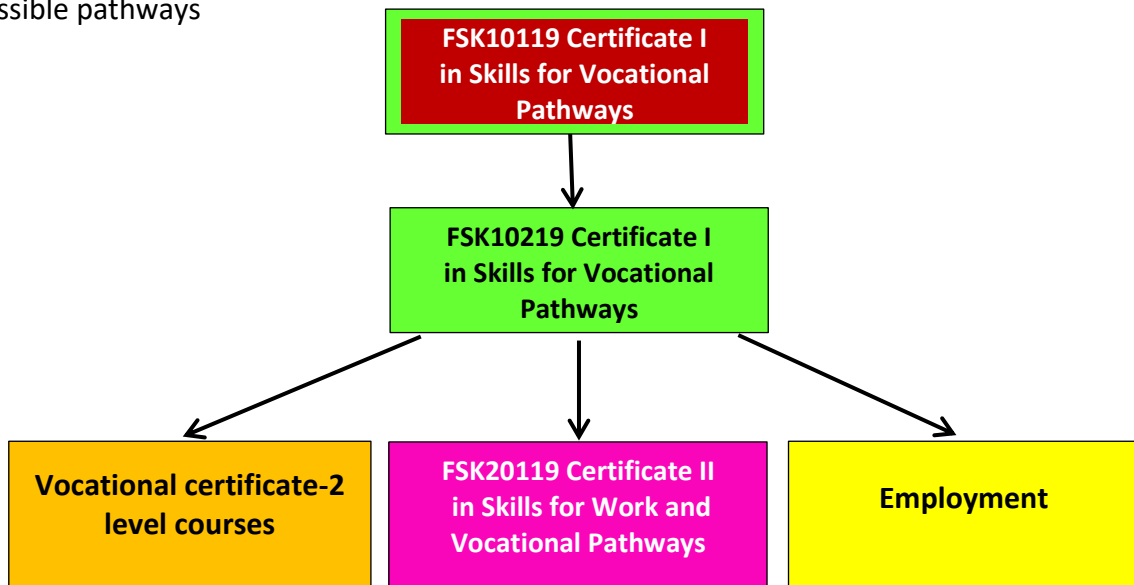
8	FSKOCM04	Use oral communication skills to participate in workplace meetings	Elective
9	FSKLRG07	Use strategies to identify job opportunities	Elective
10	FSKDIG03	Use digital technology for routine workplace tasks	Core
11	BSBWHS201	Contribute to health and safety of self and others	Elective
12	BSBITU307	Develop keyboarding speed and accuracy	Elective
13	BSBITU211	Produce digital text documents	Elective
14	BSBITU212	Create and use spreadsheets	Elective

Career Pathways

All Foundation Skills qualifications are 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



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.