



Skills and Employment
INSTITUTE of AUSTRALIA

FSK20113 CERTIFICATE II IN SKILLS FOR WORK AND VOCATIONAL PATHWAYS

DESCRIPTION

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.

ENTRY REQUIREMENTS

1. Students must be 18 years of age or over.
2. Students are required to successfully complete the Language Literacy and Numeracy test and achieve Level 3 in the Australian Core Skills Framework across reading, writing, learning, oral communication and numeracy skill. Prospective students who have completed year 12 or provide an AQF Certificate III or above in any discipline will be deemed as meeting the entry requirements.
3. Satisfactorily complete a pre-training review interview to determine student's suitability for the

chosen course.

4. Students are required to be physically fit to carry out some tasks as required by the course.
5. Students are required to have access to a computer and internet in order to complete assessments and read information on the units of competency.

COURSE MODE OF DELIVERY AND DURATION

Prospective students have the option of selecting the face-to-face, or blended delivery options over a period of 22 weeks. You are required to indicate your selection on the Enrolment Form.

RECOGNITION OF PRIOR LEARNING

Recognition of Prior Learning (RPL) is a method of assessing your current knowledge, skills and experiences that may have been acquired through informal training such as work history or formal training. RPL applications will be reviewed after you have enrolled and paid for the course. After enrolment, an RPL Kit can be requested from the Director of Studies by email.

CREDIT TRANSFER

If you have completed previous study that is the same as your intended qualification with another organisation you may be able to apply for a credit transfer or exemption. A JP certified copy certificate and transcripts must be provided when applying for a credit transfer.



WORLD-CLASS TRAINING

WORLD-CLASS LEADERS



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COURSE OUTLINE (UNITS OF COMPETENCY)

TOTAL NUMBER OF UNITS = 14

- 8 core units
- 6 elective units

CORE UNITS

FSKDIG03	Use digital technology for routine workplace tasks
FSKLRG09	Use strategies to respond to routine workplace problems
FSKLRG11	Use routine strategies for work-related learning
FSKNUM14	Calculate with whole numbers and familiar fractions, decimals and percentages for work
FSKNUM15	Estimate, measure and calculate routine metric measurements for work
FSKOCM07	Interact effectively with others at work
FSKRDG10	Read and respond to routine workplace information
FSKWTG09	Write routine workplace texts

ELECTIVE UNITS

Two elective units must be vocational units from other training packages.

The remaining electives units may be selected as follows:

- Up to 4 vocational units from other training packages, and their prerequisite units where applicable
- Up to 4 units from the Foundation Skills Training Package
- Up to 3 units from accredited courses

Elective units must be relevant to vocational pathways.

ASSESSMENTS

To be assessed as competent, learners need to provide satisfactory evidence to all the assessment requirements relating to their knowledge and skills relevant to the unit of competence. Assessment methods may include:

- Written activities
- Case studies
- Projects
- Role plays / observations

HOW TO ENROL

Applying to SEIA is easy. You can submit your enrolment application any time by email to info@seia.edu.au or call **(02) 9649 6649**. You will be contacted by SEIA to arrange a follow up appointment for a pre-training review.

If your application is successful, we will send you a Letter of Offer including all the enrolment conditions. When you accept it and return a signed copy, we will secure your place.

Enrol Now