


FSK20113 Certificate II in Skills for Work and Vocational Pathways

<p>Qualification Name:</p>	<p>CERTIFICATE II IN SKILLS FOR WORK AND VOCATIONAL PATHWAYS</p> 
<p>Course Structure</p>	<p>To achieve this qualification, you must complete a total of 14 units</p> <p>8 core units <i>plus</i> 6 elective units 2 Elective units MUST be vocational units. Remaining electives may be selected as follows :</p> <ul style="list-style-type: none"> • up to 4 units from Foundation Skills training package, • up to 4 vocational units from other training packages. <p>Statement of Attainment :Students may be able to complete individual or clustered units and achieve a Statement of Attainment as part of their participation in specific programs</p>
<p>Core Units</p> <p>Elective Units *</p>	<p>FSKDIG03 Use digital technology for routine workplace tasks</p> <p>FSKLRG09 Use strategies to respond to routine workplace problems</p> <p>FSKLRG11 Use routine strategies for work-related learning</p> <p>FSKNUM14 Calculate with whole numbers and familiar fractions, decimals and percentages for work</p> <p>FSKNUM15 Estimate, measure and calculate routine metric measurements for work</p> <p>FSKOCM07 Interact effectively with others at work</p> <p>FSKRDG10 Read and respond to routine workplace information</p> <p>FSKWTG09 Write routine workplace texts</p> <p>FSKLRG10 Use routine strategies for career planning</p> <p>FSKNUM18 Collect data and construct routine tables and graphs for work</p>

	<p>FSKRDG09 Read and respond to routine standard operating procedures</p> <p>FSKWTG07 Write routine formal workplace texts</p> <p>BSBITU201 Produce simple word processed documents</p> <p>BSBWHS201 Contribute to health and safety of self and others</p> <p>BSBITU202 Create and use spreadsheets</p> <p>BSBWOR204 Use business technology</p> <p>SIRXIND001 Work effectively in a customer service environment</p> <p>FNSFLT201 Develop and use a personal budget</p> <p>FNSFLT202 Develop and use a savings plan</p> <p>SITXFSA001 Use hygienic practices for food safety</p> <p>BSBWOR202 Organise and complete daily work activities</p> <p>BSBWOR203 Work effectively with others</p> <p>BSBCMM201 Communicate in the workplace</p> <p>CHCVOL001 Be an effective volunteer</p> <p>* Other electives may be chosen based on student needs and program context</p>
<p>Outcomes</p>	<p>This qualification is designed for individuals who need skills to prepare for a vocational pathway qualification or further foundation skills development to enter employment . Learners will develop the skills to participate in further training or enter employment through training in</p> <p>It is suitable for individuals who require:</p> <ul style="list-style-type: none"> • 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
<p>Training Pathways</p>	<p>Upon completion of this qualification learners could progress to a vocational Certificate II level qualification via a traineeship pathway or via further training.</p>

Delivery Mode	Classroom Based* - You attend group workshops with other learners and complete the units in a classroom type environment. *Subject to availability
Eligibility	Eligibility requirements may apply for some government subsidised training programs. Contact JobQuest for more information

For more information contact JobQuest on 02 49609024

Or email: mail@jobquest.org.au