

Job@quest

Connecting People and Skills

QUALIFICATION INFORMATION BOOKLET



NATIONALLY RECOGNISED
TRAINING

This training is subsidised by the NSW Government.
JobQuest is the trading name of Penrith Skills for Jobs Ltd RTO 90187.

Nationally Recognised Courses at JobQuest

'Find the career you've been waiting for here at JobQuest'

Business Services:

BSB10120 Certificate I In Workplace Skills

BSB20120 Certificate II In Workplace Skills

Foundation Skills:

FSK10219 Certificate I in Skills For Vocational Pathways

FSK20119 Certificate II in Skills For Work and Vocational Pathways

Nationally Recognised Units at JobQuest

'Find the career you've been waiting for here at JobQuest'

FNSFLT211 - Develop and use Personal Budgets

FNSFLT212 - Develop and use savings plans

SITXFSA005 - Use hygienic practices for food safety

FSKWTG001 - Complete personal details on extremely simple
and short workplace forms

BSB10120

Certificate I in Workplace Skills

Outcomes:

This qualification reflects the role of individuals who have not yet entered the workforce and are developing the necessary skills in preparation for work. They may undertake a variety of simple tasks under close supervision.

Disclaimer:

JobQuest does not in any way guarantee that a student will obtain employment by completing this training program

Course structure:

To achieve this qualification you must complete a total of 6 units.

Core units:

BSBOPS101 - Use business resources

BSBPEF101 - Plan and prepare for work readiness

Elective Units:

BSBDAT201 - Collect and record data

BSBTEC101 - Operate Digital Devices

BSBTEC203 - Research using the internet

BSBPEF201 - Support personal wellbeing in the workplace

***Other electives are available and can be tailored to suit clients in consultation with JobQuest**

Training Pathways:

Traineeship, Assessment only, Recognition of prior learning.

Upon completing this qualification, learners could progress to a BSB20120 Certificate II in Workplace Skills.

Delivery Mode:

Employment-Based* - You complete the qualification whilst employed as a traineeship.

Classroom Based* - You attend group workshops with other learners and complete the units in a classroom-type environment.

*Subject to availability

Duration of Training:

A traineeship is contracted for a 12-month period and part-time traineeships are for longer periods. This information is provided at indenture and enrolment.

Eligibility:

Eligibility requirements may apply for some government subsidised training programs

BSB20120

Certificate II in Workplace Skills

Outcomes:

This course offers students an opportunity to learn and develop skills to work in an office environment and is also suited to those who have not yet entered the workforce and are developing the necessary skills in preparation for work.

These students will develop skills to assist them in a range of basic procedural, clerical, administrative or operational tasks that require self-management and technology skills.

Disclaimer:

JobQuest does not in any way guarantee that a student will obtain employment by completing this training program

Course structure:

To achieve this qualification you must complete a total of 10 units

Core units:

BSBCMM211 - Apply communication skills

BSBOPS201 - Work effectively in business environments

BSBPEF202 - Plan and apply time management skills

BSBSUS211 - Participate in sustainable work practices

BSBWHS211 - Contribute to the health and safety of self and others

Elective Units:

HLTAID011 - First aid (VET elective by Credit Transfer)

BSBDAT201 - Collect and record data (Group B)

BSBPEF101 - Plan and prepare for work readiness (VET elective)

BSBPEF201 - Support personal well-being in the workplace (Group A)

BSBTEC202 - Use digital technologies to communicate in a work environment (Group B)

***Other electives are available and can be tailored to suit clients in consultation with JobQuest**

Training Pathways:

Traineeship, Assessment only, Recognition of prior learning.

Upon completing this qualification, learners could progress to a BSB30120 Certificate III in Business.

Delivery Mode:

Employment-Based* - You complete the qualification whilst employed as a traineeship.

Classroom Based* - You attend group workshops with other learners and complete the units in a classroom-type environment.

*Subject to availability

Duration of Training:

A traineeship is contracted for a 12-month period and part-time traineeships are for longer periods. This information is provided at indenture and enrolment.

Eligibility:

Eligibility requirements may apply for some government-subsidised training programs

FSK10219

Certificate I in Skills for Vocational Pathways

Outcomes:

FSK10219 Certificate I in Skills for Vocational Pathways aids students in building the fundamental skills for lifelong learning. Offering students an opportunity to learn through project-based opportunities. Students will develop literacy and numeracy and gain the confidence to reach their goals in a supported environment. Focusing on communication skills, reading, writing, numeracy and digital literacy this course offers a well-rounded opportunity for students to be better equipped to participate in the workforce, the community, and further education and training.

Disclaimer:

JobQuest does not in any way guarantee that a student will obtain employment by completing this training program

Course structure:

To achieve this qualification you must complete a total of 11 units.

Core units:

FSKLRG008 - Use simple strategies for work-related learning

Elective Units:

FNSFLT212 - Develop and use a savings plan (VET elective)

SITXFSA001 - Use hygienic practices for food safety (VET elective)

FSKDIG002 - Use digital technology for routine and simple workplace tasks (Group B)

FSKLRG003 - Use short and simple strategies for career planning (Group B)

FSKOCM003 - Participate in familiar spoken interactions at work (Group B)

FSKRDG005 - Read and respond to simple and familiar workplace procedures (Group B)

FSKRDG007 - Read and respond to simple workplace information (Group B)

FSKWTG005 - Write simple workplace formatted texts (Group B)

FSKWTG006 - Write simple workplace information (Group B)

FSKNUM008 - Use whole numbers and simple fractions, decimals and percentages for work (Group A)

***Other electives are available and can be tailored to suit clients in consultation with JobQuest**

Training Pathways:

Upon completing this qualification, learners could progress to FSK20119 Certificate II in Skills for Work and Vocational Pathways or other Certificate II level qualifications such as BSB20120 Certificate II in Workplace Skills.

Delivery Mode:

Employment-Based* - You complete the qualification whilst employed as a traineeship.

Classroom Based* - You attend group workshops with other learners and complete the units in a classroom-type environment.

*Subject to availability

Duration of Training:

Duration times for any Foundation Skills courses will be provided in pre-enrolment information and depend on how the specific program is designed.

The duration of the course will be sufficient to allow every student to learn the required skills and knowledge and complete the assessment tasks.

Eligibility:

Eligibility requirements may apply to some government-subsidised training programs.

FSK20119

Certificate II in Skills for Work and Vocational Pathways

Outcomes:

FSK20119 Certificate II in Skills for Work and Vocational Pathways aids students in building the fundamental skills for lifelong learning. Offering students an opportunity to learn through project-based opportunities. Students will develop and build on literacy, numeracy and digital skills while gaining confidence to set and achieve their goals in a supported environment.

This course offers a well-rounded opportunity for students to create a training and employment plan, delving deeper into the world of work and strengthening their employability skills to be better equipped to participate in the workforce, and the community, and identify future pathways for employment or vocational training.

Disclaimer:

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Course structure:

To achieve this qualification in full you must complete a total of 14 units.

Core unit:

FSKLRG011 Use routine strategies for work-related learning

Elective Units:

BSBTEC101- Operate digital devices (Other)

FNSFLT212 - Develop and use a saving plan (Other)

FNSFLT211 - Develop and use a personal budget (Other)

FSKDIG003 - Use digital technology for non-routine workplace tasks (Group B)

FSKLRG009 - Use strategies to respond to routine workplace problems (Group B)

FSKWGTG005 - Write simple workplace formatted texts

FSKWGTG008 - Complete routine workplace formatted texts

FSKRDG010 - Read and respond to routine workplace information

FSKNUM018 - Collect data and construct routine tables and graphs for work

FSKOCM006 - Use oral communication skills to participate in workplace teams

FSKOCM004 - Use oral communication skills to participate in workplace meetings

FSKOCM005 - Use oral communication skills for effective workplace presentations

FSKNUM014 - Calculate with whole numbers and familiar fractions, decimals and percentages for work (Group A)

***Other electives are available and can be tailored to suit clients in consultation with JobQuest.**

Training Pathways:

Upon completion of this qualification learners could progress to a vocational Certificate III level qualification via a traineeship pathway or further training such as BSB20120 Certificate II in Workplace Skills.

Delivery Mode:

Employment-Based* - You complete the qualification whilst employed as a traineeship.

Classroom Based* - You attend group workshops with other learners and complete the units in a classroom type environment.

*Subject to availability

Duration of Training:

Duration times for any Foundation Skills courses will be provided in pre-enrolment information and depend on how the specific program is designed.

The duration of the course will be sufficient to allow every student to learn the required skills and knowledge and complete the assessment tasks.

Eligibility:

Eligibility requirements may apply to some government-subsidised training programs.