



## FSK20113 Certificate II in Skills for Work and Vocational Pathways Term 1

Assessment project / activity / task (All codes and names must match Section 8)					
<b>Project 1</b>	<b>Project 1 – Personal Investigation</b>				
<b>Estimated duration</b>	2 Weeks	<b>Unit/s for which partial or complete evidence will be gathered</b> (Record unit code and title only here)	<b>Evidence-gathering techniques used</b> (More than one technique must be ticked for each unit or cluster of units.)		<b>Evidence-gathering tool code</b>
<b>Description</b> (summary)	<i>This project requires students to complete a survey which helps them determine suitable career pathways. Students then complete assessments on my future website to refine their possible careers further.</i>	BSBLED101 Plan Skills Development FSKDIG03 – Use Digital Technology for Routine Workplace Tasks	<b>Competency Observation</b>	<input checked="" type="checkbox"/>	OBS2, VQ1
			<b>Questions checklist</b>	<input checked="" type="checkbox"/>	P1
			<b>Review of product /service against specifications</b>	<input type="checkbox"/>	
			<b>Review folio of work against specifications</b>	<input type="checkbox"/>	
			<b>Third party report</b>	<input type="checkbox"/>	
			<b>Safety induction checklist</b>	<input type="checkbox"/>	
<b>Project 2</b>	<b>Project 2 – Accessing information, support and advice on work &amp; training options</b>				
<b>Estimated duration</b>	2 weeks	<b>Unit/s for which evidence will be gathered</b>	<b>Evidence-gathering techniques used</b> (More than one technique must be ticked for each unit or cluster of units)		<b>Evidence-gathering tool</b>



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<b>Description (summary)</b>	<b><i>This project requires students to access a range of websites and investigate their purpose. Students are then required to complete assessment activities.</i></b>	BSBCMM201 – Communicate in the Workplace BSBLED101 Plan Skills Development FSKDIG03 – Use Digital Technology for Routine Workplace Tasks FSKLRG11 - Use Routine Strategies for Work Related Learning FSKRDG10 - Read and Respond to Routine Workplace Information	<b>Observation checklist</b>	<input checked="" type="checkbox"/>	OBS2, VQ1
			<b>Questions checklist</b>	<input type="checkbox"/>	
			<b>Review of product /service against specifications</b>	<input checked="" type="checkbox"/>	P2
			<b>Review folio of work against specifications</b>	<input type="checkbox"/>	
			<b>Third party report</b>	<input type="checkbox"/>	
			<b>Safety induction checklist</b>	<input type="checkbox"/>	
<b>Project 3</b>	<b>Project 3 - Career investigation</b>				
<b>Estimated duration</b>	2 weeks	<b>Unit/s for which evidence will be gathered</b>	<b>Evidence-gathering techniques used</b> (More than one technique must be ticked for each unit or cluster of units)		<b>Evidence-gathering tool code</b>
<b>Description (summary)</b>	This project requires students to select two careers from their refined list and research further. Students complete assessment activities that highlight:	BSBLED101 Plan Skills Development FSKDIG03 – Use Digital Technology for Routine Workplace Tasks FSKLRG11 - Use Routine Strategies for Work Related Learning	<b>Observation checklist</b>	<input checked="" type="checkbox"/>	OBS2, VQ1
			<b>Questions checklist</b>	<input checked="" type="checkbox"/>	
			<b>Review of product /service against specifications</b>	<input checked="" type="checkbox"/>	P3



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	<ul style="list-style-type: none"> <li>• Career</li> <li>• Job Description</li> <li>• Personal requirements</li> <li>• Education and training required</li> <li>• Employment opportunity's</li> <li>• Advantage &amp; disadvantages of this occupation</li> <li>• Gaps in their education and training- what extra study does the students need to do follow this pathway</li> </ul>		<b>Review folio of work against specifications</b>	<input type="checkbox"/>
			<b>Third party report</b>	<input type="checkbox"/>
			<b>Safety induction checklist</b>	<input checked="" type="checkbox"/>
<b>Project 4</b>	<b>Written Questions 1 - Assessing job and skill suitability</b>			
<b>Estimated duration</b>	2 weeks	<b>Unit/s for which evidence will be gathered</b>	<b>Evidence-gathering techniques used</b> (More than one technique must be ticked for each unit or cluster of units)	<b>Evidence-gathering tool code</b>
<b>Description</b> <i>(summary)</i>	Students complete a series of written questions designed to develop their understanding of their chosen fields furthermore to evaluate their strength and weaknesses.	BSBCMM201 – Communicate in the Workplace BSBLED101 Plan Skills Development FSKLRG11 - Use Routine Strategies for Work Related Learning	<b>Observation checklist</b>	<input checked="" type="checkbox"/> OBS2, VQ1
			<b>Questions checklist</b>	<input checked="" type="checkbox"/> WQ1
			<b>Review of product /service against specifications</b>	<input type="checkbox"/>



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		FSKOCM07 - Interact effectively with others at work FSKRDG10 - Read and Respond to Routine Workplace Information	<b>Review folio of work against specifications</b>	<input type="checkbox"/>	
			<b>Third party report</b>	<input type="checkbox"/>	
			<b>Safety induction checklist</b>	<input type="checkbox"/>	
<b>Project 5</b>	<b>Project 4 - Creating a career portfolio</b>				
<b>Estimated duration</b>	2 weeks	<b>Unit/s for which evidence will be gathered</b>	<b>Evidence-gathering techniques used</b> (More than one technique must be ticked for each unit or cluster of units)		<b>Evidence-gathering tool code</b>
<b>Description (summary)</b>	<i><b>This project requires students to create a carer portfolio. Students are required to write a resume cover letter and set plan.</b></i>	BSBCMM101 – Apply Basic Communication Skills BSBITU211 Produce simple word processed documents BSBLED101 Plan Skills Development FSKLRG11 - Use Routine Strategies for Work Related Learning	<b>Observation checklist</b>	<input checked="" type="checkbox"/>	OBS2, VQ1
			<b>Questions checklist</b>	<input type="checkbox"/>	
			<b>Review of product /service against specifications</b>	<input checked="" type="checkbox"/>	P4
			<b>Review folio of work against specifications</b>	<input type="checkbox"/>	
			<b>Third party report</b>	<input type="checkbox"/>	
			<b>Safety induction checklist</b>	<input type="checkbox"/>	