

FSK20119 Certificate II in Skills for Work and Vocational Pathways

Qualification 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 further vocational training

- reading, writing, oral communication, learning and numeracy skills primarily aligned to the Australian Core Skills Framework (ACSF)
- Entry level digital literacy and employability skills
- A vocational training and employment plan.

Refer to training.gov.au for specific information about the qualification.

Entry requirements

There are no entry requirements for this qualification.

Duration and location

This is a one-year course delivered in Years 10, 11 and 12 on site at Kirwan State High School.

Course units

To attain a FSK20119 Certificate II in Skills for Work, 14 units of competency must be achieved:

Unit code	Title
FSKWTG009	Write routine workplace texts
BSBPEF101	Plan and prepare for work readiness
BSBPEF302	Develop self-awareness
FSKLRG007	Use strategies to identify job opportunities
FSKLRG010	Use routine strategies for career planning
FSKLRG011	Use routine strategies for work-related learning
BSBWHS211	Contribute to health and safety of self and others
FSKDIG003	Use digital technology for non-routine workplace tasks
FSK0CM007	Interact effectively with others at work
FSKNUM018	Collect data and construct routine tables and graphs for work
FSKLRG009	Use strategies to respond to routine workplace problem
FSKRDG008	Read and respond to information in routine visual and graphic text
BSBTEC203	Research using the internet
FSKWTG008	Complete routine workplace formatted texts

RTO obligation

The RTO guarantees that the student will be provided with every opportunity to complete the qualification. We do not guarantee employment upon completion of this qualification.

Students who are deemed competent in all 14 units of competency will be awarded a Qualification and a Record of Results.

Students who achieve at least one unit of competency (but not the full qualification) will receive a Statement of Attainment.

Delivery modes

A range of delivery modes will be used during the teaching and learning of this qualification. These include:

- face-to-face instruction
- guided learning

Fees

All fees are published on Kirwan State High Schools VET subject selection form

Assessment

Assessment is competency based and completed in a simulated business environment.

Units of competency are clustered and assessed in this way to replicate what occurs in a business office as closely as possible.

Assessment techniques include:

- observation
- folios of work
- questioning
- projects
- written and practical tasks.

Work placement

Work placement is not mandatory for FSK20119, however the school may assist in organising work placements for students. Students may also source their own placements which will need to be approved by the school RTO.

Pathways

This qualification may articulate into:

- *a pathway to employment or further vocational training
- *entry level digital literacy and employability skills
- *a vocational training and employment plan.

See other qualifications at training.gov.au.