



Course Outline

FSK20113 Certificate II in Skills for Work & Vocational Pathways

Develop your skills and confidence

A program to help you:

- Build your confidence
- Gain study skills
- Strengthen reading and writing abilities
- Improve language and technology skills

This qualification is for anyone wishing to build confidence and develop skills to enter / re-enter the workforce or progress onto further study.



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 those who require:

- A pathway to employment or vocational training
- Reading, writing, numeracy, oral communication and learning skills at Australian Core Skills Framework Level 3
- Entry level digital literacy and employability skills
- A vocational training and employment plan

What will I learn?

Topics covered in this course include:

- Using strategies for workplace learning and to respond to problems
- How to interact with others in the workplace
- How to use digital technology for tasks
- Basic mathematics commonly used in the workplace
- A choice of vocational pathways including hospitality, business administration or community services

How is it delivered?

This course is available through the following options:

- **Face-to-face training** is offered through workshops, self-paced study, vocational placement and tutorial support.
- **Distance training** is delivered through blended learning including self-paced study using workbooks and supported with phone and email tutorial support. A range of options are available to best suit your learning style.

Units of Competency

How many units are needed for the qualification?

You must be assessed as competent in a total of 14 units of competency, 8 core units and 6 elective units to be awarded the FSK20113 Certificate II in Skills for Work and Vocational Pathways.

Core

- 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

Electives

- HLTWHS001 Participate in workplace health and safety
- BSBWOR201 Manage personal stress in the workplace
- BSBWOR202 Organise and complete daily work activities
- BSBWOR203 Work effectively with others
- BSBWOR204 Use business technology
- SITXCCS001 Provide customer information and assistance

Other units may be available depending on individual requirements. This will be discussed in the development of the training plan.

Recognition of Prior Learning

Your history of life and work experiences as well as formal and informal training may be applied using the Recognition of Prior Learning (RPL) process. All students are offered RPL upon enrolment or commencement of training. Documentary evidence will be required.

Resources

Students will be provided with:

- Workbooks and Assessment Guides for each unit
- Student Handbook and Course Guides
- Access to additional supports

Funding & Costs

This qualification is offered through:

- Certificate 3 Guarantee

You can refer to the following documents for further information:

- Course Fee Guide
- Funding & Program Fact Sheet
- Policies & procedures
- Handbooks

How do I enrol?

You can download the enrolment form directly from our webpage, have it emailed to you or drop in and see us. If you are not ready to enrol but are interested, please contact us or visit our webpage.

Want more information?

Visit: www.cedarcentre.com.au

Call: 07 4512 6770

Email: info@cedarcentre.com.au

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