

# CERTIFICATE II SKILLS FOR WORK AND VOCATIONAL PATHWAYS



Vocational Education & Training CODE: VSW

QUALIFICATION: FSK20119 CERTIFICATE II SKILLS FOR WORK AND VOCATIONAL PATHWAYS

## COURSE OVERVIEW

<http://training.gov.au> - Please refer to the training.gov.au website for specific information about the qualification.

This qualification is delivered and assessed on site at Meridan State College in a simulated work environment. 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 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.

Student support services are available in accordance with the VET Subject Handbook.

## DURATION & FUNDING

This course has been designed to be delivered and assessed within a 12month period. Please refer to the College website for subject costs.

## COURSE UNITS

To attain a Certificate II Skills for Work and vocational Pathways, 14 units (1 core, 13 electives) must be achieved:

### UNIT CODE

### UNIT NAME

#### CORE:

FSKLRG011 Use routine strategies for work-related learning

#### ELECTIVES:

FSKNUM014 Calculate with whole numbers and familiar fractions, decimals and percentages for work

FSKNUM015 Estimate, measure and calculate with routine metric measurements for work

FSKDIG003 Use digital technology for non-routine workplace tasks

FSKLRG009 Use strategies to respond to routine workplace problems

FSKLRG010 Use routine strategies for career planning

FSKOCM007 Interact effectively with others at work

FSKRDG008 Read and respond to information in routine visual and graphic texts

FSKRDG010 Read and respond to routine workplace information

FSKWTG008 Complete routine workplace formatted texts

FSKWTG009 Write routine workplace texts

BSBSTR301 Contribute to continuous improvement

BSBPEF302 Develop self-awareness

SIRXHWB001 Maintain personal health and wellbeing

## ASSESSMENT TECHNIQUES

The emphasis in this subject is on completing tasks in a competent manner. Assessment will be delivered using a variety of techniques including:

- Project; Practical Activities; Computing & Digital Tasks; Folio of Collected Evidence of Competency; Mock Interviews for positions vacant; Participation in the Meridan State College Work Experience Program.

Students must achieve competency at every task in order to be issued with a full certificate at the completion of this course. *Students must achieve competency at every task and undertake work experience in an approved work placement environment, in order to be issued with a full qualification at the completion of this course. A Statement of Attainment will be issued for any and all units of competency offered in the qualification that have been successfully attained should the full qualification not be earned.*

## SPECIAL REQUIREMENTS

No student may enrol in this course without a valid USI. Due to the technological component of this course, participation in the College's BYOx programme is strongly encouraged. **Work experience is a mandatory aspect of this course, and will be offered to students during term 2. Students are responsible for sourcing their placement, and their own transport to and from their workplace venue.**

## CAREER OPPORTUNITIES & PATHWAYS

This course is an entry level course and assists students to develop skills that will allow them to interact in a productive way in the world of work. Other specific technological qualifications available at <http://training.gov.au>.

### Disclaimer:

"The College must have certain teachers and equipment to run this course. If the school loses access to these resources, the school will attempt to provide students with alternative opportunities to complete the course and the related qualifications. The school retains the right to cancel the vocational component of the course if it is unable to meet requirements."

Date of publication: July, 2024

Details correct at time of publication but subject to change