

CERTIFICATE II IN SKILLS FOR WORK AND VOCATIONAL PATHWAYS

Vocational Education & Training CODE: FSK

QUALIFICATION: FSK20119 Certificate II in Skills for Work and Vocational Pathways

COURSE OVERVIEW

This qualification is an optional program for Year 10 students and is designed for individuals who require further foundation skills development to prepare for workforce entry or vocational training pathways. Students will gain knowledge regarding career planning, resume writing, workplace communication and interview skills.

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.

DURATION

One year depending on timetable.

COURSE UNITS

To attain a Certificate II in Skills for Work and Vocational Education, 14 units of competency must be completed.

UNIT CODE	UNIT NAME
FSKLRG011	Use routine strategies for work related learning
FSKLRG009	Use strategies to respond to routine workplace problems
FSKLRG010	Use routine strategies for career planning
FSKRDG008	Read and respond to information in routine visual and graphic texts
FSKRDG009	Read and respond to routine standard operating procedures
FSKWTG008	Complete routine workplace formatted texts
FSKDIG001	Use digital technology for short and basic workplace tasks
FSKLRG007	Use strategies to identify job opportunities
FSKNUM001	Use beginning whole number skills up to 100 for work
FSKRDG002	Read and respond to short and simple workplace signs and symbols
FSKWTG001	Complete personal details on extremely simple and short workplace forms
SIRXHWB001	Maintain personal health and wellbeing
SIRXWHS001	Work Safely
TLIK2003	Apply keyboard skills

CAREER OPPORTUNITIES & PATHWAYS

This is an entry level course to the world of work and to all other Certificate II courses and above. The skills and knowledge delivered in this course are highly sort after from all employers.

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."