

FSK20119

CERTIFICATE II IN SKILLS FOR WORK AND VOCATIONAL PATHWAYS

TRAINING PROGRAM


**VOCATIONAL
RELEVANCE**

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.

Nationally recognised units of competency as listed below:



1	FSKLRG011	Use routine strategies for work-related learning	Core
2	FSKNUM014	Calculate with whole numbers and familiar fractions, decimals and percentages for work	Elective
3	FSKNUM015	Estimate, measure and calculate with routine metric measurements for work	Elective
4	FSKDIG003	Use digital technology for non-routine workplace tasks	Elective
5	FSKLRG009	Use strategies to respond to routine workplace problems	Elective
6	FSKLRG010	Use routine strategies for career planning	Elective
7	FSKOCM004	Use oral communication skills to participate in workplace meetings	Elective
8	FSKOCM007	Interact effectively with others at work	Elective
9	FSKRDG010	Read and respond to routine workplace information	Elective
10	FSKWTG008	Complete routine workplace formatted texts	Elective
11	FSKWTG009	Write routine workplace texts	Elective
12	BSBTWK301	Use inclusive work practices	Elective
13	BSBPEF201	Support personal wellbeing in the workplace	Elective
14	BSBTEC202	Use digital technologies to communicate in a workplace	Elective

PROGRAMME DELIVERY

CAMPUS

Available at Burleigh, Lismore and Murwillumbah campus.

PROGRAMME DURATION

Expected duration: 10 weeks
Nominal duration: 4 months

COMMITMENT (HOURS)

Component	Weekly	Total Course
Classroom training	2 days per week x 10 weeks 6 hours per day	120 hours
One-on-one training and assistance	Available at your request	Please schedule with your trainer

DELIVERY

Face to face.

THIRD PARTY ARRANGEMENTS

ACE Community Colleges is responsible for the issue of all qualifications and statement of attainments.

WORKPLACE AGREEMENTS

Not applicable.

TRAINER ACCESS AND LEARNING SUPPORT

Your trainer can provide email and telephone support throughout the course. All enrolled students also have access to a Student Support Officer who can provide advice and assistance or facilitate external support.

GENERAL SUPPORT SERVICES

Pre-admission surveys allow us to evaluate language, literacy and numeracy capabilities prior to enrolment. This is done with reference to the Australian Core Skills Framework, helping us to determine individual needs relative to the demands of the course and to estimate support requirements. Once enrolled, students can then access foundational support adapted to their individual needs and circumstances.

ENROLMENT AND PARTICIPATION



APPLICATION

Enrolment is contingent upon an application being accepted. Factors considered in the evaluation of enrolment applications include meeting programme entry requirements, eligibility for a training subsidy (where applicable), the outcome of screening processes (for example, police checks), past payment of fees and acceptance of the terms of enrolment.



ENTRY REQUIREMENTS

Students will be required to undertake a simple pre-enrolment assessment interview prior to enrolment in order to establish their existing learning, oral communication and reading skill levels.



REQUIRED MATERIALS AND EQUIPMENT

Access to computer, laptop or device. Access to the internet.



COMPLETION AND CERTIFICATION

A qualification testamur and transcript will be issued by ACE Community Colleges upon successful completion of course requirements, provided that all administrative requirements have been met and course fees are paid in full. In these circumstances, certificates will be issued within 30 days.



PARTIAL COMPLETION

Where a student does not complete all components, a statement of attainment listing units successfully achieved will be issued by ACE Community Colleges within 30 days of course completion as long as all outstanding fees have been paid.

FEES AND SUBSIDIES



FULL COURSE FEE

\$3500



CARDHOLDER DISCOUNT

Not applicable.



SUBSIDIES AVAILABLE

Yes – see box below. Please refer to the relevant Subsidy Fact Sheet provided at enrolment for subsidised fees, eligibility criteria and more information.



COURSE MATERIALS

The course fees specified are fully inclusive of all textbooks, learning materials, tuition costs and support services for the advertised duration of the course.



ADDITIONAL CHARGES

Not applicable.



Skills Assure (QLD). Applicants eligible for enrolment under Skills Assure to note that this training is funded by the Queensland Government.

Smart and Skilled (NSW). Applicants eligible for enrolment under *Smart and Skilled* to note that this training is subsidised by the New South Wales Government.

FURTHER INFORMATION



STUDENT HANDBOOK

Our Student Handbook is available to all prospective students and may be obtained at or prior to enrolment from any of our colleges or downloaded from our website. The Student Handbook reflects our policies and contains information on the enrolment process, skills recognition, participation in training and assessment, support services, fees and refunds, rules and regulations, USI and a range of general information. While our Student Handbook also contains the specific details of our complaints and appeals process, it can also be accessed on our website at <https://www.acecolleges.edu.au/students/>



CAMPUS CONTACT DETAILS FOR ENQUIRIES

BURLEIGH: 07 5520 3026 | burleigh@acecolleges.edu.au

MURWILLUMBAH: 02 6672 6005 | mbah@acecolleges.edu

LISMORE: 02 6622 1903 | lismore@acecolleges.edu