

FSK10113 CERTIFICATE I IN ACCESS TO VOCATIONAL PATHWAYS



QUALIFICATION OVERVIEW

1. QUALIFICATION SUMMARY

- National code/title:
- FSK10113 – Certificate I in Access to Vocational Pathways
- Industry relevance:
- This qualification is designed for individuals who require significant foundation skills support to access a vocational learning pathway. The qualification is suitable for individuals who require:
 - a prevocational pathway to employment and vocational training
 - reading, writing, numeracy, oral communication and learning skills at Australian Core Skills Framework (ACSF) Level 1
 - entry level digital technology and employability skills.
 These skills support basic workplace functions including (but not limited to) – writing documents, applying for advertised positions and addressing selection criteria, dealing with money and measurement in the work environment, using technology in the workplace, and communication skills for seeking and maintaining employment.
- Entry requirements:
- There are no formal prerequisites.
 - 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.

2. QUALIFICATION COMPONENTS

- Core units (7):
- The core units of this qualification are compulsory for all learners:

1. FSKDIG01	Use digital technology for basic workplace tasks
2. FSKLRG04	Use basic strategies for work related learning
3. FSKNUM03	Use whole numbers and money up to one thousand for work
4. FSKNUM04	Locate, compare and use highly familiar measurements for work
5. FSKOCM02	Engage in basic spoken exchanges at work
6. FSKRDG04	Read and respond to basic workplace information
7. FSKWTG03	Write basic workplace information

- Elective units (4):
- Elective units are determined following consultation with industry:

8. FSKNUM08	Identify and use whole numbers and simple fractions, decimals and percentages for work
9. FSKLRG08	Use simple strategies for work-related learning
10. FSKRDG02	Read and respond to basic workplace signs and symbols
11. FSKWTG01	Write personal details on basic workplace forms

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- Packaging of electives:
- The organisation may vary elective units following consultation with local industry. Elective selection is on the basis of qualification packaging rules, current industry need and the organisation's capacity to deliver.

ASSESSMENT

3. ASSESSMENT REQUIREMENTS

- Assessment tasks:
- Assessment is generally progressive with multiple assessment tasks to be completed for each unit of competency. Assessment tasks and methods will vary from unit to unit and may include a combination of small group study, written assignments/examinations, oral questioning and practical class-based activities.
- Task submission:
- Assessment tasks must be submitted by the due date unless an extension has been granted. Students are entitled to two re-submissions per item following an initially inadequate assessment.

INDUCTION AND SUPPORT

4. INDUCTION AND SUPPORT

- Pre-enrolment:
- By completing pre-enrolment assessment prior to enrolling in this qualification, you will be assisting us to evaluate your suitability for the course and to tailor support services to meet your individual needs. A Student Support Officer will review this information and, if appropriate, contact you to discuss options to assist you to participate productively in the course.
- Course induction:
- An induction session to be held at the outset of the course comprises an overview of the industry, including relevant legislation, and covers course content, delivery and assessment arrangements and the satisfaction of course requirements. A general orientation to college facilities, rules and safety procedures is also provided.
- Individual 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.

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CERTIFICATION ARRANGEMENTS

5. AWARDS ISSUANCE

- Course completion:
- A qualification testamur and transcript will be issued upon successful completion of the training programme 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 of all course requirements being satisfactorily completed.
- Partial completion:
- Where a student does not complete all course components, a statement of attainment listing units achieved will be issued within 30 days of course completion as long as all outstanding fees have been paid.

ENROLMENT INFORMATION

6. ENROLMENT APPLICATION

- Application:
- Enrolment is contingent upon your application being accepted. Factors considered in the evaluation of enrolment applications include eligibility, pre-requisite fulfilment, the outcome of screening processes, past payment of fees and acceptance of the terms of enrolment.
- Unique student identifier (USI):
- It is a condition of enrolment in any accredited programme that you supply us with your unique student identifier (USI). If you don't already have one you can apply for one online at www.usi.gov.au. Further information on the national USI system is available from college administration.
- Confirmation:
- Enrolment is confirmed upon payment of a deposit against the course fee. ACE will collect no more than \$1500 of the total fee on initial enrolment.

7. FEES AND SUBSIDIES

- Full fee:
- \$2500
- Cardholder discount:
- Please see Customer Care for a quote
- Additional charges:
- Not applicable
- Subsidies available:
- Yes – see box below for details

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<u>Programme:</u>	<ul style="list-style-type: none"> VET Investment Plan (QLD). Applicants eligible for enrolment under <i>VET Investment Plan</i> to note that this training is funded by the Queensland Government.
<u>Eligibility criteria:</u>	<ul style="list-style-type: none"> You must be at least 15 years old and no longer at school (excepting VET in Schools students) Resident in Queensland Australian or New Zealand citizen or Australian permanent resident (including humanitarian entrants), or a temporary resident with the necessary visa and work permits on the pathway to permanent residency Must not have or be enrolled in a Certificate III or higher level qualification (excluding qualifications completed at school and foundations skills training)
<u>Restrictions:</u>	<ul style="list-style-type: none"> Not applicable
<u>Fees Payable:</u>	<ul style="list-style-type: none"> \$0 student co-contribution fee
<u>Refunds:</u>	<ul style="list-style-type: none"> Where subsidised training is not completed, a proportion of the co-contribution fee – corresponding to the number of unfinished units – will be refunded upon written request. No refund is payable on units of competency successfully completed. Refund requests will generally be processed within 28 days.

Financial assistance:

- Where the fees are over \$500, payment plans are available with the college through Ezidebit - weekly, fortnightly or monthly debits can be arranged to pay the balance of the course fees.

About fees:

- The course fees specified above are fully inclusive of all textbooks, learning materials, tuition costs and support services for the advertised duration of the course. Fees also cover the use of college facilities and equipment and the processing of credit transfer and RPL applications corresponding to advertised course components.

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CANCELLATIONS AND REFUNDS

8. CANCELLATIONS AND REFUNDS

- Course cancellation:
- Students are entitled to a full refund, without deduction, if a course is cancelled by us for any reason prior to its commencement.
- Student withdrawal:
- Fees paid will be refunded where written notice of withdrawal is provided at least five working days prior to course commencement. Note that \$50 will be deducted from the refund amount to cover administration costs.
 - Students wishing to cancel fewer than five working days prior to their course commencing, or at any time after commencement, are not entitled to a refund although a partial refund may be paid at the discretion of the local college manager where exceptional circumstances can be demonstrated. All such requests must be in writing.

FURTHER INFORMATION

9. ACE STUDENT HANDBOOK

- 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 and a range of general information.



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DELIVERY

10. DELIVERY ARRANGEMENTS

- Course duration:
- Please contact the College to discuss customised training
- Delivery location:
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- Mode of delivery:
- Classroom instruction