QUALIFICATION OVERVIEW

1. QUALIFICATION SUMMARY

National code/title:  
FSK20113 Certificate II in Skills for Work and Vocational Pathways

Industry 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.
• No pre-requisites for this qualification

Recommended skills:  
It is recommended that applicants be able to read, write and communicate in English to at least Year 10 standard.

2. QUALIFICATION COMPONENTS

Core units (8):  
The core units of this qualification are compulsory for all learners:

1. FSKDIG03  
   Use digital technology for routine workplace tasks
2. FSKLRG09  
   Use strategies to respond to routine workplace problems
3. FSKLRG11  
   Use routine strategies for work-related learning
4. FSKNUM14  
   Calculate with whole numbers and familiar fractions, decimals and percentages for work
5. FSKNUM15  
   Estimate, measure and calculate routine metric measurements for work
6. FSKKCM07  
   Interact effectively with others at work
7. FSKRDG10  
   Read and respond to routine workplace information
8. FSKWTG09  
   Write routine workplace texts

Elective units (6):  
Elective units are determined following consultation with industry:

9. FSKRDG05  
   Read and respond to simple workplace practices
10. FSKDIG02  
    Digital technology for simple workplace tasks
11. FSKWTG08  
    Complete routine workplace formatted texts
12. FSKLRG07  
    Use strategies to identify opportunities
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13. HLTWHS002  Follow safe work practices for diverse client care
14. HLTAAP001  Recognise healthy body systems

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.

DELIVERY AND ASSESSMENT

3. DELIVERY ARRANGEMENTS

Course duration: • Contact our customer care team for details
Delivery location: • ACE Lismore, 59 Magellan Street
Mode of delivery: • Classroom instruction – 216 hours  
• Home-based study – approximately 324 hours

4. 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 project work, case studies, portfolio evaluation, written assignments/examinations, role plays, oral questioning and practical demonstrations.

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.

5. RECOGNITION AND CREDIT

Assessment-only pathways: • An assessment-only pathway is available for students with significant prior experience in one or more of the skills areas covered by this qualification. Applicants seeking recognition of prior learning (RPL) will need to assemble a comprehensive portfolio of evidence that clearly demonstrates vocational competence across all dimensions specified in the competency standard.

RPL application: • If you believe you are able meet course requirements through workplace and other evidence in your possession, then contact your local college for further
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Information about the RPL process. Note that RPL applications must be made at the time of enrolment after which you will be contacted by one of our assessors to discuss your application.

Credit transfers:
- You may already have acquired some of the units of competency in this qualification from an earlier course or from another Registered Training Organisation. If so, you can claim credit for these by providing original qualification transcripts or statements of attainment. These will be verified and copied as evidence of current competency. Note that you cannot receive credit for your whole programme of study – at least 20% must be achieved through assessment.

INeDUCTION AND SUPPORT

6. INDUCTION AND SUPPORT

Pre-enrolment:
- By completing a learning and career profile and IT skills self-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.

CERTIFICATION ARRANGEMENTS

7. 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.
ENROLMENT INFORMATION

8. 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.

Confimation: • 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.

9. FEES AND SUBSIDIES

 NSW SUBSIDIES

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<th>Programme:</th>
<th>Smart and Skilled (NSW). Applicants eligible for enrolment under Smart and Skilled to note that this training is subsidised by the NSW government.</th>
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| Eligibility criteria: | • You must be at least 15 years old and no longer at school  
 | | • You must be living or working in NSW (or be an Aboriginal or Torres Strait Islander person living in specific NSW border areas)  
 | | • You must be an Australian citizen, permanent resident, humanitarian visa holder or New Zealand citizen |
| Fees payable: | • $320 if you fulfil eligibility criteria  
 | | • $320 if you fulfil eligibility criteria and this will be your first post-secondary qualification  
 | | • $80 if you fulfil eligibility criteria and receive an eligible benefit  
 | | • $0 (fee exempt) if you identify as Aboriginal or Torres Strait Islander or have a dependent child or spouse on a disability support pension |
| Further details: | • Please note that fees may be further reduced for individual applicants in circumstances where credit transfers have been approved |
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Financial assistance: • If you enrol in this course as a full-time student you may be eligible for financial assistance from Centrelink. Information about Austudy/Abstudy may be obtained from Centrelink offices or at www.humanservices.gov.au.

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.

CANCELLATIONS AND REFUNDS

10. 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

11. 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.