

COURSE CODE

**FSK20113**

COURSE

## **Certificate II in Skills for Work and Vocational Pathways**

**ENROL TODAY**

**TAFENSW.EDU.AU or 131 601**

### **WHY CHOOSE TAFE NSW?**



**Opens career doors.** Our industry relationships lead many students directly into work with a range of employers including agencies, studios, galleries and fashion houses.



**Global prospects.** TAFE NSW graduates possess the technical knowledge, creative-thinking and specialised skills that are highly sought after by employers around the world.



**State-of-the-art facilities.** Purpose-built creative studios and industry standard software mean you will master the same tools of the trade as leading professionals.



**Industry exposure.** TAFE NSW partners with industry to provide you with hands-on experience through networking, sponsor programs, competitions, talks, lectures and other creative industry events.



**Recognised and respected.** TAFE NSW has built its reputation on delivering trusted, industry aligned and nationally recognised training for over 130 years.

# Certificate II in Skills for Work and Vocational Pathways

National Course Code: FSK20113 | TAFE NSW Code: FSK20113-01V05-20BMT-100

Qualification Level	Certificate II
Study Type	Part Time Day
Course Start Date	Enquire Now
Hours Per Week	16
Duration	18 Weeks
Delivery Locations	Blue Mountains, Wentworth Falls
Course Fees	<p><b>Subsidised Prices</b>            Fee If Eligible For Subsidy: \$0.00</p> <p><b>Non-subsidised Prices</b>            Full Fee: \$3,600.00</p>
Course Features	<p>Nationally Recognised Training            This training is subsidised by the NSW Government            Fully Subsidised Course</p>

## Course Description

This qualification is designed for individuals who require further foundation skills development to prepare for workforce entry or vocational training pathways.

This qualification 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.

## Entry Requirements

When you study with TAFE NSW, we want you to succeed. Entry requirements allow us to make sure that you have the right pre-existing knowledge and skills to achieve your chosen qualification. You will need to provide evidence that you meet the requirements listed in this section.

To make sure this is the appropriate course level for you, you will need to participate in a phone interview

with one of our teaching staff.  
IS THIS COURSE RIGHT FOR YOU?

This course is suitable for people who:

- Want to develop a vocational training and employment plan
- Need reading, writing, numeracy, oral communication and learning skills at Australian Core Skills Framework (ACSF) Level 3
- Need entry level digital literacy and employability skills
- Have the basic time management and organisational skills to manage a study schedule

If you need help preparing for study, contact us about your options.

### **ADDITIONAL REQUIREMENTS**

With 130 locations across the state, TAFE NSW tailors qualifications to meet the needs of the local community and specific student groups (like apprentices, fast-tracked and online students). To make sure this course is the right fit for you, we will need you to demonstrate that you can meet the additional requirements below.

### **COURSE ENTRY REQUIREMENTS**

To successfully complete this course, you will need to have the underpinning knowledge and skills. The recommended entry point against the Australian Core Skills Framework is ACSF 2.

Work Placement is a requirement of this course. This is negotiated with the course coordinator and undertaken at local primary or secondary schools.

## **Information Sessions and more about the course**

### **INFORMATION SESSIONS**

There are no information sessions currently scheduled for this course.

### **STUDY COMMITMENT**

This is a Part Time Day course. You will need to attend 2 days a week for 18 weeks.

As well as the in-class component, you will need to complete approximately 4-8 hours of other study per week.

This may include self-initiated learning eg. reading the newspaper, assessment preparation and community needs engagement.

### **IS THIS COURSE RIGHT FOR YOU?**

This course has been customised for people who wish to work as School Learning Support Officers or Teacher's Aides within primary and secondary schools.

This Teacher's Aide pathway program articulates to the Certificate 111 Education Support .

Existing workers may require additional foundation skills to be able to participate in workplace training, satisfactorily perform their workplace duties or apply for promotional positions.

We offer student services and study support to ensure you can achieve your goals. Learn about TAFE NSW [Student Services](#)

As a TAFE NSW student in this course, you will have access to:

- LinkedIn Learning (formerly Lynda.com)
- Studiosity - online access to a real life tutor
- Easy computing online short courses
- Access to local TAFE libraries
- Accessibility and Disability Support Services
- Access to Read&Write learning support software at TAFE and at home

## Attendance

To keep you safe while studying, some of our face to face classes may be replaced with online or connected learning. We have also modified our face to face classes to meet physical distancing requirements and increased cleaning on campus. As restrictions ease, the way you attend your class may change again. If work placement and the demonstration of practical skills are requirements of your course, due to the impacts of COVID 19 there may be a delay or modification in being able to undertake these aspects of your course in the planned timeframe. Be assured, we'll keep you informed every step of the way.

This course is currently scheduled on Monday and Wednesday from 10 am to 2.30 pm. This timetable may change and will be confirmed by your teacher.

## Fee Details

### SMART AND SKILLED FEES

This course is government-subsidised, meaning you pay a portion of the full course fee to TAFE NSW and the NSW Government will pay the balance. However, you must meet certain eligibility criteria for this to apply.

Depending on your previous qualifications and experience, your fee may be less than the maximum fee quoted. Your actual fee and eligibility for concession/exemption will be calculated and confirmed during the enrolment process. Payment plans are available through TAFE NSW for Smart and Skilled eligible qualifications.

For further information about eligibility and explanations of the different fee categories, visit [Are You Eligible?](#)

### READ BEFORE YOU ENROL

Learn about TAFE NSW [Fees](#)

Learn about TAFE NSW [Payment/Funding](#)

### RECOGNITION

Recognition is a process of acknowledging previously completed qualifications, skills, knowledge or experience relevant to your course. This may reduce the amount of learning required, reduce your course fees and allow you to achieve your qualification faster.

## How to Enrol

Enrolments for this course have now closed.

[Enquire now](#) and we will contact you when enrolments open. Visit our [Online Courses](#) to view our range of study options that you can start anytime.

## Units

FSKNUM14	Calculate with whole numbers and familiar fractions, decimals and percentages for work
FSKNUM15	Estimate, measure and calculate with routine metric measurements for work
FSKOCM07	Interact effectively with others at work
FSKRDG10	Read and respond to routine workplace information
FSKDIG03	Use digital technology for routine workplace tasks
FSKLRG11	Use routine strategies for work-related learning
FSKLRG09	Use strategies to respond to routine workplace problems
FSKWTG09	Write routine workplace texts
FSKWTG08	Complete routine workplace formatted texts
ICTICT102	Operate word-processing applications
FSKRDG08	Read and respond to routine visual and graphic texts
FSKOCM05	Use oral communication skills for effective workplace presentations
ICTICT103	Use, communicate and search securely on the internet
FSKWTG07	Write routine formal workplace texts

## Career Opportunities

A pathway to employment or vocational training