

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: FSK20113-01V05-20CMA-002

Qualification Level	Certificate II
Study Type	Part Time Day
Course Start Date	Enquire Now
Hours Per Week	10
Duration	36 Weeks
Delivery Locations	Cooma
Course Fees	<p>Subsidised Prices Fee If Eligible For Subsidy: \$0.00</p> <p>Non-subsidised Prices 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 be enrolled in this course, you need to be able to provide evidence that you have:

- completed Year 10 (ROSA) if you are under 17. If you are under 17 and have not completed Year 10 you must submit an application to attend TAFE that is initiated by the last school you attended.

To successfully complete this course, you will need:

- to complete and submit all assessment tasks.

Information Sessions and more about the course

INFORMATION SESSIONS

To find out more about this course, meet our teachers and receive information about enrolment and next steps, attend an information session.

Date: 9 to 12 December 2019

Location: Building 7, Level G, Room 7

Campus: TAFE NSW Cooma

Or

Date: 20 to 23 January 2020

Location: Building 7, Level G, Room 7

Campus: TAFE NSW Cooma

STUDY COMMITMENT

This is a part time face to face course. You will need to attend approximately 10 hours of class a week, over 2 days per week, for 36 weeks.

You may also be required to complete approximately 7 hours of additional study each week outside of

class hours, including private study, assignment preparation, R U Ready diagnostic and online modules, self-directed reading, revision and completion of classroom activities.

IS THIS COURSE RIGHT FOR YOU?

This course offering is designed for people who:

- did not complete year 10 and need to develop their writing, maths and computing skills prior to undertaking a vocational course.

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 Wednesday and Thursday from 9.30am to 3.00pm. 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?](#)

ADDITIONAL RESOURCES

You will need to provide for yourself the following resources which you will keep when you complete your study:

- a 2 ring binder folder, stationery and a USB.

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.

Learn about Recognition at TAFE NSW [Recognition](#)

How to Enrol

Enquire now for Semester 2 2020 and be notified when enrolments open.

TAFE NSW is open for business so to find out more information on this course including when it will start and how it will be delivered (face-to-face, in a virtual classroom, self-paced, online or a mixture), submit an online enquiry by clicking the Enquire Now button on this page. You can also call 131 601 during business hours* to chat with a member of our friendly customer service team.

*** Our customer service team are available from Monday to Friday, 9am to 5pm AEST.**

Units

FSKDIG03	Use digital technology for routine workplace tasks
FSKLRG09	Use strategies to respond to routine workplace problems
FSKLRG11	Use routine strategies for work-related learning
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
FSKWTG09	Write routine workplace texts
AWTDIG101	Word process a basic document
FSKNUM20	Use basic functions of a calculator

FSKDIG02	Use digital technology for simple workplace tasks
ICTICT102	Operate word-processing applications
FSKRDG07	Read and respond to simple workplace information
ICTICT105	Operate spreadsheet applications

Career Opportunities

A pathway to employment or vocational training