

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: FSK20113-01V05-20ULT-002

Qualification Level	Certificate II
Study Type	Full Time
Course Start Date	Enquire Now
Hours Per Week	20
Duration	17 Weeks
Delivery Locations	Ultimo
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.

To successfully complete this course, you will need:

- Attend class and complete all assessment tasks. Details will be given to you in class.

Information Sessions and more about the course

INFORMATION SESSIONS

There are no information sessions currently scheduled for this course.

STUDY COMMITMENT

This is a full time, face to face course. You will need to attend approximately 20 hours of class, over 4 days a week, for 17 weeks. You may also be required to complete approximately 22 hours of additional study each week outside of class hours, including:-

- ? Supported study time in the study centre
- ? Independent study time in the study centre
- ? Digital workshops
- ? Access to purchased software on computers in the study centre
- ? Resources in the TAFE library
- ? Specific LLN resources in the TAFE library ? including low level readers and textbooks

IS THIS COURSE RIGHT FOR YOU?

This course offering is designed for people who:

- Want to improve their reading, writing, basic maths and basic computing for personal use, work or further study.

SERVICES AND STUDY SUPPORT

There are additional learning and study tools available for this course, including:

- Workshops, Study Centres, Disability Support, Counselling

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 4 days, Monday to Friday from 9.30am to 2.45pm. The days may be Monday to Thursday or Tuesday to Friday. Optional Workshops are included in your timetable.

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.

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

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

FSKDIG03	Use digital technology for routine workplace tasks
FSKRDG10	Read and respond to routine workplace information
FSKWTG09	Write routine workplace texts
FSKLRG09	Use strategies to respond to routine workplace problems
FSKNUM15	Estimate, measure and calculate with routine metric measurements for work
FSKOCM07	Interact effectively with others at work
FSKLRG11	Use routine strategies for work-related learning
FSKNUM14	Calculate with whole numbers and familiar fractions, decimals and percentages for work
CPNCOM201	Prepare and orally deliver stories for a purpose
FSKWTG08	Complete routine workplace formatted texts
AWTWTG101	Spell familiar English words
BSBCMM101	Apply basic communication skills
BSBITU112	Develop keyboard skills
AWTDIG101	Word process a basic document

Career Opportunities

A pathway to employment or vocational training

Information as of 12 Aug 2020