

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: FSK20113-01V05-20WWG-001

Qualification Level	Certificate II
Study Type	Full Time
Course Start Date	Anytime
Hours Per Week	20
Duration	36 Weeks
Delivery Locations	Wagga Wagga
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 successfully complete this course, you will need:

- basic literacy and numeracy skills as well as basic computing skills.

Enrolments into this course are subject to an interview and assessment of core skills: Reading, Writing and Numeracy

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	Time	Location
Monday, 16 July 2020	10.00am to 11.00am	Virtual Information Session

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 36 weeks.

You may also be required to complete approximately 3 hours of additional study each week outside of class hours, including research and private study.

IS THIS COURSE RIGHT FOR YOU?

This course offering is designed for people 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.

Foundation Skills Training Package qualifications may not be listed as an entry requirement for vocational qualifications.

SERVICES AND STUDY SUPPORT

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

- Personal Counselling
- Vocational Counselling
- Learning Support
- Multicultural Support
- Student Support
- Student Support (Aboriginal Identified)

Students who are enrolled in the course are able to access the support listed above.

Additional local support is provided through study centres, counselling, Disability Consultants, Online learning resources and support and individual learner support, as required.

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

This course is currently scheduled on Monday, Tuesday, Wednesday and Thursday, from 9.00am to 2.30pm. 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: pens, led pencil, eraser, ruler, portable thumb drive, folder with foolscap book, clear sleeved portfolio and a scientific calculator (if possible).

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

Enrolling with us is easy, though the exact process does depend on your course and any prerequisites that go with it. Be sure to read all course information carefully to make sure it is the right qualification, location and study type for you. Enrol and pay online via our secure payment gateway to secure your place. As you progress through the enrolment process you will be prompted to provide additional information.

For further information or assistance, call 131 601.

Find out more about [Applying and Enrolling](#)

Units

FSKWTG09	Write routine workplace texts
FSKRDG10	Read and respond to routine workplace information
FSKOCM07	Interact effectively with others at work
FSKNUM15	Estimate, measure and calculate with routine metric measurements for work
FSKNUM14	Calculate with whole numbers and familiar fractions, decimals and percentages for work
FSKLRG11	Use routine strategies for work-related learning
FSKLRG09	Use strategies to respond to routine workplace problems
FSKDIG03	Use digital technology for routine workplace tasks
FSKNUM19	Interpret routine tables, graphs and charts for work

FSKNUM17	Use routine maps and plans for work
FSKRDG08	Read and respond to routine visual and graphic texts
ICTICT102	Operate word-processing applications
ICTICT101	Operate a personal computer
FSKWTG07	Write routine formal workplace texts

Career Opportunities

A pathway to employment or vocational training