



NATIONALLY  
RECOGNISED  
TRAINING

# FSK20119 Certificate II in Skills for Work and Vocational Pathways

Mackay North State High School  
RTO Number: 30076

## Qualification description

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 further vocational training reading, writing, oral communication, learning and numeracy skills primarily aligned to the Australian Core Skills Framework (ACSF) Level 3 entry level digital literacy and employability skills, a vocational training and employment plan.

Refer to [training.gov.au](http://training.gov.au) for specific information about the qualification.

## Entry requirements

There are no entry requirements for this qualification.

## Duration and location

This is a 1-2 year course delivered in Years 11 and 12 on site at Mackay North State High School.

## Delivery modes

A range of delivery modes will be used during the teaching and learning of this qualification. These include:

- face-to-face instruction
- work-based learning
- guided learning
- online training.

## Fees

There are no additional costs involved in this course.

## Course units

To attain a FSK20119 Certificate II Skills for Work and Vocational Pathways, 14 units of competency must be achieved:

Unit Code and Title
FSKLRG011 Use routine strategies for work-related learning
FSKNUM017 Use familiar routine maps and plans for work
FSKNUM014 Calculate with whole numbers and familiar fractions, decimals and percentages for work
FSKNUM015 Estimate, measure and calculate with routine metric measurements for work
FSKLRG010 Use routine strategies for career planning
FSKWTG008 Complete routine workplace formatted texts
FSKRDG008 Read and respond to information in routine visual and graphic texts
FSKWTG009 Write routine workplace texts
FSKRLG009 Use strategies to respond to routine workplace problems
FSKDIG002 Use digital technology for routine and simple workplace tasks
FSKRDG002 Read and respond to short and simple workplace signs and symbols
SIRXHWB001 Maintain personal health and wellbeing
SIRXWHS002 Contribute to workplace health and safety
ICPSUP2810 Use computer systems in the printing and graphic arts sectors

## Assessment

Assessment is competency based and completed in a simulated business environment.

Units of competency are clustered and assessed in this way to replicate what occurs in a business office as closely as possible.

Assessment techniques include:

- observation
- folios of work
- questioning
- projects
- written and practical tasks.

## Work placement

Students are provided with the opportunity to do 'sampling workplace learning/experience.

## RTO obligation

The RTO guarantees that the student will be provided with every opportunity to complete the qualification. We do not guarantee employment upon completion of this qualification.

***Students who are deemed competent in all 12 units of competency will be awarded a Qualification and a record of results.***

Students who achieve at least one unit of competency (but not the full qualification) will receive a Statement of Attainment.