



Certificate II in Skills for Work and Vocational Pathways (FSK20119) – Face to Face

Would you benefit from some further development in one or more of the foundation level skills needed to effectively study your Certificate 3 level program? If so, why not enrol in part or all of this program today to enhance your numeracy, communication, learning techniques, reading, writing or job searching skills.

GAIN SKILLS TO SUCCEED IN YOUR CERTIFICATE 3 STUDIES!

Subjects (14 units of competency to gain your qualification)

Core Unit

FSKLRG011 Use routine strategies for work-related learning

Elective Units

Group A: Numeracy Units

FSKNUM014 Calculate with whole numbers and familiar fractions, decimals and percentages for work

FSKNUM015 Estimate, measure and calculate with routine metric measurements for work

Group B: Reading, Writing, Oral Communication, Learning and Job Search Skills

FSKLRG009 Use strategies to respond to routine workplace problems

FSKLRG014 Manage strategies for career progression

FSKOCM004 Use oral communication skills to participate in workplace meetings

FSKOCM007 Interact effectively with others at work

FSKRDG010 Read and respond to routine workplace information

FSKWTG009 Write routine workplace texts

Imported Electives

SITXCCS012 Provide lost and found services

SITXWHS001 Participate in safe work practices

SITXCCS002 Provide visitor information

ABOUT YOUR TRAINER

1 Education has engaged specialist Trainers for this program who are experienced in working with people to prepare to engage with the workforce for the first time, or perhaps need to build confidence to embark on a Certificate 3 level program.

We pride ourselves in personalised student care and exceptional customer service and our Trainers want to share their expertise to help you identify and succeed with your career goals.

QUALIFICATION AND ACCREDITATION OUTCOMES

On successful completion of this program you will be awarded a nationally recognised qualification 'Certificate II in Skills for Work and Vocational Pathways' (FSK20119), issued by 1 Education (RTO #6639), or you may receive a Statement of Attainment if you only complete some subjects, as required by your study goals.

Graduates of this program will be ready and able to embark on their Certificate III level program with confidence that their underlying foundation skills will not be a barrier to their learning.

POTENTIAL JOB OUTCOMES

This qualification is not designed as a direct pathway to employment, but rather is intended to prepare students for further studies in a Certificate 3 level vocational pathway.

COURSE FORMAT AND MODE OF DELIVERY

Course participants will be given classroom tutorials, as well as group and individual activities to develop their skills and confidence in any areas identified during their initial gap assessment at the time of enrolment.

LOCATION

This program, including any group sessions, workshops and individual sessions, will be facilitated from the QA Hotel in New Farm, Brisbane.

ENTRY REQUIREMENTS / MINIMUM AGE:

There are no specific entry requirements for this course, however students must be able to read basic texts and be able to communicate with their Trainer in English to enable learning to occur. Participants must be at least 16 years old. If candidates are under 18 their enrolment form must be signed by a parent or guardian.

COURSE DURATION:

The (full) course duration is scheduled to run for five (7 hour) days per week over a 3-5 weeks period, depending on the intake. During this time participants will be given classroom tutorials and activities and will also be asked to complete up to 6 hours of self-paced activities each week to reinforce their learning. Following the program students will continue to have access to their Trainer or another 1 Education Trainer to assist their where needed at any stage during their Certificate 3 level studies.

RECOGNITION OF PRIOR LEARNING AND CREDIT TRANSFER

All 1 Education students are provided with an opportunity to claim any advanced credit for their past studies or life experiences where that experience overlaps with the subjects contained in the course we are offering.

That said, the target audience for this program will not typically hold many existing competencies and will not be encouraged to pursue Recognition of Prior Learning (RPL) for their existing skills and knowledge. The main aim of this program is to deliver only the units of competency needed by the student to develop foundation skills and increase their likelihood of successfully completing a Certificate 3 level vocational program. Therefore, while some students may be awarded a full qualification, it is not the primary aim of studying these foundation subjects.

SUPPORT SERVICES

Your program will be delivered by a team of specialist Trainers who will remain accessible to you for support beyond this training program.

The 1 Education administration team will also remain available to assist you with any non-educational issues not relating specifically to your course content, or in cases where an issue cannot be resolved between you and your Trainer.

Please remember that a detailed step-by-step guide for raising complaints and appealing an assessment decision, has been provided in the 1 Education Student Handbook, made available to you via the 1 Education website.

LANGUAGE, LITERACY AND NUMERACY:

Participants in this program would have completed an Australian Core Skills Framework (ACSF) assessment prior to their enrolment to identify areas where the student might benefit from further development prior to commencing any training or completing your enrolment.

This process will involve a written activity, followed by an informal conversation or interview with your Assessor. From this process you will receive a personalised Training Plan that includes any foundation subjects, as well as your Certificate 3 program, ensuring that you strengthen any foundation skills where needed prior to commencing their related Certificate 3 subjects.

You will be monitored and supported throughout your studies and will be encouraged to access the open line of communication established with your Trainer throughout your studies.

Further details can be found in the 1 Education Student Handbook or alternatively, contact us for more information.

COURSE FEES AND AVAILABILITY OF COURSE SUBSIDIES:

This program is fully funded for eligible Queensland-based students (no fees payable) via the Foundation Skills program, provided by Queensland Government.

Eligibility criteria for each student is as follows - the candidate must:

- not hold, or be already undertaking, a Certificate III or higher level qualification (not applicable for SQW funded students);
be 15 years of age or older and have finished secondary school or left school;
- be a Queensland resident;
- Be an Australian citizen or permanent resident (includes humanitarian entrant), temporary resident with the necessary visa and work permits on the pathway to permanent residency, or a New Zealand citizen);
- Have a demonstrated learning need against each foundation skills subject for which the student is enrolled.

Please see the Student Handbook for more information.

All fees will be clearly declared on your student enrolment form or contact 1 Education for current pricing.

PAYMENT OPTIONS:

'Unfunded' students will be given the option to make payment via the following methods:

- Direct Credit Bank Transfer or
- Cash

Convenient payment plan options may also be available on request.

STUDY PATHWAY:

Each 'funded' student enrolled into all or part of the Certificate II in Skills for Work and Vocational Pathways (FSK20119) must also have a defined Certificate 3 vocational pathway planned. All funded FSK20119 students will be required to view any additional foundation skills studies purely as a means of preparation for their Certificate 3 studies.

Your Trainer or our 1 Education administrative team will be happy to discuss these options in more detail at the time of your enrolment.

COURSE SURVEY

All 1 Education students are required to complete a survey at the completion of their program to enable us to improve the experience for future students. We thank you in advance for your contributions.

MORE INFORMATION

For more information relating to various student-related policies and processes please refer to the Student Handbook, available in the 1 Education website - <http://www.1education.com.au/>

CONTACT DETAILS

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