



**Australian Government**

# **FSK20119 Certificate II in Skills for Work and Vocational Pathways**

**Release 1**

# FSK20119 Certificate II in Skills for Work and Vocational Pathways

## Modification History

| Release   | Comments   |
|-----------|--|
| Release 1 | This version first released with FSK Foundation Skills Training Package Version 2.0. |

## 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.

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

### Licensing/Regulatory Information

No licensing, legislative or certification requirements apply to this qualification at the time of publication.

## Entry Requirements

Nil

## Packaging Rules

To achieve this qualification, competency must be demonstrated in:

- **14** units of competency
  - **1** core unit, *plus*
  - **13** elective units

The electives are to be chosen as follows:

- up to 5 units may be selected from Group A
- at least 5 units must be selected from Group B

- 3 units must be selected from any currently endorsed training package qualification or accredited course other than FSK
- remaining units may be selected from the FSK training package or any currently endorsed training package qualification or accredited course.

Elective units must be relevant to vocational pathways and not duplicate the outcomes of already selected units.

#### Core Units

| Unit code | Unit title                                       |
|-----------|--|
| FSKLRG011 | Use routine strategies for work-related learning |

#### Elective Units

##### Group A: Numeracy units

| Unit code | Unit title   |
|-----------|--|
| FSKNUM014 | Calculate with whole numbers and familiar fractions, decimals and percentages for work |
| FSKNUM015 | Estimate, measure and calculate with routine metric measurements for work              |
| FSKNUM016 | Interpret, draw and construct routine 2D and 3D shapes for work                        |
| FSKNUM017 | Use familiar and routine maps and plans for work                                       |
| FSKNUM018 | Collect data and construct routine tables and graphs for work                          |
| FSKNUM019 | Interpret routine tables, graphs and charts and use information and data for work      |
| FSKNUM021 | Apply an expanding range of mathematical calculations for work                         |
| FSKNUM022 | Use ratios, rates and proportions for complex workplace tasks                          |
| FSKNUM023 | Estimate, measure and calculate measurements for work                                  |
| FSKNUM024 | Use geometry to draw 2D shapes and construct 3D shapes for work                        |
| FSKNUM025 | Use detailed maps to plan travel routes for work                                       |
| FSKNUM026 | Read, interpret and use detailed plans, drawings and diagrams for work                 |
| FSKNUM027 | Collect, organise and interpret statistical data for work                              |

| Unit code | Unit title   |
|-----------|--|
| FSKNUM028 | Use routine formulas and algebraic expressions for work                          |
| FSKNUM029 | Use introductory graphical techniques for work                                   |
| FSKNUM030 | Use common functions of a scientific calculator for work                         |
| FSKNUM031 | Apply specialised mathematical calculations for work                             |
| FSKNUM032 | Use and calculate with complex measurements for work                             |
| FSKNUM033 | Collect, organise and analyse complex statistical data for work                  |
| FSKNUM034 | Use and apply concepts of probability for work                                   |
| FSKNUM035 | Use algebraic and graphical techniques to analyse mathematical problems for work |
| FSKNUM036 | Use trigonometry for work  |
| FSKNUM037 | Use introductory matrices for work   |
| FSKNUM038 | Use introductory vectors   |
| FSKNUM039 | Use introductory calculus for work   |
| FSKNUM041 | Use chance and probability calculations for work                                 |

Group B: Reading, writing, oral communication, learning and digital technology units

| Unit code | Unit title  |
|-----------|---|
| FSKDIG003 | Use digital technology for non-routine workplace tasks      |
| FSKLRG009 | Use strategies to respond to routine workplace problems     |
| FSKLRG010 | Use routine strategies for career planning                  |
| FSKLRG012 | Apply strategies to plan and manage complex workplace tasks |
| FSKLRG013 | Apply strategies to respond to complex workplace problems   |
| FSKLRG014 | Manage strategies for career progression                    |
| FSKLRG015 | Manage own work-related learning                            |
| FSKLRG018 | Develop a plan to organise routine workplace tasks          |

| Unit code | Unit title  |
|-----------|---|
| FSKOCM004 | Use oral communication skills to participate in workplace meetings              |
| FSKOCM005 | Use oral communication skills for effective workplace presentations             |
| FSKOCM006 | Use oral communication skills to participate in workplace teams                 |
| FSKOCM007 | Interact effectively with others at work  |
| FSKOCM008 | Use oral communication skills to facilitate workplace negotiations              |
| FSKOCM009 | Use oral communication skills to facilitate workplace meetings                  |
| FSKOCM010 | Use oral communication skills for complex workplace presentations               |
| FSKOCM011 | Use oral communication skills to facilitate complex workplace team interactions |
| FSKOCM012 | Use oral communication skills to participate in workplace negotiations          |
| FSKRDG008 | Read and respond to information in routine visual and graphic texts             |
| FSKRDG009 | Read and respond to routine standard operating procedures                       |
| FSKRDG010 | Read and respond to routine workplace information                               |
| FSKRDG011 | Read and respond to complex workplace information                               |
| FSKRDG012 | Read and respond to highly complex workplace information                        |
| FSKWTG008 | Complete routine workplace formatted texts                                      |
| FSKWTG009 | Write routine workplace texts   |
| FSKWTG010 | Write complex workplace texts   |
| FSKWTG011 | Write highly complex workplace texts  |

## Qualification Mapping Information

No equivalent qualification. Supersedes but is not equivalent to FSK20113 Certificate II in Skills for Work and Vocational Pathways.

## Links

Companion Volume Implementation Guide is found on VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=f572fe10-a855-4986-9295-3852c771f178>