

Key Program Details for

## FSK20119

# Certificate II in Skills for Work and Vocational Pathways

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## Overview

This qualification is designed for individuals who require further foundation skills development to prepare them for work or other vocational training pathways.

These individuals will primarily be existing employees within a workforce who require literacy and numeracy skills related to specific job functions. These skills form a foundation for career pathway planning and personal development and act as a bridge to more complex tasks and employment responsibilities.

## Suitable for

This qualification is suitable for individuals who require:

- A prevocational pathway to employment and/ or further vocational training
- Reading, writing, numeracy, oral communication and learning skills primarily aligned to the Australian Core Skills Framework (ACSF) Level 3
- Entry level digital technology and employability skills
- A vocational training and employment plan for career path planning and embedded foundation skills development related to specific job functions

## Qualification Outline

A total of 14 units are required to achieve the qualification, consisting of:

- **1 compulsory Core unit and 13 Elective units**

### Core unit

- FSKLRG011 Use routine strategies for work-related learning

## Elective units

As this program has been specifically designed to meet the development needs of new employees to the food processing industry and their potential career paths, the following thirteen elective units have been selected. Alternative elective units may be selected depending on the specific needs of students.

- FSKNUM014 Calculate with whole numbers and familiar fractions, decimals and percentages for work
- FSKNUM015 Estimate, measure and calculate with routine metric measurements for work
- FSKDIG003 Use digital technology for non-routine workplace tasks
- FSKLRG009 Use strategies to respond to routine workplace problems
- FSKOCM004 Use oral communication skills to participate in workplace meetings
- FSKOCM007 Interact effectively with others at work
- FSKRDG009 Read and respond to routine standard operating procedures
- FSKRDG010 Read and respond to routine workplace information
- FSKWTG009 Write routine workplace texts
- FBPWHS2001 Participate in work health and safety processes
- FBPFYSY2001 Implement the food safety program and procedures
- FBPOPR2070 Apply quality systems and procedures
- FBPPPL2001 Participate in work teams and groups

## Off-the-Job Workshops

The Certificate II in Skills for Work and Vocational Pathways requires up to 45 hours of off-the-job delivery.

For ease of delivery the core and elective units have been organised into an off-the-job training program consisting of seven separate modules with each module focused around a particular theme. These themes have clearly defined Foundation Skills and Core Skills for Work that have been integrated into all learning activities and job tasks.

<b>Module</b>	<b>Code</b>	<b>Units</b>
Orientation and enrolment	Enrolment of participants	
Reading and writing routine workplace information	FSKRDG009	Read and respond to routine standard operating procedures
	FSKRDG010	Read and respond to routine workplace information
	FSKWTG009	Write routine workplace texts
Workplace calculations	FSKNUM014	Calculate with whole numbers and familiar fractions, decimals and percentages for work
	FSKNUM015	Estimate, measure and calculate with routine metric measurements for work
	FSKDIG003	Use digital technology for non-routine workplace tasks
Understanding safe work practices	FBPWHS2001	Participate in work health and safety processes
Food safety fundamentals	FBPFSY2001	Implement the food safety program and procedures
Quality assurance in the food industry	FBPOPR2070	Apply quality systems and procedures
Problem solving and communication skills	FSKOCM004	Use oral communication skills to participate in workplace meetings
	FSKOCM007	Interact effectively with others at work
	FSKLRG009	Use strategies to respond to routine workplace problems
	FBPPPL2001	Participate in work teams and groups
Developing skills and competence for your career path	FSKLRG011	Use routine strategies for work-related learning

**Duration:** The program is delivered over a 15-week period via a series of 3 hr workshops.

**Note:** This qualification is current from 14th November 2019.

**Venue:** All training workshops are delivered on-site in a suitable training room with the provision to allow access to the workplace as needed.

**Clothing and Equipment:** There is no specific clothing or equipment needed for learners to provide for the workshops.

## Recognition of Prior Learning

Participants have the opportunity to first be assessed against the competencies being undertaken. This may result in the recognition of some units or parts of units without the need for formal training. The main focus of RPL is to determine the student's current level of competency, so that courses can be tailored to gain maximum benefit from each training investment.

- Download our RPL Brochure to find out more.

## Support for Participants

Students undergo an initial assessment at the program orientation to identify any equity issues. This includes a pre-enrolment language, literacy and numeracy assessment (based on the Australian Core Skills Framework) to confirm the suitability and capacity of all students to meet industry literacy requirements and the requirements for the program itself.

Language, literacy and to a lesser extent numeracy are typical challenges faced by employees that work in the food processing industry. The Australian Food Training Centre aims to ensure that our courses and training programs meet the needs of a changing, dynamic and diverse workforce. We therefore encourage students from non-English speaking backgrounds to enrol (or with any other unique learning needs) and can arrange learner support as required. This support includes areas such as language, literacy and numeracy skills and in general study skills.

## **Employment Prospects and Future Educational Opportunities**

The Certificate II in Skills for Work and Vocational Pathways supports students in career planning and development by offering them the opportunity to develop both their LLN skills and their vocational skills during their initial employment, so they have a clear career pathway moving forward.

Upon course completion, higher studies are available including the Certificate II in Food Processing and other specialist courses. This course positions students well to advance their careers in the fields of food manufacturing and food packaging.

## **Course Admission Requirements / Pre-requisites**

There are no pre-requisites for entry to this course, however applicants will be required to attend an information session and undertake a Basic Skills assessment to confirm they have suitable Language, Literacy and Numeracy skills to cope with the reading, writing, speaking and numeracy demands of the qualification. This assessment occurs prior to any offers of course enrolment being given.

## **Our Fees**

Our services are provided through either government funded training schemes or fee-for-service arrangements.

- Download our Course Fees brochure to find out more.

## **Subsidised Training**

For eligible students, this course is subsidised by the South Australian Government.

Visit [www.skills.sa.gov.au](http://www.skills.sa.gov.au) for eligibility and subsidy criteria or contact the Skills and Employment Infoline on 1800 673 097 for assistance.

Please contact the Australian Food Training Centre on 08 8288 0288 for any further information you may require.

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**Further Information from**



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