



RTO NUMBER 45406

# Eagles Education, Training



## Certificate II in Skills for Work and Vocational Pathways

### Course Information Leaflet

National Code: FSK20119

Course Code: FSK20119 (Release 14 November 2019)

Qualification: Certificate II (NRT)

Industry Area: Languages and Communication

Training Package: Foundation Skills

Duration: 15 hours per week, course complete within 12 months.

### 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.

Delivery of this course utilises the Catapult eLearning portal-based learning system.

### Entry requirements

There are no entry requirements for this qualification. All learning materials are provided.

### Fees

There are no fees for students completing this course.

**This training is subsidised by the NSW Government**

This course is subsidised under the Smart and Skilled program for those eligible for Smart and Skilled. For more information on eligibility visit [www.smartandskilled.nsw.gov.au](http://www.smartandskilled.nsw.gov.au) or contact Smart and Skilled on **1300 772 104**

## New enrolments

Contact Eagles to discuss availability and suitability, and to enrol in this course. All Eagles classes are currently held at our Doonside premises, 37 Graham Street, Doonside.

[www.eaglesraps.org](http://www.eaglesraps.org)

[scott@eaglesraps.org](mailto:scott@eaglesraps.org)

Phone Scott Dent

0400 844 493

**Facebook/EaglesRapsInc**

## Units of competency to be completed

			<b>Nominal hours</b>
<b>FSKLRG009</b>	Use strategies to respond to routine workplace problems	Elective	15
<b>FSKLRG010</b>	Use routine strategies for career planning	Elective	10
<b>FSKLRG011</b>	Use routine strategies for work-related learning	Core	10
<b>BSBCMM211</b>	Apply communication skills	Elective	40
<b>BSBOPS201</b>	Work effectively in business environments	Elective	30
<b>FSKDIG003</b>	Use digital technology for non-routine workplace tasks	Elective	15
<b>FSKNUM014</b>	Calculate with whole numbers and familiar fractions, decimals and percentages for work	Elective	15
<b>FSKNUM015</b>	Estimate, measure and calculate with routine metric measurements for work	Elective	10
<b>FSKNUM016</b>	Interpret, draw and construct routine 2D and 3D shapes	Elective	15
<b>FSKNUM018</b>	Collect data and construct routine tables and graphs for work	Elective	15
<b>FSKOCM005</b>	Use oral communication skills for effective workplace presentations	Elective	10
<b>FSKRDG010</b>	Read and respond to routine workplace information	Elective	15
<b>FSKWTG009</b>	Write routine workplace texts.	Elective	15

FNSFLT212	Develop and use a savings plan	Elective	20
<b>Total</b>			235

**Recognition of prior learning – Eagles Education and Training recognises the skills and knowledge you have gained in other courses, life experience, work or training provided at work.**

**You may be able to have your learning recognised and credited against a course of study. See the student handbook or discuss with an Eagles Education and Training representative if you feel RPL is a viable option for you.**

### **Unique Student Identifier (USI)**

All students studying a nationally recognised qualification must have a Unique Student Identifier before enrolling.

If you do not already have a USI, go to [www.usi.gov.au](http://www.usi.gov.au) to create one.

If you have created one in the past but misplaced it go to [www.usi.gov.au](http://www.usi.gov.au) to find it.

### **Course outcomes**

#### Career options

A pathway to further education, training or entry level employment.

#### Course availability

Contact Eagles Doonside to confirm.