Certificate II in Skills for Work and Vocational Pathways
(FSK20113)

Fourteen Units of Competency are required to achieve this qualification:

FSKDIG03 – Use digital technology for routine workplace tasks [Core]
FSKLRG09 – Use strategies to respond to routine workplace problems [C]
FSKLRG11 – Use routine strategies for work-related learning [C]
FSKNUM14 – Calculate with whole numbers, familiar fractions, decimals & percentages for work [C]
FSKNUM15 – Estimate, measure and calculate routine metric measurements for work [C]
FSKOCM07 – Interact effectively with others at work [C]
FSKRDG10 – Read and respond to routine workplace information [C]
FSKWTE09 – Write routine workplace texts [C]
BSBCMM201 – Communicate in the workplace [Elective]
BSBITU201 – Produce simple word processed documents [E]
BSBWOR202 – Organise and complete daily work activities [E]
BSBWOR203 – Work effectively with others [E]
BSBLED101 – Plan skills development [E]
BSBITU203 – Communicate electronically [E]

This qualification will develop your ‘foundation skills’ to assist you to be able to work in any business environment

Gain practical skills and knowledge in:

- Reading
- Writing
- Numeracy
- Oral communication
- Digital technology skills
- Word processing and business correspondence

This qualification will provide you with employment skills recognized by industry and may be used to access further training.

**Duration:** Delivered over two years in Senior School as an integral part of our Schools Special Engagement Program.
**Cost:** Included in SSEP fees.
**Total Nominal Hours:** 260
**Pathway options:** Employment and further on-the-job training (traineeships & apprenticeships).