TLK Community College

Pre-Enrolment Information

Postal: PO Box 5013, Chittaway Bay NSW 2261
Street: Suite 16/1 Reliance Drive, Tuggerah NSW 2259
RTO ID: 90381 **Email:** info@tlkcc.com.au **Phone:** 02 4353 0017

FSK20119 Certificate II in Skills for Work and Vocational Pathways

NATIONALLY RECOGNISED TRAINING

For more information please contact the College on **4353 0017**

Or browse the College's web page at **www.tlkcc.com.au**

Limited positions! Don't miss out! Enrol now!

Office Hours: 8.30am to 5pm Monday to Friday

Content: 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 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; and/or a vocational training and employment plan.

Job roles: This qualification is not linked to a specific job. It either imparts background skills and knowledge required for entering an industry, or provides a particular focus, for example, competitive practices, that can be applied to jobs across a range of industries and occupations.

Course duration: the average completion time is approximately twelve months, via an Individual Training Plan. This is a self-paced program and the more time allocated to study will determine when the qualification can be achieved. The regular submission of assessment tasks is required.

Delivery modes and how you will learn: available by class attendance or flexible study, you will learn through discussion, problem solving, completing assignments and in preparing for assessment. This involves a range of learning activities throughout, including in-class projects. Following this, you will also prepare and submit written assignments, as well as perform activities to demonstrate your knowledge and skills.

Assessment: students are provided with a full set of workbooks for use throughout the program with clear instructions on the assessments required. You will prepare and submit written assignments and relevant portfolios, as well as demonstrate your knowledge and skills under the conditions prescribed by the unit/s of competency being assessed. An assessment appeal process is detailed in the Student Handbook.

Prerequisites: there are no pre-requisites or selection criteria for this qualification. If under 18 your enrolment form must be signed by a parent or guardian. You may be required to undertake a language, literacy, numeracy and digital skills review prior to course enrolment.

Pathways information: Graduates from this qualification may enrol into vocational qualifications at Certificate II or Certificate III level. Graduates from this qualification would be holistically prepared for employment at a basic level and if already employed will be supported in their application of their literacy, numeracy and computing skills.

Recognition of Prior Learning (RPL) and Credit Transfer (CT): you may be able to shorten the length of your course by measuring skills acquired through work, life experiences or qualifications obtained from formal studies or training. Accredited qualifications and statements of attainment issued by another registered training organisation are recognised. Please see the Student Handbook for more information.

Student support: if you feel you need to speak to someone about individual needs for learning or study pathways, please contact the College on 43530017. More details are provided in the student handbook.

Induction and attendance: you will receive induction as appropriate to your course. Students enrolled in face-to-face courses are required to attend the scheduled course training days. Refer to the College's student handbook for further information.

Foundational skills: this qualification is designed for individuals who require further foundation skills development to prepare for workforce entry or vocational training pathways. Foundation skills are embedded into training and assessment. Foundation skills cover the Australia Core Skills Framework (ACSF) five core skills, plus employability skills.

Unique Student Identifier (USI): students enrolled in accredited training are required to provide the College with a USI. The College can assist you. You can create your USI at: http://usi.gov.au/create-your-USI/Pages/default.aspx

Sample Program:

FSK20119 Certificate II in Skills for Work and Vocational Pathways				
14 Units of competency	**Code**	**Title**	**Number of Assessments**	**Nominal Hours**
Core	FSKLRG011	Use routine strategies for work-related learning	3	10
Elective	FSKNUM014	Calculate with whole numbers and familiar fractions, decimals and percentages for work	3	15
	FSKNUM015	Estimate, measure and calculate with routine metric measurements for work	3	10
	FSKNUM017	Use familiar and routine maps and plans for work	3	15
	FSKNUM023	Estimate, measure and calculate measurements for work	3	15
	FSKDIG003	Use digital technology for non-routine workplace problems	3	15
	FSKLRG009	Use strategies to respond to routine workplace problems	3	15
	FSKLRG010	Use routine strategies for career planning	3	10
	FSKOCM004	Use oral communication skills to participate in workplace meetings	3	10
	FSKOCM006	Use oral communication skills to participate in workplace teams	3	10
	FSKOCM007	Interact effectively with others at work	3	10
	BSBTEC201	Use business software applications	3	60
	BSBTEC202	Use digital technologies to communication in a work environment	3	20
	BSBSUS201	Participate in environmentally sustainable work practices	3	20
		Totals	**42**	**235**
Notes	• The number of assessments may vary from time to time. Each unit of competency is assessed in a variety of ways, during which students must demonstrate they hold the required skills and knowledge and are capable of performing specified tasks to an acceptable level. • Nominal hours includes face-to-face or distance study plus out of class assignments and projects.			

Fees and refunds: this course may be fully or partially subsidised by the NSW Government for eligible participants. Enrolment as a full fee paying student is also available. Please contact the College for fee information and eligibility. All fees are advised in advance and are subject to student acknowledgement to confirm enrolment. Payments may be accepted by credit card, cheque, cash, direct debit or EFTPOS. Organisations may pay course fees on behalf of a student by way of purchase order.

Materials and resources: unless otherwise stated, fees are inclusive of training and assessment fees, learning resources (workbooks), registration and attendance.

Course dates: contact the College for the current class time table or view at www.tlkcc.com.au.

How to enrol: enrolment may be made online at www.tlkcc.com.au for full fee paying students or via completion and submission of an Enrolment Form available from College reception or at www.tlkcc.com.au. Participants seeking to enrol in training subsidised by the NSW Government (e.g. Smart and Skilled subsidised training) should contact the College to discuss pre-enrolment eligibility and requirements. Enrolment is required to advise all details necessary to register as a student. All questions should be answered and the student's signature is required or, if enrolling online, acknowledgement and acceptance of 'Essential Information' conditions is necessary as a student selection option. Enrolment may be subject to suitability assessment and confirmation of enrolment is provided when successful. Students should check the spelling of their name on the confirmation as this is the name that will appear on their certificate. Photo identification will be required. Please advise the College of any changes to your name or contact details.

Student Handbook: potential students should refer to the College's Student Handbook, available online at www.tlkcc.com.au or from reception, prior to enrolment to ensure an informed decision can be made to study with the College. The Student Handbook provides further pre-enrolment details, including:

- Information about the College
- College Contact Information
- The College's Code of Practice
- Enrolment Procedure
- Apprenticeships and Traineeships
- Language, literacy, numeracy and digital skills support
- Student Support
- Access and Equity
- Learning and Assessment
- National Recognition and Credit Transfer (CT)
- Recognition of Prior Learning (RPL)
- Work, Health and Safety
- Discrimination, Bullying and Harassment
- Complaints and Appeals
- Student Rules, Attendance and Behaviour
- Issuing of Qualifications
- Privacy and Access to Student Records

For more information please call the College on 43530017 or visit www.tlkcc.com.au