



FSK10113 Certificate I in Access to Vocational Pathways

This qualification is a Nationally recognised training product delivered by Tauondi Aboriginal College RTO code: (2370). You will acquire the necessary foundational and employability skills required to access future vocational pathways. Skills include reading, writing, numeracy, oral communication and basic digital technology. The course offers individuals a pathway to access future vocational training. **Note 1*

FSK10113 Certificate I in Access to Vocational Pathways comprises Eleven (11) units to be achieved for this qualification. Package rules are Seven (7) Core units plus Four (4) Elective units.

Core Units of Competency

- FSKDIG01 - Use digital technology for basic workplace tasks
- FSKLRG04 - Use basic strategies for work-related learning
- FSKNUM03 - Use whole numbers and money up to one thousand for work
- FSKNUM04 - Locate, compare and use highly familiar measurements for work
- FSKOCM02 - Engage in basic spoken exchanges at work
- FSKRDG04 - Read and respond to basic workplace information
- FSKWTG03 - Write basic workplace information

Elective Units of Competency

- FSKLRG03 - Use basic strategies for career planning
- FSKLRG05 - Use strategies to plan simple workplace tasks
- FSKLRG07 - Use strategies to identify job opportunities
- FSKOCM05 - Use oral communication skills for workplace presentations
- FSKOCM06 - Use oral communication skills to participate in workplace teams
- FSKNUM10 - Identify and describe common 2D and some 3D shapes for work
- FSKNUM11 - Read and use familiar maps, plans and diagrams for work
- FSKNUM12 - Identify and interpret information in familiar tables, graphs and charts for work
- FSKNUM13 - Construct simple tables and graphs for work using familiar data
- FSKRDG05 - Read and respond to simple workplace procedures
- FSKRDG06 - Read and respond to simple workplace texts
- FSKWTG05 - Complete simple formatted workplace texts
- FSKWTG06 - Write simple workplace information
- FSKWTG07 - Write routine formal workplace tasks
- BSBITU102 - Develop keyboard skills



Course Duration

FSK10113 Certificate I in Access to Vocational Pathways runs three days a week Tuesday to Thursday 9 am - 3 pm. It can be completed over a twelve (12) month period with full-time study, totalling **570** training (*contact*) hours. There are Four (4) Terms for the 2019 Academic calendar year at Tauondi as below:

2019 Student Academic Calendar			
Term	Start	End (inclusive)	Weeks
1	Monday 04 February 2019	Fri 12 April 2019	10
2	Monday 29 April 2019	Friday 05 July 2019	10
3	Monday 22 July 2019	Friday 27 September 2019	10
4	Monday 14 October 2019	Friday 06 December 2019	8
2019 Student Term Break Periods			
End Term 1	Monday 15 April 2019 to Friday 26 April 2019 inclusive		2 weeks
End Term 2	Monday 08 July 2019 to Friday 19 July 2019 inclusive		2 weeks
End Term 3	Monday 30 Sept 2019 to Friday 11 October 2019 inclusive		2 weeks

Training Location & Modes of Delivery

Training is conducted onsite at Tauondi Aboriginal College*. Training is delivered through a blend of Trainer led classes, sessions, presentations, practical demonstrations and workshops. Students work through manuals, learning activities, group work, online learning activities and accredited assessments in a supported and nurturing environment. Your course may also include excursions and external visits to partner organisations to further your learning. *Note 2

Work Placements

Work placement* is not required for the completion of this course. However, if you feel that you would like to participate in a work placement, speak to your Trainer, Career Services or Mentor about how Tauondi can support you. Prior to the commencement of work placement, host employers **may** require students to have:

- Department of Human Services (National Criminal History Report Check)
- Manual Handling Certificate
- Child Safe Environments and/or RAN-EC

Tauondi Aboriginal College will support students in gaining any of these requirements. Tauondi Student Services and Tauondi Career Services assists students with mentoring, work experience and employment. *Note 3



Entry Requirements

The eligibility criteria is vital in ensuring successful completion of the Certificate.

Applicants must meet the minimum requirements for enrolment, including:

- Be a minimum of 17 years of age unless exemption approval provided
- Be of Aboriginal or Torres Strait Islander descent
- Possess a valid Unique Student Identifier (USI)
- Complete a Tauondi LL&N assessment

Fees

This qualification is provided to Aboriginal and Torres Strait students at no charge. However, please be aware that there are limitations on the number of qualifications a person may study under the Abstudy program. For further details please contact Centrelink in person or by phone on **1800132 307**.

Recognised Prior Learning

Tauondi Aboriginal College recognises the importance of skills and knowledge that you bring to the college. You may have gained these in the workforce, through previous study or even life experience. Recognition of Prior Learning (**RPL**) is a process that tries to match these skills and knowledge to the outcomes of your chosen course. Tauondi will recognise any qualifications and statements of attainment gained from other registered training organisations. Credit Transfer (**CT**) will be applied. If you are interested in RPL/CT opportunities, contact Student Services at Tauondi or refer to the Student Handbook for more details.

Pathway to further study:

- FSK20113 Certificate II in Skills for Work and Vocational Pathways

Enrolment

Please note: Enrolment in this qualification does not guarantee successful completion.

For further details on FSK10113 Certificate I in Access to Vocational Pathways please go to www.tauondi.sa.edu.au or contact Student Services:

- in person at: 1 Lipson Street Port Adelaide SA 5015
- by email to: studentservices@tauondi.sa.edu.au
- by phone on: (08) 8240 0300
- website: www.tauondi.sa.edu.au

Note 1: Completion of this qualification does not guarantee an employment outcome.

Note 2: Enrolment in this qualification does not guarantee successful completion.

Note 3: Work placements will require students to wear appropriate professional attire suitable for our industry. Tauondi does not supply business attire for work placements, however on request we can refer you to relevant partner organisations for assistance.

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