

FSK20119 Certificate II in Skills for Work and Vocational Pathways



Proud to be a Queensland Government subsidised training provider



TRAINING MADE SIMPLE

PERSONALISED TRAINING

Face to face training with individualised learning plans and support to suit your unique needs.

EXCELLENT SUPPORT

Our friendly and professional trainers are there to help in person, by phone and email. We provide assistance with:

- ◇ LLN screening
- ◇ Computer skills
- ◇ Internet access (in our learning lounge)
- ◇ Support services for students with a disability
- ◇ Resumes
- ◇ Interview skills
- ◇ MY GOV assistance

COURSE DELIVERY

- ◇ Face-to-face delivery 2 days a week
- ◇ Additional support available

COURSE DURATION

- ◇ Approximately 10 weeks

The Certificate II in Skills for Work and Vocational Pathways is designed for individuals who require further foundation skills development to prepare for workforce entry or vocational training pathways.

Core Unit

FSKLRG011 Use routine strategies for work-related learning

Electives

FSKDIG002 Use digital technology for routine and simple workplace tasks

FSKNUM014 Calculate with whole numbers and familiar fractions, decimals and percentages for work

FSKNUM015 Estimate, measure and calculate with routine metric measurements for work

FSKOCM007 Interact effectively with others at work

FSKRDG010 Read and respond to routine workplace information

FSKWTG009 Write routine workplace texts

Electives (cont)

BSBWOR201 Manage personal stress in the workplace

BSBWOR202 Organise and complete daily work activities

BSBWOR204 Use business technology

FSKLRG009 Use strategies to respond to routine workplace problems

FSKLRG007 Use strategies to identify job opportunities

FSKLRG010 Use routine strategies for career planning

HLTAID001 Provide cardiopulmonary resuscitation

Having trouble gaining employment due to your lack of foundation skills?

78 Torquay Road, Pialba Qld 4655 Tel 07 4325 4455

info@simplesolution.com.au

WWW.SIMPLESOLUTION.COM.AU



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Course Delivery and Assessment

All students are provided with access to learning and theory assessment resources online and will require a computer with internet access to complete their studies. Student computer access is available at our Learning Lounge in Hervey Bay and is provided in face to face classes.

FEES, PAYMENTS AND REFUNDS

Course fees:

\$1400 Fee For Service

\$28 Certificate 3 Guarantee student co-contribution non concession

\$14 Certificate 3 Guarantee student co-contribution concession

Course fees include all learning and assessment resources, workshops (if applicable), learning lounge access and police check

Payment plans are available (if required) for fees over \$1000. Contact us for details. Payments can be made by direct deposit, credit card (Mastercard or Visa), cash or cheque.

Our full fees and refund policy is available in our Student Handbook. However, in general, a refund will only be provided where the student has notified Simple Solutions of their withdrawal from the course in writing 7 days prior to course commencement for face to face courses or within 2 days of being provided with access to orientation and induction and prior to accessing any online learning or assessment activities. No outcomes will be recorded for unpaid units of competency.

TERMS AND CONDITIONS

Available at http://www.simplesolution.com.au/media/student_handbook.pdf

Funding Information

Students may be able to access Certificate 3 Guarantee funding to assist with the enrolment fees, for further information please go to <https://desbt.qld.gov.au/training/providers/funded/certificate3>

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