

ONLINE PROGRAMS

Skills for Work



Our online Skills for Work program focusses on pathways to employment, further training and other vocational pathways as well as literacy and numeracy for the workplace. Students will be upskilled in employability and given the opportunity to develop their own learning plan to suit their future career.

The Skills for Work resources are aligned to the ***Certificate II in Skills for Work and Vocational Pathways (FSK20113)***. We will be providing schools with the online resources, model responses and mapping the program to a selection of competencies that cover the package requirements of the course. It is the school's responsibility to complete the RTO compliance required to use this program and will be internally marked by the school. This program can be completed self-paced by the student or can be structured into a subject.

THE COMPETENCIES SELECTED INCLUDE:

	CODE	TITLE
Core units	FSKDIG03	Use digital technology for routine workplace tasks
	FSKLRG09	Use strategies to respond to routine workplace problems
	FSKLRG11	Use routine strategies for work-related learning
	FSKNUM14	Calculate with whole numbers and familiar fractions, decimals and percentages for work
	FSKNUM15	Estimate, measure and calculate with routine metric measurements for work
	FSK0CM07	Interact effectively with others at work
	FSKRDG10	Read and respond to routine workplace information
	FSKWTG09	Write routine workplace texts
Elective units	FSKLRG10	Use routine strategies for career planning
	FSKLRG14	Manage strategies for career progression
	FSKLRG15	Manage own work-related learning
	BSBITU211	Produce digital text documents
	BSBCMM101	Apply basic communication skills
	BSBWOR202	Organise and complete daily work activities

The *Skills for Work* online program costs \$60 plus GST per student.

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