

VET COURSE INFORMATION FOR STUDENTS

ST JAMES COLLEGE - RTO: 30526

FSK10113 – CERTIFICATE I IN ACCESS TO VOCATIONAL PATHWAYS

QUALIFICATION DESCRIPTION: This qualification is designed for individuals who require significant foundation skills support to access a vocational learning pathway.

The qualification is suitable for individuals who require:

- a prevocational pathway to employment and vocational training
- reading, writing, numeracy, oral communication and learning skills at Australian Core Skills Framework (ACSF) Level 1
- entry level digital technology and employability skills.

FUTURE PATHWAYS: This course is a pre-vocational pathway to employment and vocational training.

To achieve the Certificate I in Access to Vocational Pathways qualification, the student must demonstrate competency in eleven (11) units of competency including seven (7) core units and four (4) elective units. If the student does not successfully achieve competency in all six (6) units the student will be awarded a Statement of Attainment listing only the competencies achieved.

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

FSKWTG01	Write personal details on basic workplace forms
FSKRDG03	Read and respond to basic workplace instructions
FSKNUM07	Locate specific information in highly familiar tables, graphs and charts for work
FSKRDG01	Recognise highly familiar workplace signs and symbols

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Ownership: 25/01/2017
St James College

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ESTIMATED DURATION: Two (2) academic years (11 & 12)

TRAINING/ASSESSMENT LOCATION: St James College, 201 Boundary St, Brisbane

MODE OF DELIVERY: A combination of the following may apply:

- Face to face in a simulated workplace environment for required performance and knowledge evidence
- Work experience at a worksite – third party report
- Online for some components of training for knowledge evidence
- In a classroom for some components of training for knowledge evidence

RELATED SUPPORT SERVICES: Students may negotiate support in addition to scheduled hours, to develop the required skills and knowledge

WORK PLACEMENT ARRANGEMENTS: Work Placement may be required to meet the requirements of the course. This may occur outside school hours, weekends and/or school holiday periods. **A work placement opportunity will only be offered in recognition of completed course work and satisfactory course attendance.**

OBLIGATIONS TO STUDENTS: The College will be responsible for the quality of training and assessment and the issuance of Certification

ENTRY REQUIREMENTS/PRE-REQUISITES: Successful application for USI and provision of this number to VET Department. Students who enrol after the Certificate start date (commencement of Year 11) may only be able to negotiate a package of competencies leading to a Statement of Attainment. They may not be able to achieve the Certificate qualification. There are currently no pre-requisites for this course.

STUDENT OBLIGATIONS: This includes any materials or equipment required. For example, fully enclosed leather upper shoes, sportswear, earphones, PPE, internet access at home.

STUDENT REQUIREMENTS TO COMPLETE COURSE: As detailed in the student/parent permission form

RTO COMPLAINTS & APPEALS PROCESS: Access to Complaint and Appeals Process via [St James College website](#)

RECOGNITION OF PRIOR LEARNING (RPL): Recognition of Prior Learning (RPL) Process via [St James College website](#)

ASSESSMENT: Competency based assessment that requires students to demonstrate knowledge and skill acquisition and application to the standard of performance required in the workplace. This may include: questioning, observation, practical tasks, third party reports and online training

FEE INFORMATION: No cost to student

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