



**HELLO THERE, OUR DREAM IS TO HELP YOU MAKE GREAT HAPPEN**

Industry endorsed Student satisfaction

**OVERVIEW**

**Foundation Skills – Skilling Queenslanders for Work**

This program is delivered in partnership with Skilling Queenslanders for Work providers. The qualification is designed for individuals who require further foundation skills development to prepare for workforce entry or vocational training pathways.

**LOCATION/S**

**DURATION**

Part time: 4-8 weeks, negotiated / 2-4 days depending on the number of weeks delivery

**COURSE DETAILS**

**Key dates**

| LOCATION | START DATE | WORKLOAD   |
|----------|------------|--|
| Off-site | Any time   | Part time / 2-4 days depending on the number of weeks delivery |

**Entry requirements**

There are no entry requirements however TAFE Queensland Brisbane has the following [...more online](#)

**Resources required**

No specific resources are required to successfully complete this course. It is recommended that students have access to [...more online](#)

**COSTS**

No cost to the student.

**For more information visit:**  
[tafebrisbane.edu.au/study-with-us/enrolment-fees/course-fees](http://tafebrisbane.edu.au/study-with-us/enrolment-fees/course-fees)

[...more online](#)

**OUTCOMES**

**Outcome**

FSK20113 Certificate II in Skills for Work and Vocational Pathways

Further employability skills include:

- 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
- A vocational training and employment plan.

**Units**

The successful achievement of this qualification requires you to complete all core and 6 elective units. Upon successful completion of all 14 units you will receive a Certificate II in Skills for Work and Vocational Pathways.

|                 |  |      |
|-----------------|--|------|
| <b>FSKDIG03</b> | Use digital technology for routine workplace tasks | Core |
|-----------------|--|------|

**ARE YOU READY TO TAKE THE NEXT STEP ON YOUR PATH TO GREAT?**

**Enrol today to secure your spot in this course.**

**HOW TO ENROL**

**Apply now**

Are you ready to enrol? Wonderful! Read the [student rules](#) and [refund policy](#).

Contact us and make great happen!

**Make your future happen**

**Connect with TAFE on Facebook**

UNITS

|                   |  |          |
|-------------------|--|----------|
| <b>FSKLRG09</b>   | Use strategies to respond to routine workplace problems                                | Core     |
| <b>FSKLRG11</b>   | Use routine strategies for work-related learning                                       | Core     |
| <b>FSKNUM14</b>   | Calculate with whole numbers and familiar fractions, decimals and percentages for work | Core     |
| <b>FSKNUM15</b>   | Estimate, measure and calculate with routine metric measurements for work              | Core     |
| <b>FSKOCM07</b>   | Interact effectively with others at work   | Core     |
| <b>FSKRDG10</b>   | Read and respond to routine workplace information                                      | Core     |
| <b>FSKWTG09</b>   | Write routine workplace texts  | Core     |
| <b>BSBWOR203B</b> | Work effectively with others   | Elective |
| <b>BSBWOR202A</b> | Organise and complete daily work activities  | Elective |
| <b>BSBCMM201A</b> | Communicate in the workplace   | Elective |
| <b>BSBIND201A</b> | Work effectively in a business environment   | Elective |
| <b>BSBCMM101A</b> | Apply basic communication skills   | Elective |
| <b>BSBITU201A</b> | Produce simple word processed documents  | Elective |

**Disclaimer**

Not all electives available at all campuses