



**BUNDABERG STATE HIGH SCHOOL**  
**VOCATIONAL EDUCATION AND TRAINING (VET) PROGRAMS**

<b>RTO Name: Bundaberg State High School</b>	<b>RTO NO: 30038</b>
<b>VET Course Name: Certificate II in Skills for Work and Vocational Pathways</b>	<b>VET Course Code: FSK20113</b>

BSHS Subject Name	Years	Subject Code	OP	QCE Credits	VET	Pre-requisite
Certificate II in Skills for Work and Vocational Pathways	11/12	VSV	-	4	YES	-
	12	VSV	-	4	YES	-

**Head of Department:** Mr Philip McLennan

**Course Outline:**

This course provides access for students to complete Certificate II in Skills for Work and Vocational Pathways from the Foundation Skills Training Package FSK20113 and is a nationally recognised qualification.

This course gives students an understanding of fundamental workplace skills and provides them with opportunities for development of appropriate life skills to assist them in their transition from school to work within a general environment and as responsible, contributing members in the community.

**Course Content:**

<b>Certificate II in Skills for Work and Vocational Pathways</b>	
Students are required to complete 14 Units of Competency – 8 Core Units and 6 Electives Unit from those listed below.	
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 routine metric measurements for work
FSKOCM07	Interact effectively with others at work
FSKRDG10	Read and respond to routine workplace information
FSKWTG09	Write routine workplace texts
SITHFAB201	Provide Responsible Service of Alcohol
CAICT101A	Operate a personal computer

Students may gain recognition for skills that they have acquired from other subjects/courses to complete some Units of Competency.

**Assessment Outline:**

This is a competency based course. Students will have a number of opportunities (generally three) to demonstrate that they can competently complete the set activities over the course of study.

Students will be assessed using a variety of techniques such as folios of work, in-class tests, scenario based activities, internet activities, simulated workplace activities and teacher observation.

**Career Pathways:**

This course provides students with the skills to proceed to work within the general workplace area.



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### Potential Activities:

Students will be provided with the opportunity to do Structured Workplace Learning where they are provided with the opportunity to work in the 'real world'. The students will be involved in projects such as horticulture, Teacher Aide duties and Bundaberg State High School coffee shop operations.

### Costs:

There is an additional cost of \$18 for the Responsible Service of Alcohol and Barista Basics online courses that are involved in this course. Further, Students, through their resource hire fee, have access to the photocopied class materials, internet, email facilities, required texts, software and hardware.

### Student Requirements:

There are no prerequisites for this course. This course is designed for students who have an interest in the workplace area. Students do require a BYOD preferably a laptop computer to complete this course.

### Student Information:

Bundaberg State High School does not guarantee that students will complete their qualification or Units of Competencies, however at Bundaberg State High School VET tracking/case-management of students is in place as a checking system to see that student are progressing towards completions. We encourage parent and student communication in this process. We also do not guarantee an employment outcome upon completion. Qualifications must be completed in a manner that meet the VET Standards for RTO's 2015.

All information is correct at time of publication but subject to change

