



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

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

BSHS Subject Name	Years	Subject Code	ATAR	QCE Credits	VET	Additional
Certificate II in Skills for Work and Vocational Pathways	11/12	VSV	- -	Up to 4	YES	Delivered in conjunction with CHC24015 Certificate II Active Volunteering

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:

Certificate II in Skills for Work and Vocational Pathways		
Students are required to complete 12 Units of Competency – 6 Core Units and 6 Electives Unit. The Competencies delivered a Bundaberg State High School are listed below.		
FSKDIG03	Use digital technology for routine workplace tasks	Core
FSKLRG09	Use strategies to respond to routine workplace problems	Core
FSKLRG11	Use routine strategies for work-related learning	Core
FSKNUM14	Calculate with whole numbers and familiar fractions, decimals and percentages for work	Core
FSKNUM15	Estimate, measure and calculate routine metric measurements for work	Core
FSKOCM07	Interact effectively with others at work	Core
FSKRDG10	Read and respond to routine workplace information	Core
FSKWTG09	Write routine workplace tasks	Core
SITHFAB201	Provide Responsible Service of Alcohol^#	Elective
ICAICT101A	Operate a personal computer^	Elective
ICAICT102A	Operate word-processing applications^	Elective
ICAICT103A	Use, communicate and search securely on the internet^	Elective
ICAICT104A	Use digital devices^	Elective
ICAICT105A	Operate spreadsheet applications^	Elective

^ Competencies delivered in other courses and may affect new learning and QCE points awarded. Subject to change.

#External RTO

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Approval 1: Curriculum HOD

Approval 2: Senior Secondary HOD/VET Pathways





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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.

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 may 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 (SITHFAB002) 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 and required texts.

Student Requirements:

There are no prerequisites for this course. This course is designed for students who have an interest in the retail area. Students will require a laptop computer and school network access. The Microsoft Office suite is available free to students and can be accessed from the school network.

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

