



# Literacy, Numeracy and Foundation Skills

FSK10213

Certificate I in Skills for Vocational Pathways

All information correct as of Feb 2019

## ABOUT THE COURSE

This qualification is designed for individuals who need skills to prepare for a vocational pathway qualification or further foundation skills development.

It 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 2
- Entry level digital technology and employability skills
- Education, training and employment goals.

## JOB ROLES

No job roles are defined for this course.

## PATHWAYS FROM THIS QUALIFICATION

No pathways are defined for this course.

## COURSE REQUIREMENTS

There are no entry requirements for this course.

## COURSE LOCATION, DURATION AND MODE OF STUDY

**Locations:** Batchelor Campus, Desert People's Centre Campus, Remote Communities

**Duration:** 6 months part time study

**Mode:** Workshop (on campus), Workshop (on community), Workplace

**Workshops:** This course includes approx. 4 x 2 week long workshops

## COURSE FEES

Students who are Northern Territory (NT) residents **and** wish to enrol in a course that is subsidised by the Northern Territory and/ or Commonwealth Government **and** who are enrolled in a course AQF level II and below, will not be charged course fees.

More information regarding course fees can be found on the Batchelor Institute website <https://www.batchelor.edu.au/students/fees/>

## MATERIALS AND EQUIPMENT

The learner must provide the following materials and equipment:

- Basic stationery—paper, pencil, pen

Freecall 1800 677 095  
Email [enquiries@batchelor.edu.au](mailto:enquiries@batchelor.edu.au)  
RTO provider 0383

[batchelor.edu.au](http://batchelor.edu.au)



**Batchelor  
Institute**

## COURSE REQUIREMENTS

11 units are required

Core Units (7 required)

Unit Code	Unit Title	Nominal Hours
FSKLRG08	Use simple strategies for work-related learning	15
FSKRDG07	Read & respond to simple workplace information	10
FSKWTG06	Write Simple Workplace Information	10
FSKOCM03	Participate in simple spoken interactions at work	10
FSKDIG02	Use digital technology for simple workplace tasks	10
FSKNUM08	Identify and use whole numbers and simple fractions, decimals and percentages for work	10
FSKNUM09	Identify, measure and estimate familiar quantities for work	10

Elective Units (4 required)

Unit Code	Unit Title	Nominal Hours
FSKDIG01	Use digital technology for basic workplace tasks	10
FSKDIG03	Use digital technology for routine workplace tasks	15
FSKOCM07	Interact effectively with others at work	10
FSKWTG09	Write routine workplace texts	15

## General information

### BACHELOR INSTITUTE ENTRY REQUIREMENTS

#### Literacy and Numeracy

When you enrol in a course at Batchelor Institute, you should be able to speak, read and write in English at the level required for the course you are undertaking. If you need help to improve your literacy and numeracy skills, there are specific courses and other assistance available.

#### Minimum age for students

Students must meet the minimum age requirement to be able to enrol with Batchelor Institute. The minimum age will depend on several factors.

Where:

- ▶ Training is delivered in a regional or remote community, and the student no longer engages and/or participates in secondary schooling, the student must be 15 years or older at the time training commences
- ▶ Training is delivered on the Batchelor Campus or Desert People Centre Campus, and where the student attends training during the day, but are not accommodated overnight, the student must be 17 years or older at the time training commences; or
- ▶ Training is delivered in any location, and the student requires to be travelled by Batchelor Institute to a training delivery location, the student must be 18 years or older at the time training commences.

### ABSTUDY

You will need to apply to ABSTUDY once you have enrolled at Batchelor Institute so your travel can be arranged (if travel is applicable). To do this you will need to obtain a VET Enrolment and Fees Invoice from the Institute and then take it to your nearest Centrelink Office, to complete an ABSTUDY application.

### STUDENT TRAVEL

If you have to live away from home while you are attending a workshop, your travel, accommodation and meals will be organised and paid for, by Batchelor Institute, if you are in receipt of ABSTUDY and are enrolled in a course subsidised by the NT Government.

### RECOGNISING YOUR KNOWLEDGE

Batchelor Institute recognises the importance of skills and knowledge that you may already have. You may have gained these through other work or study you have done or through life experience.

Recognition of Prior Learning (RPL) is a process that tries to match these skills and knowledge to the outcomes of your course to assess whether you have achieved the required learning outcomes. If you think you are eligible for RPL, contact us for more information.

Batchelor Institute also recognises qualifications and statements of attainments gained from any other Australian Registered Training Organisation, where nationally accredited training has been undertaken. This form of recognition may include Credit Transfers.

## EDUCATIONAL AND STUDENT SUPPORT

Students who have been identified as needing extra support services besides those already identified will have the extra support identified within their individual training plan and the support services will be arranged accordingly.

### Student Support

Freecall: 1800 677 095 | Email: [student.support@batchelor.edu.au](mailto:student.support@batchelor.edu.au)

## TIMETABLES

Timetables for students attending workshops at the Batchelor or Desert Peoples Centre Campuses can be found here:  
<https://www.batchelor.edu.au/students/timetables/>

## OTHER COURSES

Batchelor Institute offers many VET courses across a range of different disciplines. You can study courses relating to community services, construction, health, business, education, resource and infrastructure and creative arts.

To get more information about Batchelor Institute and the courses we offer, go to:  
<https://www.batchelor.edu.au/students/courses/vet-courses/>

## FOR MORE INFORMATION

Please visit: <https://training.gov.au/Training/Details/FSK10213>

