



# Literacy, Numeracy and Foundation Skills

FSK20113

Certificate II in Skills for Work and Vocational Pathways

All information correct as of Feb 2019

## ABOUT THE COURSE

This qualification is designed for individuals who require further foundation skills development to prepare for workforce entry or vocational training pathways.

## JOB ROLES

No job roles are defined for this course.

## PATHWAYS FROM THIS QUALIFICATION

This qualification is designed for individuals who require further foundation skills development to prepare for workforce entry or vocational training pathways.

It is suitable for individuals who require:

- 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.

## 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,

**Duration:** 6 months part time study  
**Mode:** Workshop (on campus), Workshop (on community), Workplace

**Workshops:** This course includes approx. 5 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/>

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**

## MATERIALS AND EQUIPMENT

The learner must provide the following materials and equipment:

- Basic stationery—paper, pencil, pen

## COURSE REQUIREMENTS

14 units are required

Core Units (8 required)

Unit Code	Unit Title	Nominal Hours
FSKDIG03	Use digital technology for routine workplace tasks	15
FSKLRG09	Use strategies to respond to routine workplace problems	15
FSKLRG11	Use routine strategies for work-related learning	10
FSKNUM14	Calculate with whole numbers and familiar fractions, decimals and percentages for work	15
FSKNUM15	Estimate, measure and calculate routine metric measurements for work	10
FSKOCM07	Interact effectively with others at work	10
FSKRDG10	Read and respond to routine workplace information	15
FSKWTG09	Write routine workplace texts	15

Elective Units (6 required)

The choice of elective units may vary according to student cohort needs.

Further information should be obtained from Eike Pakeha on 08 8939 7391 or via email [eike.pakeha@batchelor.edu.au](mailto:eike.pakeha@batchelor.edu.au)

Unit Code	Unit Title	Nominal Hours
BSBITU111	Operate a personal digital device	20
BSBWHS201	Contribute to health & safety of self & others	20
FSKLRG10	Use routine strategies for career planning	10
FSKNUM20	Use basic functions of a calculator	10
FSKOCM04	Use oral communication skills to participate in workplace meetings	10
FSKOCM05	Use oral presentation skills for effective workplace presentations	10

## 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/FSK20113>

