



Newton Moore Senior High School
Year 11 & 12
FSK20113
Certificate II Skills For Work & Vocational Pathway
2016



Course Description

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

A range of core and elective units have been chosen so the underpinning skills and knowledge are relevant to any workplace environment or training environment. A total of eight (8) Core units of competency plus six (6) Elective units must be achieved. Please note that we provide the opportunity for students to complete an extra two (2) Elective units to support their skills development as well as the achievement of WACE. Students must complete all the units provided in this qualification to satisfy the requirement for a qualification as set by The School Curriculum and Standards Authority.

It is suitable for individuals who require a pathway to employment or vocational training, reading, writing, numeracy, oral communication and learning skills development, entry level digital literacy and employability skills and a vocational training and employment plan.

Students entering this qualification for the first time mid-year or in Year 12 will have a modified course outline to support full qualification achievement.

YEAR 11

FSKDIG03 - Use digital technology for routine workplace tasks (Year 11) Core – 15hrs: This unit prepares students to use digital technology and assists with their understanding of the various uses within workplaces.

FSKLRG09 Use strategies to respond to routine workplace problems (Year 11) Core – 15hrs: Students plan to respond to workplace problems, propose problem solving strategies and review problem solving strategies.

FSKNUM20 Use basic functions on a calculator (Year 11) Elective – 10hours: Involves students using basic functions on a calculator to undertake routine mathematical calculations. They check and communicate results.

FSKRDG10 Read and respond to routine workplace information (Year 11) Core – 15hrs: This involves students preparing to read different routine workplace texts, interpret the information, confirm their understanding and respond to routine workplace texts.

PUATEA001B Work in a team (Year 11) Elective – 20hrs: Students contribute to team activities, share knowledge and ideas within a set activity, give and receive support to/from team members while completing a school based team project.

FSKRDG05 Read and respond to workplace procedures (Year 11) Elective – 10hrs: Students read, identify and interpret information in simple workplace procedures. They confirm their understanding and respond to simple workplace procedures.

FSKWTG01 Write personal details on Workplace forms (Year 11) Elective – 10hrs: This involves students completing and checking basic workplace forms.

FSKOCM07 Interact effectively with others at work (Year 11) Core – 10hrs: Students prepare and participate in interactions with others at work. They seek feedback on effectiveness of interaction with others at work and evaluate own performance to identify strategies for improvement.

FSKLRG06 Participate in work placement (Year 11 & 12) Elective – 10hrs: Students identify details of host workplace and identify their own requirements to participate in work placement. Students have the opportunity to undertake a work placement at the conclusion of each term. They will follow relevant work practices and procedures, perform appropriate workplace tasks as directed, collect evidence of work placement and seek feedback on work placement from appropriate persons.

FSKRDG01 Recognise highly familiar workplace signs and symbols (Year 11) Elective – 10hrs: In each workplace there are a variety of essential workplace signs and symbols. Students become familiar with these and able to explain purpose and relevance of a range of workplace symbols and signs.

YEAR 12

FSKLRG03 Use basic strategies for career planning (Year 12) Elective – 10hrs: Students begin or continue to plan for a career and prepare an individual learning plan.

FSKWGT09 Write routine workplace texts (Year 12) Core – 15hrs: A focus is to prepare to write routine workplace texts, draft routine workplace texts and review and finalise routine workplace texts.

BSBITU201 Produce simple word processed documents (Year 12) Elective – 40hrs: Significant time is allocated to prepare to produce documents, produce a range of workplace documents and ensure a process is followed to finalise documents to ensure requirements are followed.

FSKLRG11 Use routine strategies for work related learning (Year 12) Core – 10hrs: Investigate a range of approaches to achieve goal, identify potential barriers to learning, use different strategies for learning, seek feedback from an appropriate person and identify any possible areas for further learning and training.

FSKNUM14 Calculate with whole numbers and familiar fractions, decimals and percentages for work (Year 12) Core – 15hrs: Students identify and interpret routine mathematical information, complete routine mathematical processes and check and communicate results.

FSKNUM15 Estimate, measure and calculate routine metric measurements for work (Year 12) Core – 10hrs: Students estimate and make routine measurements for work, Undertake calculations involving measurement, use appropriate processes to check and communicate results.

Course Outline

Year 11 and 12 FSK20113 Certificate II Skills For Work & Vocational Pathways

Students entering this qualification for the first time mid-year or in Year 12 will have a modified course outline to support full qualification achievement.

Year 11 Week	Content
1-3	<p>Induction and orientation. Outline of course and introduction to workplace processes and procedures Introduce Units and explanation of Training and Assessment for qualifications. Student electronic induction with RTO. Set up access to materials for course.</p> <p>FSKDIG03 - Use digital technology for routine workplace tasks. Students complete questions in booklets and set activities. They demonstrate their ability to use digital technology and are interviewed on their understandings of technology.</p>
4-6	<p>FSKLRG09 Use strategies to respond to routine workplace problems. Students complete a range of written scenarios of workplace issues. Students manage the case studies presented in questions. Commence investigating work placement opportunities for the last week of the term.</p>
7-9	<p>FSKNUM20 Use basic functions on a calculator. Students complete a range of written activities to show their calculator and maths skills. Students are eligible to attend a work placement for the last week of the term.</p>
11-13	<p>FSKRDG10 Read and respond to routine workplace information. Reading, interpreting and responding to a range of routine workplace documents.</p>
14-19	<p>PUATEA001B Work in a team. One of the key activities of this course. Students work in groups, come up with a plan to run an activity at the school and implement then review their project.</p>
20	<p>FSKRDG05 Read and respond to workplace procedures and FSKRDG01 Recognise highly familiar workplace signs and symbols. Gaining an understanding of the range of workplace procedures is an essential part of this unit. Students confirm the purpose of various workplace procedures, interpret the information and show they can respond well to expected procedures. Students spend time understanding the purpose of workplace signs and symbols and ensure the recognize some of the common ones. Students are eligible to attend a work placement for the last week of the term.</p>

21-23	FSKRDG05 Read and respond to workplace procedures and FSKRDG01 Recognise highly familiar workplace signs and symbols. Gaining an understanding of the range of workplace procedures is an essential part of this unit. Students confirm the purpose of various workplace procedures, interpret the information and show they can respond well to expected procedures. Students spend time understanding the purpose of workplace signs and symbols and ensure the recognize some of the common ones.
24-26	FSKWTG01 Write personal details on workplace forms. Students view, read and fill in a range of workplace forms to gain an understanding of the variety of documents workers complete.
27-30	FSKOCM07 Interact effectively with others at work. Students review communication strategies that are effective to complete duties well and maintain a positive workplace environment. Students consider conflict resolution strategies as part of this unit. They review their own performance in a variety of contexts. Students are eligible to attend a work placement for the last week of the term.
31-32	FSKOCM07 Interact effectively with others at work. Students review communication strategies that are effective to complete duties well and maintain a positive workplace environment. Students consider conflict resolution strategies as part of this unit. They review their own performance in a variety of contexts.
33-35	FSKLRG06 Participate in work placement. Complete a range of tasks to either set up their work placement or complete/finalise their work placement logbooks. Consolidate all units – completion of any outstanding tasks and activities that may be incomplete.
36-37	Consolidate all units – completion of any outstanding tasks and activities that may be incomplete. Students are eligible to attend a work placement for the last week of Year 11.
Year 12 Week	Content
1-5	BSBITU201 Produce simple word processed documents. This is a large unit and students spend a lot of the time through the term being observed in relation to the way they complete documents. They complete a range of tasks to provide evidence.
6-7	FSKLRG03 Use basic strategies for career planning. Students are provided with opportunities to explore their options and make a career plan for these. Students consider some work placements for the last week of term and work towards setting these up.

8-9	FSKWGTG09 Write routine workplace texts. Students draft their own workplace texts that could be used in an organisation. They review and finalise these. Students are eligible to attend a work placement for the last week of the term.
11-12	FSKWGTG09 Write routine workplace texts. Students draft their own workplace texts that could be used in an organisation. They review and finalise these.
13-17	FSKLRG11 Use routine strategies for work related learning. Students identify approaches to achieve goals. They identify and incorporate strategies to overcome workplace barriers to ensure success, learning and productivity exists.
18	FSKLRG06 Participate in work placement. Complete a range of tasks to either set up their work placement or complete/finalise their work placement logbooks.
19-20	FSKNUM14 Calculate with whole numbers and familiar fractions, decimals and percentages for work. Students are challenged to use a range of mathematical concepts that would normally be used in a workplace environment. These include; select and interpret mathematical information that may be partly embedded in routine workplace tasks and texts. Calculate with whole numbers and routine or familiar fractions, decimals and percentages. Use formal and informal mathematical language and symbolism to communicate the result of the task. Students are eligible to attend a work placement for the last week of the term.
21-23	FSKNUM14 Calculate with whole numbers and familiar fractions, decimals and percentages for work. Students are challenged to use a range of mathematical concepts that would normally be used in a workplace environment. These include; Select and interpret mathematical information that may be partly embedded in routine workplace tasks and texts. Calculate with whole numbers and routine or familiar fractions, decimals and percentages. Use formal and informal mathematical language and symbolism to communicate the result of the task.
24-26	FSKNUM15 Estimate, measure and calculate routine metric measurements for work. Students are challenged to use a range of mathematical concepts that would normally be used in a workplace environment. These include; Estimate and make measurements using correct units. Perform conversions between routinely used metric units. Record the information using mathematical language and symbols appropriate to the task.
27-30	Consolidate all units – completion of any outstanding tasks and activities that may be incomplete. Students are eligible to attend a work placement for the last week of Year 12.

This course outline may be subject to change, any changes will be communicated to students.

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Assessment Outline

Week	Task Description and Content	D/NYD
<p>Year 11 Week 1-3</p>	<p>FSKDIG03 - Use digital technology for routine workplace tasks. Students complete questions in booklets and set activities. They demonstrate their ability to use digital technology and are interviewed on their understandings of technology.</p> <p>Written Assessment / Observation / Simulation</p>	
<p>Week 4-6</p>	<p>FSKLRG09 Use strategies to respond to routine workplace problems. Students complete a range of written scenarios of workplace issues. Students manage the case studies presented in questions.</p> <p>Written Assessment / Demonstration / Case studies</p>	
<p>Week 7-9</p>	<p>FSKNUM20 Use basic functions on a calculator. Students complete a range of written activities to show their calculator and maths skills.</p> <p>Demonstration / Work related project / Written Assessment / Third Party Feedback</p>	
<p>Week 11-13</p>	<p>FSKRDG10 Read and respond to routine workplace information. Reading, interpreting and responding to a range of routine workplace documents.</p> <p>Observation / Questions</p>	
<p>Week 14-19</p>	<p>PUATEA001B Work in a team. One of the key activities of this course. Students work in groups, come up with a plan to run an activity at the school and implement then review their project.</p> <p>Demonstration & Observation / Simulation / Portfolio of Evidence / Third Party Feedback</p>	
<p>Week 20 & Week 21-23</p>	<p>FSKRDG05 Read and respond to workplace procedures and FSKRDG01 Recognise highly familiar workplace signs and symbols. Gaining an understanding of the range of workplace procedures is an essential part of this unit. Students confirm the purpose of various workplace procedures, interpret the information and show they can respond well to expected procedures. Students spend time understanding the purpose of workplace signs and symbols and ensure they recognize some of the common ones.</p> <p>Demonstration & Observation / Questions</p>	

Week 24-26	FSKWTDG01 Write personal details on workplace forms. Students view, read and fill in a range of workplace forms to gain an understanding of the variety of documents workers complete. Demonstration & Observation / Simulation / Work related project	
Week 27-30 & Week 31-32	FSKOCM07 Interact effectively with others at work. Students review communication strategies that are effective to complete duties well and maintain a positive workplace environment. Students consider conflict resolution strategies as part of this unit. They review their own performance in a variety of contexts. Demonstration & Observation / Simulation / Questions & Interview	
Week 33-35	FSKLRG06 Participate in work placement. Complete a range of tasks to either set up their workplacement or complete/finalise their workplacement logbooks. Demonstration & Observation / Simulation / Portfolio of Evidence / Third Party Feedback Consolidate all units – completion of any outstanding tasks and activities that may be incomplete.	
Week 36-37	Consolidate all units – completion of any outstanding tasks and activities that may be incomplete.	
Year 12 Week 1-5	BSBITU201 Produce simple word processed documents. This is a large unit and students spend a lot of the time through the term being observed in relation to the way they complete documents. They complete a range of tasks to provide evidence. Demonstration & Observation / Questions / Written Activity / Third Party Feedback	
Week 6-7	FSKLRG03 Use basic strategies for career planning. Students are provided with opportunities to explore their options and make a career plan for these. Demonstration & Observation / Portfolio / Questions & Interview	
Week 8-9 Week 11-12	FSKWTDG09 Write routine workplace texts. Students draft their own workplace texts that could be used in an organisation. They review and finalise these. Demonstration & Observation / Written Activity / Third Party Feedback	

Week 13-17	FSKLRG11 Use routine strategies for work related learning. Students identify approaches to achieve goals. They identify and incorporate strategies to overcome workplace barriers to ensure success, learning and productivity exists. Demonstration & Observation	
Week 18	FSKLRG06 Participate in work placement. Complete a range of tasks to either set up their workplacement or complete/finalise their workplacement logbooks. Demonstration & Observation / Simulation / Portfolio of Evidence / Third Party Feedback	
Week 18 & Week 21-23	FSKNUM14 Calculate with whole numbers and familiar fractions, decimals and percentages for work. Students are challenged to use a range of mathematical concepts that would normally be used in a workplace environment. These include; select and interpret mathematical information that may be partly embedded in routine workplace tasks and texts. Calculate with whole numbers and routine or familiar fractions, decimals and percentages. Use formal and informal mathematical language and symbolism to communicate the result of the task. Demonstration & Observation / Written Activity / Third Party Feedback	
Week 24-26	FSKNUM15 Estimate, measure and calculate routine metric measurements for work. Students are challenged to use a range of mathematical concepts that would normally be used in a workplace environment. These include; Estimate and make measurements using correct units. Perform conversions between routinely used metric units. Record the information using mathematical language and symbols appropriate to the task. Demonstration & Observation	
Week 27-30	Consolidate all units – completion of any outstanding tasks and activities that may be incomplete.	

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