

## Ready, Set, Go...

### Plan your future Work & Vocational pathways

*Get ready for employment or further training!*

FSK – Ready Set Work is a 15 day pre-employment program which prepares you for entry into the workplace. This is a practical course designed to give you the confidence and skills to attain employment.

The outcomes of the FSK20113 Certificate II in Skills for Work and Vocational Pathways focus on building and developing foundation skills to prepare for workforce entry or vocational training pathways. This qualification provides the learner with a pathway to employment and/or vocational training, reading, writing, numeracy, oral communication and learning skills at Australian Core Skills Framework (ACSF) Level 3 and entry level digital technology and employability skills and a vocational training and employment plan.

#### **Upon successful completion of this course you will:**

- Build your self-esteem and confidence
- Learn resourcefulness and resilience
- Learn Customer Service and Workplace Communication skills
- Learn about industry and employer expectations
- Learn effective communication skills
- Use learning strategies to suit your needs
- Gain employability & transferable skills
- Learn interview techniques, skills and tips
- Achieve career objectives & pathways
- Learn employee rights and responsibilities
- Learn workplace health and safety
- Learn and build effective teamwork skills
- Gain a Certificate II in Skills for Work and Vocational Pathways
- Prepare a personal profile and Industry pathway plan to further training or employment

## 2017 Enrolments are open

**Dates:** Commencing early May

**Location:** Brunswick

**Time:** 9.30am – 3.30pm

**\* Eligibility criteria apply**



### Contact details

For further information please contact Kerry Frampton

(w) 9415 8700 or 0429 404 038

(e) [kerry.frampton@jss.org.au](mailto:kerry.frampton@jss.org.au)

(w) [www.jss.org.au](http://www.jss.org.au)

Upon successful completion of this training, participants can be assisted to pathway into our employer network programs and services that are offered by Jesuit Community College for employment or further training.

Individuals with disabilities are encouraged to apply and participate in this course to access government subsidised training.



This training is funded by Federal and State Government funding **TOID: 21800**

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**Jesuit Community College**  
[www.jesuitcommunitycollege.org.au](http://www.jesuitcommunitycollege.org.au)



# Ready Set Go!

**Delivery mode:** Face to face classroom and excursions/industry visits

**Study mode:** Full-time

## Assessment Methods

There are no exams. Assessment is continuous and ongoing, focusing on the process of learning as well as the competencies stated in the modules of FSK Training.

**Fees:** Jesuit Community College charges fees in accordance with Skills First funding guidelines.

**Jesuit Social Services student support fund:** You may be eligible for a financial support through this fund to offset fees. This process is conducted as part of the enrolment process. This process is displayed in the course information handbook and our website. [http://jss.org.au/wp-content/uploads/2015/10/Jesuit-Community-College-Course-Information-\\_V4\\_Jan-17.pdf](http://jss.org.au/wp-content/uploads/2015/10/Jesuit-Community-College-Course-Information-_V4_Jan-17.pdf)

**\*General eligibility criteria for Skills First Victorian government funded education, you must be either an:**

- an Australian citizen; or, an Australian Permanent Resident (holder of a permanent visa); or,
  - a New Zealand citizen (holder of a current New Zealand passport); or
  - an Asylum Seeker holder of a current VISA Class E (BVE), Safe Haven Enterprise Visa (SHEV); or,
  - Temporary Protection Visa (TPV) [as verified via the Commonwealth Visa Entitlement Verification Online (VEVO) with study rights]
- and**
- not enrolled in mainstream education (*School means any secondary schooling including, House Schooling, VCE and VCAL delivered at TAFE and other RTO's*)
  - not enrolled in The Commonwealth Government's *Skills for Education and Employment* program
  - not have completed an Australian qualification at Diploma level and above
  - If under 17 years of age and disengaged from school, participants will need to obtain an official *Transition from School Form* for us to sight

Program	Code: FSK20113	Title: Cert II Skills for Work and Vocational Pathways	Nominal Hours
Core			
FSKDIG03	Use digital technology for routine work 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 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
Electives			
BSBWHS201	Contribute to health and safety of self and others		20
SITXFSA001	Use hygienic practices for food safety		15
FSKRDG02	Read and respond to basic workplace signs and symbols		10
FSKWTG02	Write basic workplace formatted text		10
FSKOCM02	Engage in basic spoken exchanges at work		10
FSKOCM06	Use oral communication skills to participate in workplace teams		10
	Total Hours:		180