

Skills for Work and Vocational Pathways

AQF VET qualification: FSK20113 Certificate II in Skills for Work and Vocational Pathways

Training Package: FSK Foundation Skills (version 1.1)

BOSTES course name	Pattern of study	BOSTES course number	Schools Online (Administration) entry advice
Skills for Work and Vocational Pathways (120 hours)	2 units x 1 year	65244	Enter this course number for either Preliminary (Year 11) or HSC (Year 12)
Skills for Work and Vocational Pathways (180 hours)	3 units x 1 year	65245	Enter this course number for either Preliminary (Year 11) or HSC (Year 12)*
Skills for Work and Vocational Pathways (240 hours) [#]	2 units x 2 years	65246	Enter this course number for both Preliminary (Year 11) and HSC (Year 12)
	or		
	4 units x 1 year	65247	Enter this course number for either Preliminary (Year 11) or HSC (Year 12)

* For course delivery over two years, the entry on *Schools Online (Administration)* should be made in the second year (ie HSC).

The 240-hour course would only be required if the selection of the required 6 elective units of competency meant that the qualification could not be completed within the 180-hour course.

Eligibility: Nil

Exclusions: Community Services – Introduction

Students undertaking this course and another VET course (Board Developed Industry Curriculum Framework and/or Board Endorsed) should choose different units of competency to meet the requirements of this HSC course and qualification (ie for HSC course purposes, a unit of competency being undertaken in another VET course cannot contribute to meeting HSC course indicative hour requirements of this course).

HSC course requirements

It is strongly recommended that project and work-based learning opportunities be used as a teaching and learning strategy throughout the course.

Some work placement may be undertaken in this course if students are deemed ready for work placement.

Skills for Work and Vocational Pathways (120 indicative hours)

- the possible qualification outcome is Statement of Attainment towards FSK20113 Certificate II in Skills for Work and Vocational Pathways
- accredited for a total of 2 units at the Preliminary and/or HSC level
- attempt core and/or elective units of competency to a minimum of 120 HSC indicative hours, including at least 3 core units of competency.

Skills for Work and Vocational Pathways (180 indicative hours)

- the possible qualification outcome is FSK20113 Certificate II in Skills for Work and Vocational Pathways
- accredited for a total of 3 units at the Preliminary and/or HSC level
- attempt all core units of competency (totalling 80 HSC indicative hours) and elective units of competency to a minimum of 100 HSC indicative hours and to meet qualification packaging rules.

Skills for Work and Vocational Pathways (240 indicative hours)

- the possible qualification outcome is FSK20113 Certificate II in Skills for Work and Vocational Pathways
- accredited for a total of 4 units at the Preliminary and/or HSC level
- attempt all core units of competency (totalling 80 HSC indicative hours) and elective units of competency to a minimum of 160 HSC indicative hours and to meet qualification packaging rules.

The requirements for the completion of an HSC VET course are different to the requirements for AQF VET qualification completion. Registered Training Organisations (RTOs) need to ensure that delivery of courses meets HSC course requirements and complies with Training Package rules.

For a course to count towards the HSC program of study, students must satisfy the course completion criteria as required by the Board of Studies, Teaching and Educational Standards NSW (BOSTES). (Refer to the [Assessment Certification Examination \(ACE\) website](#).) There must be sufficient evidence that the student has:

- followed the course developed or endorsed by BOSTES
- applied themselves with diligence and sustained effort to the set tasks and experiences provided in the course
- achieved some or all of the course outcomes
- (where applicable) undertaken the mandatory work placement.

Unit credit for the Higher School Certificate

Skills for Work and Vocational Pathways HSC VET courses count as Board Endorsed unit credit for the HSC but do not contribute towards an Australian Tertiary Admission Rank (ATAR).

To facilitate flexibility of VET in the HSC, courses may be delivered as Preliminary, as HSC or as a combination of Preliminary and HSC units.

The HSC credit units will be allocated to students' Preliminary and/or HSC patterns of study as required.

The pattern of study (BOSTES course number) entered on *Schools Online (Administration)* should reflect the delivery of the HSC VET course over successive years. For example, delivery of a 240 HSC indicative hour course over two years should be entered as 2 units x 2 years. Students will be credentialled for the HSC credit units entered each calendar year, provided they have satisfactorily completed the course requirements for that calendar year as determined by the school, college or RTO.

Course content

CORE

Unit code and title	Status for AQF VET qualification	HSC indicative hours of credit
FSKDIG03 Use digital technology for routine workplace tasks	core	10
FSKLRG09 Use strategies to respond to routine workplace problems	core	10
FSKLRG11 Use routine strategies for work-related learning	core	10
FSKNUM14 Calculate with whole numbers and familiar fractions, decimals and percentages for work	core	10
FSKNUM15 Estimate, measure and calculate with routine metric measurements for work	core	10
FSKOCM07 Interact effectively with others at work	core	10
FSKRDG10 Read and respond to routine workplace information	core	10
FSKWGT09 Write routine workplace texts	core	10

Total HSC indicative hours for core units of competency: 80

ELECTIVE

Unit code and title	Status for AQF VET qualification	HSC indicative hours of credit
Agriculture and horticulture		
AHCINF202 Install, maintain and repair farm fencing	elective (vocational unit)	15
AHCNSY203 Undertake propagation activities	elective (vocational unit)	20
AHCWHS201 Participate in work health and safety processes[±]	elective (vocational unit)	15
AHCPGD201 Plant trees and shrubs	elective (vocational unit)	15
AHCPGD202 Prepare and maintain plant displays	elective (vocational unit)	15
AHCTRF202 Prepare turf surfaces for play	elective (vocational unit)	25

[±] For HSC course purposes, only one of these units of competency can contribute to meeting HSC course indicative hour requirements.

Unit code and title	Status for AQF VET qualification	HSC indicative hours of credit
Animal studies		
ACMGAS202A Participate in workplace communications	elective (vocational unit)	15
ACMGAS203A Complete animal care hygiene routines	elective (vocational unit)	25
ACMGAS204A Feed and water animals	elective (vocational unit)	25
ACMGAS205A Assist in health care of animals	elective (vocational unit)	25
ACMGAS206A Provide basic first aid for animals	elective (vocational unit)	15
ACMOHS201A Participate in occupational health and safety processes[±]	elective (vocational unit)	15
Arts and culture		
CUAACD101 Use basic drawing techniques	elective (vocational unit)	15
CUAATS101 Develop understanding of own Aboriginal or Torres Strait Islander identity	elective (vocational unit)	30
CUAJWL201 Develop jewellery-making skills	elective (vocational unit)	25
CUAPPR201 Make simple creative work	elective (vocational unit)	20
CUARES202 Source and use information relevant to own arts practice	elective (vocational unit)	15
Automotive		
AURAEA002 Follow environmental and sustainability best practice in an automotive workplace	elective (vocational unit)	15
AURASA002 Follow safe working practices in an automotive workplace[±]	elective (vocational unit)	15
AURETR001 Remove and tag automotive electrical system components	elective (vocational unit)	15
AURETR015 Inspect, test and service batteries	elective (vocational unit)	5
AURTTK002 Use and maintain tools and equipment in an automotive workplace	elective (vocational unit)	25
AURVTN008 Clean vehicle body and door openings	elective (vocational unit)	5
AURVTP003 Prepare vehicle spray painting equipment for use	elective (vocational unit)	30
AURVTT008 Clean vehicle interior trim	elective (vocational unit)	10

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Unit code and title	Status for AQF VET qualification	HSC indicative hours of credit
Business services		
BSBINM202 Handle mail	elective (vocational unit)	15
BSBITU201 Produce simple word processed documents	elective (vocational unit)	20
BSBITU202 Create and use spreadsheets	elective (vocational unit)	20
BSBWHS201 Contribute to health and safety of self and others[±]	elective (vocational unit)	15
BSBWOR204 Use business technology	elective (vocational unit)	15
Construction		
CPCCB2001A Handle and prepare bricklaying and blocklaying materials Prerequisite: CPCCOHS2001A	elective (vocational unit)	20
CPCCB2002A Use bricklaying and blocklaying tools and equipment Prerequisite: CPCCOHS2001A	elective (vocational unit)	20
CPCCCM1015A Carry out measurements and calculations	elective (vocational unit)	20
CPCCCM2005B Use construction tools and equipment Prerequisite: CPCCOHS2001A	elective (vocational unit)	20
CPCCCO2013A Carry out concreting to simple forms Prerequisite: CPCCOHS2001A	elective (vocational unit)	20
CPCCOHS2001A Apply OHS requirements, policies and procedures in the construction industry[±]	elective (vocational unit)	15
CPCCWHS1001 Prepare to work safely in the construction industry	elective (vocational unit)	10
Financial services		
FNSFLT202 Develop and use a savings plan	elective (vocational unit)	15
Floristry		
SFLSOP006 Display and merchandise floristry products	elective (vocational unit)	20
Foundation skills		
FSKLRG10 Use routine strategies for career planning	elective (FSK unit – max 4)	10

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Unit code and title	Status for AQF VET qualification	HSC indicative hours of credit
Foundation skills cont/d		
FSKNUM16 Interpret, draw and construct 2D and 3D shapes for work	elective (FSK unit – max 4)	10
FSKNUM17 Use routine maps and plans for work	elective (FSK unit – max 4)	10
FSKNUM18 Collect data and construct routine tables and graphs for work	elective (FSK unit – max 4)	10
FSKNUM19 Interpret routine tables, graphs and charts for work	elective (FSK unit – max 4)	10
FSKNUM20 Use basic functions of a calculator	elective (FSK unit – max 4)	5
FSKOCM04 Use oral communication skills to participate in workplace meetings	elective (FSK unit – max 4)	5
FSKOCM05 Use oral communication skills for effective workplace presentations	elective (FSK unit – max 4)	10
FSKOCM06 Use oral communication skills to participate in workplace teams	elective (FSK unit – max 4)	5
FSKRDG08 Read and respond to routine visual and graphic texts	elective (FSK unit – max 4)	10
FSKRDG09 Read and respond to routine standard operating procedures	elective (FSK unit – max 4)	10
FSKWTG07 Write routine formal workplace texts	elective (FSK unit – max 4)	10
FSKWTG08 Complete routine workplace formatted texts	elective (FSK unit – max 4)	10
Furnishing		
MSFFF2004 Prepare surfaces for finishing	elective (vocational unit)	20
MSFFM2001 Use furniture making sector hand and power tools	elective (vocational unit)	25
MSFFM2005 Join solid timber	elective (vocational unit)	10
MSFFM2006 Hand make timber joints	elective (vocational unit)	25
MSFFM2010 Set up and operate basic static machines	elective (vocational unit)	20
MSFKB2001 Prepare for cabinet installation	elective (vocational unit)	10
MSFKB2002 Provide assistance in cabinet installation	elective (vocational unit)	10

Unit code and title	Status for AQF VET qualification	HSC indicative hours of credit
Health		
HLTAHW001 Work with Aboriginal and/or Torres Strait Islander clients and communities	elective (vocational unit)	20
HLTAID002 Provide basic emergency life support	elective (vocational unit)	10
HLTWHS001 Participate in workplace health and safety[±]	elective (vocational unit)	15
Hospitality		
SITHACS001 Clean premises and equipment	elective (vocational unit)	10
SITHCCC002 Prepare and present simple dishes Prerequisite: SITXFSA101	elective (vocational unit)	20
SITHCCC003 Prepare and present sandwiches Prerequisite: SITXFSA101	elective (vocational unit)	10
SITHFAB004 Prepare and serve non-alcoholic beverages Prerequisite: SITXFSA101	elective (vocational unit)	15
SITHFAB005 Prepare and serve espresso coffee Prerequisite: SITXFSA101	elective (vocational unit)	15
SITXFSA001 Use hygienic practices for food safety	elective (vocational unit)	10
SITXWHS001 Participate in safe work practices[±]	elective (vocational unit)	15
Manufacturing		
MSMWHS100 Follow WHS procedures[±]	elective (vocational unit)	10
MSMOPS101 Make measurements	elective (vocational unit)	15
MSMSUP106 Work in a team	elective (vocational unit)	15
Metal and engineering		
MEM05007C Perform manual heating and thermal cutting	elective (vocational unit)	10
MEM05012C Perform routine manual metal arc welding	elective (vocational unit)	20
MEM05050B Perform routine gas metal arc welding	elective (vocational unit)	20
MEM07032B Use workshop machines for basic operations	elective (vocational unit)	25
MEM09002B Interpret technical drawing	elective (vocational unit)	30

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Unit code and title	Status for AQF VET qualification	HSC indicative hours of credit
Metal and engineering cont/d		
MEM12023A Perform engineering measurements	elective (vocational unit)	15
MEM16006A Organise and communicate information	elective (vocational unit)	15
MEM18001C Use hand tools	elective (vocational unit)	20
MEM18002B Use power tools/hand held operations	elective (vocational unit)	20
Personal services		
SHBBMUP002 Design and apply make-up	elective (vocational unit)	40
SHBBNLS001 Provide manicure and pedicure services	elective (vocational unit)	30
SHBXCCS003 Greet and prepare clients for salon services	elective (vocational unit)	5
Plumbing		
CPCPCM2043A Carry out WHS requirements [±]	elective (vocational unit)	20
CPCPCM2046A Use plumbing hand and power tools Prerequisite: CPCPCM2043A	elective (vocational unit)	20
CPCPCM2048A Cut and join sheet metal Prerequisite: CPCPCM2043A	elective (vocational unit)	15
CPCPCM2050A Mark out materials Prerequisite: CPCPCM2043A	elective (vocational unit)	15
CPCPCM2052A Weld using oxy-acetylene equipment Prerequisite: CPCPCM2043A	elective (vocational unit)	15
Retail services		
SIRXCEG001 Engage the customer	elective (vocational unit)	20
SIRXIND001 Work effectively in a service environment	elective (vocational unit)	20
SIRXIND002 Organise and maintain the store environment	elective (vocational unit)	10
SIRXSLS001 Sell to the retail customer	elective (vocational unit)	15
SIRXSLS002 Follow point-of-sale procedures	elective (vocational unit)	20
SIRXWHS002 Contribute to work, health and safety [±]	elective (vocational unit)	15

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Unit code and title	Status for AQF VET qualification	HSC indicative hours of credit
Sport and recreation		
SISXCAI001 Provide equipment for activities	elective (vocational unit)	10
SISXCAI002 Assist with activity sessions	elective (vocational unit)	15
Transport and logistics		
TLIA2011 Package goods	elective (vocational unit)	10
TLIA2013 Receive goods	elective (vocational unit)	20
TLIA2021 Despatch stock	elective (vocational unit)	10
TLIB2003 Carry out vehicle servicing and maintenance	elective (vocational unit)	25
TLID1001 Shift materials safely using manual handling methods	elective (vocational unit)	10
TLID1002 Shift a load using manually-operated equipment	elective (vocational unit)	20
TLIF1001 Follow work health and safety procedures[±]	elective (vocational unit)	20
TLIH2001 Interpret road maps and navigate pre-determined routes	elective (vocational unit)	10
Other		
NSWTABL202B Apply general understanding of Aboriginal cultures and communities	elective (accredited course – max 3)	20
NSWTCOM202 Document and communicate personal and community stories	elective (accredited course – max 3)	25
NSWTCOM208B Organise and complete a job application and interview	elective (accredited course – max 3)	15
NSWTCOM209B Conduct a simple project	elective (accredited course – max 3)	20
NSWTINT202B Work with a mentor	elective (accredited course – max 3)	15
NSWTPSS106 Use foundation skills for driver education	elective (accredited course – max 3)	10

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Unit code and title	Status for AQF VET qualification	HSC indicative hours of credit
NSWTSF110 Access community service providers	elective (accredited course – max 3)	15
NSWTFSM202B Participate in work experience	elective (accredited course – max 3)	0
NSWTFSM203B Evaluate work experience	elective (accredited course – max 3)	20

AQF VET qualification

Qualification packaging rules are contained in the [FSK Foundation Skills Training Package](#) at <http://training.gov.au>.

In summary, to attain [FSK20113 Certificate II in Skills for Work and Vocational Pathways](#) students must achieve 14 units of competency including:

- a) 8 core units of competency
- b) 6 elective units of competency:
 - 2 elective units must be vocational units from other Training Packages

The remaining elective units may be selected as follows:

- up to 4 vocational units from other Training Packages, and their prerequisites where applicable
- up to 4 units from the Foundation Skills Training Package
- up to 3 units from accredited courses.

Other information

Criteria for the endorsement of Board Endorsed VET courses (VET BECs)

The criteria for endorsement of VET BECs are outlined in the *Guidelines for Stages 5 and 6 Board Endorsed VET Courses* available on the BOSTES website at http://www.boardofstudies.nsw.edu.au/voc_ed/board-endorsed-courses.html.

HSC VET course delivery

HSC VET courses can only be delivered by an RTO with the relevant qualification and units of competency on their scope of registration. Scope of registration can be checked at <http://training.gov.au>.

RTOs offering training programs for the delivery and assessment of Skills for Work and Vocational Pathways HSC VET courses must meet the requirements of the VET Quality Framework, the [FSK Foundation Skills Training Package](#) and the HSC course.

Information about the delivery of HSC VET courses by RTOs other than school system RTOs or TAFE NSW institutes is contained on the BOSTES [Assessment Certification Examination \(ACE\) website](#).

Non-government schools outsourcing delivery of HSC VET courses to external providers also need to refer to the *Registered and Accredited Individual Non-government Schools (NSW) Manual* or *Registration Systems and Member Non-government Schools (NSW) Manual* which are available on the BOSTES website at <http://rego.bostes.nsw.edu.au>.

Allocation of HSC indicative hours of credit

Units of competency drawn from Training Packages are not defined in terms of duration. The amount of time required by individual students to achieve competency will vary according to their aptitude and experience. Where a training program is designed for delivery by an RTO, the RTO will specify the length of the training program according to the delivery strategies and/or curriculum resources chosen.

However, for the purposes of the HSC, VET courses must be described in terms of their indicative hours. For this reason, indicative hours for unit credit towards the HSC have been assigned to each unit of competency. It is emphasised that the assignment of indicative hours does not imply that all students will fulfil all requirements of a unit of competency within these hours. RTOs may determine that additional or fewer hours are required for the achievement of particular competencies. However, this does not alter the HSC indicative hours allocated, only the delivery hours.

Students may need to spend additional time practising skills in a work environment and completing projects and assignments, in order to fulfil Training Package assessment requirements.

Exclusions

Where there is significant overlap between an HSC VET course and other HSC VET or general education courses, BOSTES has an exclusion between the courses. Exclusions are applied at a course level rather than at the unit of competency level.

Students can only undertake the Skills for Work and Vocational Pathways (120 indicative hours) course or the Skills for Work and Vocational Pathways (180 indicative hours) course or the Skills for Work and Vocational Pathways (240 indicative hours) course.

Schools should check all course exclusions when determining an appropriate pattern of study for their students.

Course exclusions for Skills for Work and Vocational Pathways are detailed on the first page of this course description.

Recognition of Prior Learning (RPL) and credit transfer within VET courses

Students who have current knowledge, skills or experience relevant to a VET course may be granted credit towards the course requirements.

Arrangements for RPL and credit transfer within VET courses, including processes, application form and examples of possible scenarios, are detailed on the BOSTES website at www.boardofstudies.nsw.edu.au/voc_ed/rpl.html.

School-based apprentices and trainees

Information regarding provision for school-based apprentices and trainees within the HSC is available on the BOSTES website at www.boardofstudies.nsw.edu.au/voc_ed/apprenticeships-traineeships.html.

Information on requirements and arrangements for NSW school-based apprenticeships and traineeships is available at www.training.nsw.gov.au/individuals/apprenticeships_traineeships/school_based/index.html.

Students with special education needs

Students with special education needs may access a VET course in one of two ways:

- by undertaking the course under regular course arrangements, or
- by undertaking selected units of competency within the course that have been identified through the collaborative curriculum planning process.

For more information, see the [VET Courses and Students with Special Education Needs](#) fact sheet, as well as [Collaborative Curriculum Planning](#) advice, on the BOSTES website.

Students in Years 9 and 10 (Stage 5)

In certain circumstances students in Years 9 and 10 (Stage 5) may access Stage 6 VET courses. Further information is available on the BOSTES website at www.boardofstudies.nsw.edu.au/voc_ed/stage-5.html.