FSK10119 CERTIFICATE I IN ACCESS TO VOCATIONAL PATHWAYS

NATIONALLY RECOGNISED TRAINING

QUALIFICATION OVERVIEW

1. QUALIFICATION SUMMARY

National code/title:	• FSK10119 – Certificate I in Access to Vocational Pathways
Industry relevance:	• 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: o a prevocational pathway to employment and vocational training o reading, writing, oral communication and learning skills at Australian Core Skills Framework (ACSF) Level 1 o entry level digital technology and employability skills o education, training and employment goals.
Entry requirements:	• Students will be required to undertake a simple pre-enrolment assessment interview prior to enrolment in order to establish their existing learning, oral communication and reading skill levels.
Required materials and Equipment	• Access to computer, laptop or device. Access to the internet. • For best performance, you should access Canvas (our eLearning platform) with a computer that supports the most recent browser versions. It is recommended to use a computer five years old or newer with at least 1GB of RAM. For more information on recommended settings, supported browsers and mobile specifications, please visit: https://community.canvaslms.com/t5/Canvas-Basics-Guide/What-are-the-browser-and-computer-requirements-for-Canvas/ta-p/66

2. QUALIFICATION COMPONENTS

To successfully complete the qualification, eleven units of competency must be completed including 1 core and 10 electives.

Core unit (1):	• The core unit of this qualification is compulsory for all learners:

1.	FSKLRG004	Use short and strategies for work-related learning

Elective units (10):

1.	FSKNUM001	Use beginning whole number skills and money up to 100 for work
2.	FSKNUM003	Use whole numbers and halves for work

FSK10119 CERTIFICATE I IN ACCESS TO VOCATIONAL PATHWAYS

NATIONALLY RECOGNISED TRAINING

3.	FSKNUM004	Use basic and familiar metric measurements for work
4.	FSKOCM002	Engage in short and simple spoken exchanges for work
5.	FSRDG002	Read and respond to short and simple signs and symbols
6.	FSKRDG004	Read and respond to short and simple workplace information
7.	FSKWTG002	Write short and simple workplace formatted texts
8.	FSKWTG003	Write short and simple workplace information
9.	FSKDIG001	Use digital technology for short and basic workplace texts
10.	CUAPPR201	Make simple creative work

ASSESSMENT

3. ASSESSMENT REQUIREMENTS

Assessment tasks:
- Assessment is generally progressive with multiple assessment tasks to be completed for each unit of competency. Techniques may include direct performance observation, oral questioning, workbooks, practical tasks and simulations, interviews, third party reports and other techniques.

Task submission:
- Assessment tasks must be submitted by the due date unless an extension has been granted. Students are entitled to two re-submissions per item following an initially inadequate assessment.

INDUCTION AND SUPPORT

4. INDUCTION AND SUPPORT

Pre-enrolment:
- By completing pre-enrolment assessment prior to enrolling in this qualification, you will be assisting us to evaluate your suitability for the course and to tailor support services to meet your individual needs. A Student Support Officer will review your pre-enrolment information and, if appropriate, contact you to discuss options to assist you to participate productively in the course.

FSK10119 CERTIFICATE I IN ACCESS TO VOCATIONAL PATHWAYS

NATIONALLY RECOGNISED TRAINING

Course induction:
- An induction session to be held at the outset of the course comprises an overview of the course content, delivery and assessment arrangements and course completion requirements. A general orientation to college facilities, rules and safety procedures is also provided
- Orientation to our online learning management system will also be provided by the trainer.

Individual support:
- Your trainer can provide email and telephone support throughout the course. All enrolled students also have access to a Student Support Officer who can provide advice and assistance or facilitate external support.

CERTIFICATION ARRANGEMENTS

5. AWARDS ISSUANCE

Course completion:
- A qualification testamur and transcript will be issued by ACE Community Colleges upon successful completion of course requirements, provided that all administrative requirements have been met and course fees are paid in full. In these circumstances, certificates will be issued within 30 days.

Partial completion:
- Where a student does not complete all components, a statement of attainment listing units successfully achieved will be issued by ACE Community Colleges within 30 days of course completion as long as all outstanding fees have been paid.

ENROLMENT INFORMATION

6. ENROLMENT APPLICATION

Application:
- Enrolment is contingent upon an application being accepted. Factors considered in the evaluation of enrolment applications include meeting programme entry requirements, eligibility for a training subsidy (where applicable), the outcome of screening processes (for example, police checks), past payment of fees and acceptance of the terms of enrolment.

Unique student identifier (USI):
- It is a condition of enrolment in any nationally recognised training (accredited) programme that you supply us with your unique student identifier (USI). If you don't already have one you can apply for one online at www.usi.gov.au.

FSK10119 CERTIFICATE I IN ACCESS TO VOCATIONAL PATHWAYS

NATIONALLY RECOGNISED TRAINING

7. FEES AND SUBSIDIES

Full fee:	• $2500

Subsidies available:	• Yes – see box below for details

Programme:	• Smart and Skilled (NSW). Applicants eligible for enrolment under *Smart and Skilled* to note that this training is subsidised by the NSW government.
Eligibility criteria:	• You must be at least 15 years old and no longer at school • You must be living or working in NSW (or be an Aboriginal or Torres Strait Islander person living in specific NSW border areas) • You must be an Australian citizen, permanent resident, humanitarian visa holder or New Zealand citizen
Fees payable:	• $0 (fee exempt) for all students who meet the eligibility criteria above

About fees:	• The course fees specified above are fully inclusive of all textbooks, learning materials, tuition costs and support services for the advertised duration of the course.

CANCELLATIONS AND REFUNDS

8. CANCELLATIONS AND REFUNDS

Course cancellation:	• Students are entitled to a full refund, without deduction, if a course is cancelled by us for any reason prior to its commencement. • If ACE Community Colleges, closes or ceases to deliver any part of the course in which you are enrolled we will work with you to refund the part of the course yet to be delivered, transfer you to another similar course acceptable to you at no cost, find options for your transfer to another provider.

Student withdrawal:	• Fees paid will be refunded where written notice of withdrawal is provided at least five working days prior to course commencement. Note that $50 will be deducted from the refund amount to cover administration costs. • Students wishing to cancel fewer than five working days prior to their course commencing, or at any time after commencement, are not entitled to a refund although a partial refund may be paid at the discretion of the local college manager where exceptional circumstances can be demonstrated. All such requests must be in writing.

FSK10119 CERTIFICATE I IN ACCESS TO VOCATIONAL PATHWAYS

NATIONALLY RECOGNISED TRAINING

Changes:

- If there are any changes to your enrolment or to the information under which you were enrolled that affect you, we will advise you as soon as possible. This includes changes to the ownership of the College, or to any training delivery arrangement such as a third-party or other services.

FURTHER INFORMATION

9. ACE STUDENT HANDBOOK

Student handbook:

- Our *Student Handbook* is available to all prospective students and may be obtained at or prior to enrolment from any of our colleges or downloaded from our website. The *Student Handbook* reflects our policies and contains information on the enrolment process, skills recognition, participation in training and assessment, support services, fees and refunds, rules and regulations and a range of general information.
- While our Student Handbook also contains the specific details of the our complaints and appeals process, it can also be accessed on our website at https://www.acecolleges.edu.au/students/

DELIVERY

10. DELIVERY ARRANGEMENTS

Course duration:

- Please contact the College to discuss customised training

Delivery location:

- Please contact the College to discuss customised training

Mode of delivery:

- Face to face