

# Certificate II in Skills for Work and Vocational Pathways

## FSK20113

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.



### TRAINING REQUIREMENTS

To achieve the FSK20113 Certificate II in Skills for Work and Vocational Pathways, 14 units must be completed. This is made up of all 8 Core units, plus a total of 6 Elective units. Electives may be selected to meet either a specialist or multi-skilled job outcome. These elective units can be chosen when consulting one of the Brisbane Business & Hospitality staff who can offer you guidance and assistance to choose the right stream for you.

### LOCATION

Brisbane Business & Hospitality Training can deliver this training throughout Metropolitan and Regional Queensland.

### COURSE DURATION

This course is structured through competency based training and assessment. Course duration is based on individual training requirements.

### ENTRY REQUIREMENTS

Students who wish to enrol in Brisbane Business & Hospitality Training programs are required to obtain a copy of the Student Handbook before making a final decision on training. **There are no entry requirements for this qualification.**

### DELIVERY MODES

This course may be delivered through a combination of class, workplace, self-paced and distance learning.

### COURSE FEES

Please phone Brisbane Business & Hospitality Training to discuss fee details for this course.

### ENROLMENTS

Brisbane Business & Hospitality Training has a rolling intake. Continuous enrolments allow students to commence training at any time. Enrolments for traineeships involve a consultant visiting your workplace to complete paperwork and answer questions. **Call Brisbane Business & Hospitality Training on 1300 170 434 or 0409 890 298 or email [info@bbht.com.au](mailto:info@bbht.com.au) for details.**

## MANDATORY CORE UNITS

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

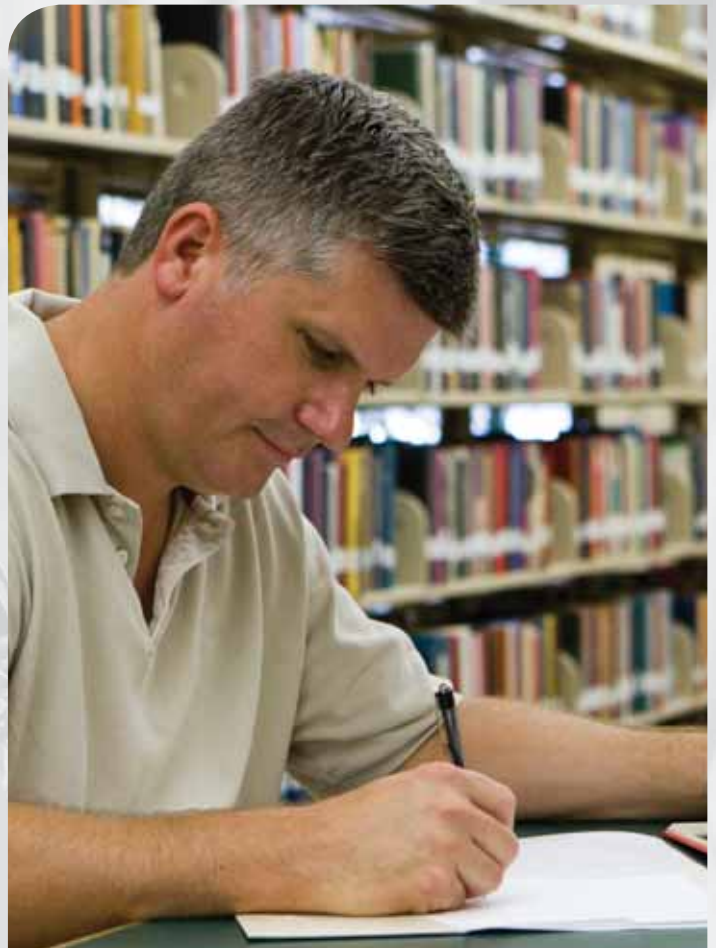
## PLUS 6 ELECTIVE UNITS

**Two elective units must be vocational units from other training packages.**

The remaining electives units may be selected as follows:

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

Elective units must be relevant to vocational pathways.



### Other Quality Training Programs Offered by BBHT

Certificate II, III, IV in Hospitality | Diploma of Hospitality | Certificate II, III, IV in Retail | Certificate II in Kitchen Operations  
Certificate III, IV in Commercial Cookery | Certificate II, III in Tourism | Certificate IV in Travel and Tourism  
Diploma of Travel and Tourism Management | Certificate IV in Training and Assessment

### Short Courses Programs on Offer include

Responsible Service of Alcohol | Responsible Gambling Services | Responsible Management of Licensed Venues  
Customer Liaison Officer Training Program | Food Safety | Food Safety Supervisor | Coffee Making (Barista)  
Introduction to Bar Operations | Introduction to Gaming Operations  
Introduction to Accommodation Housekeeping | Custom Made Programs | First Aid Course