

## **Brief History of IAD**

The Institute for Aboriginal Development (IAD) was established in 1969.

It is an independent Aboriginal community controlled culture, language, publication and adult education resource centre serving the Aboriginal community of Central Australia.

## **Recognition of Prior Learning and Credit Transfer**

Recognition of Prior Learning (RPL) is the formal acknowledgment of skills, knowledge and competencies already obtained through formal or informal study, experience in the workplace, voluntary work or life experiences.

If you think your previous study/and or experiences may be relevant to the unit/s in which you are enrolling discuss this with the trainer who will explain the RPL process.

IAD may accept the qualifications issued by other RTO's. If you have statements of attainment for one or more of the units or modules in the course for which you are applying these credits may be transferred. Please ask the trainer who will explain the credit transfer process.

## ***The Aims of the Institute***

- To help Aboriginal people to develop the knowledge and skills required to cope with cross-cultural situations
- To devise and carry out educational and other programs related to the needs and aspirations of Aboriginal people.
- To promote cross-cultural understanding through specific programs for non-Aboriginal people.
- To maximise the involvement of Aboriginal people in the management of the Institute.



**Institute for Aboriginal Development**  
**PO Box 2531, 3 South Terrace**  
**Alice Springs, NT 0870**  
**Phone: (08) 8951 1311**  
**Fax: (08) 89531884**  
**[www.iad.edu.au](http://www.iad.edu.au)**

## **INSTITUTE FOR ABORIGINAL DEVELOPMENT**



# **Own Your World**

## **Certificate II in Skills for Work & Vocational Pathways**

***FSK20113***

**2015**

## Certificate II in Skills for Work & Vocational Pathways

### FSK20113

**Length of course:** 240 hours

#### Description

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

#### This qualification is suitable for individuals who require:

- A pathway to employment and vocational training
- Reading, writing, numeracy, oral communication and learning skills at Australian Core Skills Framework (ACSF) Level 3
- Entry level digital technology and employability skills
- A vocational training and employment plan.

#### Entry requirements

There are no entry requirements for this qualification.

#### Qualification Structure

To attain the Certificate II in Skills for Work & Vocational Pathways, 8 core units and 6 elective units must be successfully completed.

### Working in the World of Work.

- FSKDIG03 Use digital technology for routine workplace tasks - Core (15)
- FSKLRG09 Use strategies to respond to routine workplace problems - Core (15)
- FSKLRG11 Use routine strategies for work related learning - Core (10)
- FSKNUM14 Calculate with whole numbers and familiar fractions, decimals and percentages for work - Core (15)
- FSKNUM15 Estimate, measure and calculate 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 (15)
- FSKWTG09 Write routine workplace texts - Core (15)
- FSKRDG09 Read and respond to routine standard operating procedures —Elective (10)
- FSKWTG08 Complete routine workplace formatted texts—Elective(10)
- FSKOCM04 Use oral communication skills to participate in workplace meetings —Elective (10)
- BSBCUS201B Deliver a service to customers —Elective(40)
- BSBINN201A Contribute to workplace innovation —Elective (35)
- BSBIND201A Work effectively in a business environment —Elective (30)

### “Education is the Way”

#### IAD can provide:

- Friendly and supportive staff
- Dedicated classrooms
- Individual portfolios

For more information, please contact IAD on:

Ph: 8951 1311 Fax: 8953 1884  
Email: [student.services@iad.edu.au](mailto:student.services@iad.edu.au)

The information in this brochure is correct however some details may change later.



22.12.14 (Version 1)