**Brief History of IAD**

IAD is a not-for-profit Aboriginal community controlled organisation which was established in 1969.

Our core business is the delivery of nationally accredited (and non-accredited) training and the delivery of language & culture services and programs. Our publishing arm, IAD Press is one of four Aboriginal and Torres Strait Islander publishing houses in 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. For more information, please ask your trainer who will explain the credit transfer process in more detail.

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**The Aims of the Institute**

- To help Aboriginal people develop the knowledge and skills required to cope with cross-cultural situations
- To develop and deliver 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.

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**Certificate I in Access to Vocational Pathways**

FSK10113

2016
Certificate I in Access to Vocational Pathways *FSK10113*

**Length of course:** 125 hours

**Description**
This qualification is designed for individuals who require significant foundation skills support to access a vocational learning pathway.

**This qualification is suitable for individuals who require:**
- A prevocational pathway to employment and vocational training
- Reading, writing, numeracy, oral communication and learning skills at Australian Core Skills Framework (ACSF) Level 1
- Entry level digital technology and employability skills

**Entry requirements**
There are no entry requirements for this qualification.

**Qualification Structure**
To attain the Certificate I in Access to Vocational Pathways, 7 core units and 4 elective units must be successfully completed.

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**Introduction to Working in the World of Work.**

- FSKDIG01 Use digital technology for basic workplace tasks — Core (10)
- FSKLRG04 Use basic strategies for work related learning — Core (15)
- FSKNUM03 Use whole numbers and money up to one thousand for work — Core (10)
- FSKNUM04 Locate, compare and use highly familiar measurements for work — Core (10)
- FSKOCM02 Engage in basic spoken exchanges at work — Core (10)
- FSKRDG04 Read and respond to basic workplace Information — Core (10)
- FSKWTG03 Write basic workplace information — Core(10)
- FSKOCM03 Participate in simple spoken interactions at work — Elective (10)
- FSKWTG01 Write personal details on basic workplace forms — Elective (10)
- BSBITU101 Operate a personal computer — Elective(20)
- FSKLRG02 Identify strategies to respond to basic workplace tasks — Elective (10)

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**“Education is the Way”**

**IAD can provide:**
- Friendly and supportive staff.
- Dedicated classrooms.
- Individual portfolios.

For more information, please contact IAD on:

Phone: 8951 1311
Email: student.services@iad.edu.au

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

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22.1.2016 (Version 1)