**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.

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

*FSK20113*

Institute for Aboriginal Development
PO Box 2531, 3 South Terrace
Alice Springs, NT 0870
Phone: (08) 8951 1311
www.iad.edu.au

2016
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 (10)
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)
FSKWKG09 Write routine workplace texts - Core (15)
FSKRDG09 Read and respond to routine standard operating procedures — Elective (10)
FSKWKG08 Complete routine workplace formatted texts—Elective(10)
FSKOCM04 Use oral communication skills to participate in workplace meetings — Elective (10)
BSBCUS201 Deliver a service to customers — Elective(40)
BSBINF201 Contribute to workplace innovation — Elective (35)
BSBIND201 Work effectively in a business environment — Elective (30)

“Education is the Way”

IAD can provide:
- Friendly and supportive staff
- Dedicated classrooms

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.

22.1.2016 (Version 1)