

FSK FOUNDATION SKILLS TRAINING PACKAGE

Version 1 & 1.1

WA NOMINAL HOURS GUIDE

Introduction

This Guide has been generated to enable the stakeholders in the industry in Western Australia to participate in the managed implementation of the National FSK Foundation Skills Training Package.

This Guide is designed to aid Registered Training Organisations (RTOs) to convert from existing Training Package qualifications to new Training Package qualifications within the scope of their training delivery.

The Guide should be read in conjunction with the endorsed components of the Training Package.

Version 1 of the FSK Foundation Skills Training Package was released by Training.Gov.Au (TGA) on the 14 March 2013

Version 1.1 of the FSK Foundation Skills Training Package was released by Training.Gov.Au (TGA) on the 16 May 2013

Transition Arrangements

Registered Training Organisations (RTOs) are required to deliver Training Package qualifications within 12 months of the release date of the Training Package on to Training.gov.au (TGA).

Students currently enrolled in an existing version of the Training Package qualification should be permitted to complete the program they enrolled in initially, unless the move to the related qualification from a Training Package can be made without disadvantage to a student.

Nominal Hours

Nominal hours are the hours of training notionally required to achieve the outcomes of units of competency.

Nominal hours are identified for nationally endorsed qualifications. Nominal hours may vary for a qualification depending on the selection of units of competency.

In Western Australia, nominal hours are used as a mechanism for funding allocation.

Contact Details

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Qualifications and Nominal Hours

The following table provides a summary of the qualifications and nominal hours in version 1.1 of the FSK Foundation Skills Training Package.

National Code	National Title	Nominal Hours
FSK10113	Certificate I in Access to Vocational Pathways	115
FSK10213	Certificate I in Skills for Vocational Pathways	135
FSK20113	Certificate II in Skills for Work and Vocational Pathways	165

Units of Competency and Nominal Hours

The following table provides a summary of the units of competency and nominal hours in version 1.1 of the FSK Foundation Skills Training Package.

National Code	National Title	Nominal Hours
FSKDIG01	Use digital technology for basic workplace tasks	10
FSKDIG02	Use digital technology for simple workplace tasks	10
FSKDIG03	Use digital technology for routine workplace tasks	15
FSKLRG01	Prepare to participate in a learning environment	10
FSKLRG02	Identify strategies to respond to basic workplace problems	10
FSKLRG03	Use basic strategies for career planning	10
FSKLRG04	Use basic strategies for work-related learning	15
FSKLRG05	Use strategies to plan simple workplace tasks	10
FSKLRG06	Participate in work placement	10
FSKLRG07	Use strategies to identify job opportunities	10
FSKLRG08	Use simple strategies for work-related learning	15
FSKLRG09	Use strategies to respond to routine workplace problems	15
FSKLRG10	Use routine strategies for career planning	10
FSKLRG11	Use routine strategies for work-related learning	10
FSKLRG12	Apply strategies to plan and manage complex workplace tasks	15
FSKLRG13	Apply strategies to respond to complex workplace problems	20
FSKLRG14	Manage strategies for career progression	20
FSKLRG15	Manage own work-related learning	20
FSKNUM01	Use beginning whole number skills and money up to one hundred for work	10
FSKNUM02	Use beginning skills related to time and 2D shapes for work	10
FSKNUM03	Use whole numbers and money up to one thousand for work	10
FSKNUM04	Locate, compare and use highly familiar measurements for work	10
FSKNUM05	Identify and use some common 2D shapes for work	10
FSKNUM06	Use highly familiar maps and diagrams for work	10
FSKNUM07	Locate specific information in highly familiar tables, graphs and charts for work	10
FSKNUM08	Identify and use whole numbers and simple fractions, decimals and percentages for work	15
FSKNUM09	Identify, measure and estimate familiar quantities for work	15
FSKNUM10	Identify and describe common 2D and some 3D shapes	10
FSKNUM11	Read and use familiar maps, plans and diagrams for work	10
FSKNUM12	Identify and interpret information in familiar tables, graphs and charts for work	10
FSKNUM13	Construct simple tables and graphs for work using familiar data	10
FSKNUM14	Calculate with whole numbers and familiar fractions, decimals and percentages for work	15
FSKNUM15	Estimate, measure and calculate with routine metric measurements for work	10
FSKNUM16	Interpret, draw and construct 2D and 3D shapes for work	15
FSKNUM17	Use routine maps and plans for work	15
FSKNUM18	Collect data and construct routine tables and graphs for work	15
FSKNUM19	Interpret routine tables, graphs and charts for work	15
FSKNUM20	Use basic functions of a calculator	10
FSKNUM21	Apply an expanding range of mathematical calculations for work	15
FSKNUM22	Use and apply ratios, rates and proportions for work	15
FSKNUM23	Estimate, measure and calculate measurements for work	15
FSKNUM24	Use geometry to draw 2D shapes and construct 3D shapes for work	15
FSKNUM25	Use detailed maps to plan travel routes for work	15
FSKNUM26	Read, interpret and use detailed plans, drawings and diagrams for work	15
FSKNUM27	Collect, organise and interpret statistical data for work	15
FSKNUM28	Use routine formulas and algebraic expressions for work	15

National Code	National Title	Nominal Hours
FSKNUM29	Use introductory graphical techniques for work	15
FSKNUM30	Use common functions of a scientific calculator for work	10
FSKNUM31	Apply a wide range of mathematical calculations for work	20
FSKNUM32	Use and calculate with complex measurements for work	20
FSKNUM33	Collect, organise and analyse statistical data for work	20
FSKNUM34	Use and apply concepts of probability for work	20
FSKNUM35	Use algebraic and graphical techniques to analyse mathematical problems for work	20
FSKNUM36	Use trigonometry for work	20
FSKNUM37	Use introductory matrices for work	20
FSKNUM38	Use introductory vectors for work	20
FSKNUM39	Use introductory calculus for work	20
FSKOCM01	Participate in highly familiar spoken exchanges	10
FSKOCM02	Engage in basic spoken exchanges at work	10
FSKOCM03	Participate in simple spoken interactions at work	10
FSKOCM04	Use oral communication skills to participate in workplace meetings	10
FSKOCM05	Use oral communication skills for workplace presentations	10
FSKOCM06	Use oral communication skills to participate in workplace teams	10
FSKOCM07	Interact effectively with others at work	10
FSKOCM08	Use oral communication skills to facilitate workplace negotiations	15
FSKOCM09	Use oral communication skills to facilitate workplace meetings	15
FSKOCM10	Use oral communication skills to complex workplace presentations	15
FSKOCM11	Use oral communication skills to facilitate workplace teams	15
FSKRDG01	Recognise highly familiar workplace signs and symbols	10
FSKRDG02	Read and respond to basic workplace signs and symbols	10
FSKRDG03	Read and respond to basic workplace instructions	10
FSKRDG04	Read and respond to basic workplace information	10
FSKRDG05	Read and respond to simple workplace procedures	10
FSKRDG06	Read and respond to simple informal workplace texts	10
FSKRDG07	Read and respond to simple workplace information	15
FSKRDG08	Read and respond to routine visual and graphic texts	10
FSKRDG09	Read and respond to routine standard operating procedures	10
FSKRDG10	Read and respond to routine workplace information	15
FSKRDG11	Read and respond to complex workplace information	20
FSKRDG12	Read and respond to highly complex workplace information	20
FSKWTG01	Write personal details on basic workplace forms	10
FSKWTG02	Write basic workplace formatted texts	10
FSKWTG03	Write basic workplace information	10
FSKWTG04	Write simple informal workplace texts	10
FSKWTG05	Complete simple formatted workplace texts	10
FSKWTG06	Write simple workplace information	15
FSKWTG07	Write routine formal workplace texts	10
FSKWTG08	Complete routine workplace formatted texts	10
FSKWTG09	Write routine workplace texts	15
FSKWTG10	Write complex workplace texts	20
FSKWTG11	Write highly complex workplace texts	25

Mapping Qualifications

The following table provides an overview of the qualifications from Version 1.1 which replace qualifications from the existing version of the FSK Foundation Skills Training Package

V1.0 Current Qualification				V1.1 Replacement Qualification		
National Code	National Title	Nominal Hours	E / NE	National Code	National Title	Nominal Hours
	No changes occurred between release 1.0 and 1.1					

Mapping Units of Competency

The following table provides an overview of the units of competency from Version 1.1 which replaces units of competency from the existing version of the FSK Foundation Skills Training Package.

National Code	v1.0 Current Unit			v1.1 Replacement Unit		
	National Title	Nominal Hours	E / NE	National Code	National Title	Nominal Hours
	No changes occurred between release 1.0 and 1.1					