**Victorian Purchasing Guide**

**for**

**FSK Foundation Skills  
Training Package**

**Release 2.0**

**December 2019**

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Victorian Purchasing Guide ⎯ Release History

**Note**: RTOs should refer to the [National Register](https://training.gov.au/Home/Tga) for the detail of changes made in each Release.

| Training Package Release | **Date VPG Approved** | | Comments |
| --- | --- | --- | --- |
| FSK Foundation Skills  Training Package  Release No 2.0 | | 20 December 2019 | The second release of the FSK Training Package includes:   * 3 updated qualifications * 88 updated units of competency * 6 newly created units of competency * 3 existing units of competency superseded into other FSK units of competency |
| Release 1.0 | | February 2017 | This minor version update includes nominal hours for 1 job seeking unit which was not previously included in the Victorian Purchasing Guide. |
| Release 1.0 | | July 2016 | This minor version update includes nominal hours for 3 career planning units which were previously not included in the Victorian Purchasing Guide. |
| Release 1.0 | | February 2014 | This Victorian Purchasing Guide reflects the changes made from Maximum Nominal Hours to Maximum and Minimum Payable Hours. |
| Release 1.0 | | August 2013 | Primary release of streamlined training package. |

**FSK Foundation Skills Training Package Release 2.0   
Victorian Purchasing Guide**

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INTRODUCTION

What is a Victorian Purchasing Guide?

The Victorian Purchasing Guide provides information for use by Registered Training Organisations (RTOs) in the provision of Victorian government subsidised training.

Specifically the Victorian Purchasing Guide provides the following information related to the delivery of nationally endorsed Training Packages in Victoria:

* The maximum and minimum payable hours available for each qualification.
* Nominal hours for each unit of competency within the Training Package.

Registration

RTOs must be registered by either the Victorian Registration and Qualifications Authority (VRQA) or the Australian Skills Qualification Authority (ASQA) regulatory body to be eligible to issue qualifications and Statements of Attainment under the Australian Qualifications Framework (AQF).

The VRQA is the regulatory authority in Victoria responsible for the registration of Vocational Education and Training (VET) providers who offer courses to domestic students in Victoria only.

ASQA is the regulatory authority responsible for the registration of VET providers who offer training in Victoria, nationally and / or internationally.

Transition

The relationship between new units and any superseded or replaced units from the previous version of **FSK Foundation Skills Training and Education Training Package Release 2** is provided in theTraining PackageCompanionVolume Implementation Guide. (See [Companion Volumes](https://vetnet.education.gov.au/Pages/default.aspx) for more information).

Information regarding transition information can be obtained from the state or national VET Regulatory Authority (see Contacts and Links section).

RTOs must ensure that all training and assessment leading to issuance of qualifications or Statements of Attainment from the **FSK Foundation Skills Training Package Release 3.0** is conducted against the Training Package units of competency and complies with the assessment requirements.

QUALIFICATIONS

|  |  |  |  |
| --- | --- | --- | --- |
| **Code** | **Title** | **Minimum Payable Hours** | **Maximum Payable Hours** |
| FSK10119 | Certificate I in Access to Vocational Pathways | 119 | 125 |
| FSK10219 | Certificate I in Skills for Vocational Pathways | 133 | 140 |
| FSK20119 | Certificate II in Skills for Work and Vocational Pathways | 190 | 200 |

UNITS OF COMPETENCY AND NOMINAL HOURS

| Unit Code | Unit Title | Nominal Hours |
| --- | --- | --- |
| FSKDIG001 | Use digital technology for short and basic workplace tasks | 10 |
| FSKDIG002 | Use digital technology for routine and simple workplace tasks | 10 |
| FSKDIG003 | Use digital technology for non-routine workplace tasks | 15 |
| FSKLRG001 | Prepare to participate in a learning environment | 10 |
| FSKLRG002 | Identify strategies to respond to short and simple workplace problems | 10 |
| FSKLRG003 | Use short and simple strategies for career planning | 10 |
| FSKLRG004 | Use short and simple strategies for work-related learning | 15 |
| FSKLRG005 | Use strategies to plan simple workplace tasks | 10 |
| FSKLRG006 | Participate in work placement | 10 |
| FSKLRG007 | Use strategies to identify job opportunities | 15 |
| FSKLRG008 | Use simple strategies for work-related learning | 15 |
| FSKLRG009 | Use strategies to respond to routine workplace problems | 15 |
| FSKLRG010 | Use routine strategies for career planning | 10 |
| FSKLRG011 | Use routine strategies for work-related learning | 10 |
| FSKLRG012 | Apply strategies to plan and manage complex workplace tasks | 15 |
| FSKLRG013 | Apply strategies to respond to complex workplace problems | 20 |
| FSKLRG014 | Manage strategies for career progression | 15 |
| FSKLRG015 | Manage own work-related learning | 20 |
| FSKLRG016 | Use short and simple strategies to organise highly familiar workplace tasks | 10 |
| FSKLRG017 | Identify simple strategies to respond to familiar workplace problems | 10 |
| FSKLRG018 | Develop a plan to organise routine workplace tasks | 15 |
| FSKNUM001 | Use beginning whole number skills up to 100 for work | 10 |
| FSKNUM002 | Use beginning skills related to time and 2D shapes for work | 10 |
| FSKNUM003 | Use whole numbers and halves for work | 10 |
| FSKNUM004 | Use basic and familiar metric measurements for work | 10 |
| FSKNUM005 | Use familiar 2D shapes for work | 10 |
| FSKNUM006 | Use simple and highly familiar spatial information for work | 10 |
| FSKNUM007 | Use simple data for work | 10 |
| FSKNUM008 | Use whole numbers and simple fractions, decimals and percentages for work | 15 |
| FSKNUM009 | Use familiar and simple metric measurements for work | 15 |
| FSKNUM010 | Use common shapes for work | 10 |
| FSKNUM011 | Use familiar and simple spatial information for work | 10 |
| FSKNUM012 | Use familiar and simple data for work | 10 |
| FSKNUM013 | Construct simple tables and graphs for work | 15 |
| FSKNUM014 | Calculate with whole numbers and familiar fractions, decimals and percentages for work | 15 |
| FSKNUM015 | Estimate, measure and calculate with routine metric measurements for work | 10 |
| FSKNUM016 | Interpret, draw and construct routine 2D and 3D shapes for work | 15 |
| FSKNUM017 | Use familiar and routine maps and plans for work | 15 |
| FSKNUM018 | Collect data and construct routine tables and graphs for work | 15 |
| FSKNUM019 | Interpret routine tables, graphs and charts and use information and data for work | 15 |
| FSKNUM020 | Use familiar, routine functions of a calculator for work | 10 |
| FSKNUM021 | Apply an expanding range of arithmetical calculations for work | 15 |
| FSKNUM022 | Use ratios, rates and proportions for complex workplace tasks | 15 |
| FSKNUM023 | Estimate, measure and calculate measurements for work | 15 |
| FSKNUM024 | Use geometry to draw 2D shapes and construct 3D shapes for work | 15 |
| FSKNUM025 | Use detailed maps to plan travel routes for work | 15 |
| FSKNUM026 | Read, interpret and use detailed plans, drawings and diagrams for work | 15 |
| FSKNUM027 | Collect, organise and interpret statistical data for work | 15 |
| FSKNUM028 | Use routine formulas and algebraic expressions for work | 15 |
| FSKNUM029 | Use introductory graphical techniques for work | 15 |
| FSKNUM030 | Use common functions of a scientific calculator for work | 10 |
| FSKNUM031 | Apply specialised mathematical calculations for work | 20 |
| FSKNUM032 | Use and calculate with complex measurements for work | 20 |
| FSKNUM033 | Collect, organise and analyse statistical data for work | 20 |
| FSKNUM034 | Use and apply concepts of probability for work | 20 |
| FSKNUM035 | Use algebraic and graphical techniques to analyse mathematical problems for work | 20 |
| FSKNUM036 | Use trigonometry for work | 20 |
| FSKNUM037 | Use introductory matrices for work | 20 |
| FSKNUM038 | Use introductory vectors | 20 |
| FSKNUM039 | Use introductory calculus for work | 20 |
| FSKNUM040 | Identify and interpret common chance events for work | 10 |
| FSKNUM041 | Use chance and probability calculations for work | 20 |
| FSKOCM001 | Participate in highly familiar spoken exchanges | 10 |
| FSKOCM002 | Engage in short and simple spoken exchanges at work | 10 |
| FSKOCM003 | Participate in familiar spoken interactions at work | 10 |
| FSKOCM004 | Use oral communication skills to participate in workplace meetings | 10 |
| FSKOCM005 | Use oral communication skills for effective workplace presentations | 10 |
| FSKOCM006 | Use oral communication skills to participate in workplace teams | 10 |
| FSKOCM007 | Interact effectively with others at work | 10 |
| FSKOCM008 | Use oral communication skills to facilitate workplace negotiations | 15 |
| FSKOCM009 | Use oral communication skills to facilitate workplace meetings | 15 |
| FSKOCM010 | Use oral communication skills for complex workplace presentations | 15 |
| FSKOCM011 | Use oral communication skills to facilitate complex workplace teams | 15 |
| FSKOCM012 | Use oral communication skills to participate in workplace negotiations | 10 |
| FSKRDG001 | Recognise extremely short and simple workplace signs and symbols | 10 |
| FSKRDG002 | Read and respond to short and simple workplace signs and symbols | 10 |
| FSKRDG004 | Read and respond to short and simple workplace information | 10 |
| FSKRDG005 | Read and respond to simple and familiar workplace procedures | 10 |
| FSKRDG006 | Read and respond to simple informal workplace texts | 10 |
| FSKRDG007 | Read and respond to simple workplace information | 15 |
| FSKRDG008 | Read and respond to information in routine visual and graphic texts | 10 |
| FSKRDG009 | Read and respond to routine standard operating procedures | 10 |
| FSKRDG010 | Read and respond to routine workplace information | 15 |
| FSKRDG011 | Read and respond to complex workplace information | 20 |
| FSKRDG012 | Read and respond to highly complex workplace information | 20 |
| FSKWTG001 | Complete personal details on extremely simple and short workplace forms | 10 |
| FSKWTG002 | Write short and simple workplace formatted texts | 10 |
| FSKWTG003 | Write short and simple workplace information | 10 |
| FSKWTG005 | Write simple workplace formatted texts | 10 |
| FSKWTG006 | Write simple workplace information | 15 |
| FSKWTG008 | Complete routine workplace formatted texts | 10 |
| FSKWTG009 | Write routine workplace texts | 15 |
| FSKWTG010 | Write complex workplace texts | 20 |
| FSKWTG011 | Write highly complex workplace texts | 25 |

CONTACTS AND LINKS

|  |  |  |
| --- | --- | --- |
| **Curriculum Maintenance Manager (CMM)** | | |
| Service Industries | The CMM Service is provided on behalf of Higher Education and Skills.  CMM Service Executive Officers can assist with questions on payable and nominal hours. | Name: Cheryl Bartolo / Nadia Casarotto Phone: (03) 9919 5302/5300  Email: [sicmm.generalstudies@vu.edu.au](mailto:sicmm.generalstudies@vu.edu.au) |
| **Service Skills Organisation (SSO)** | | |
| Price Waterhouse Cooper’s Skills for Australia | This SSO is responsible for developing this **FSK Foundation Skills Training Package** and can be contacted for further information. | Phone: 1800 714 819  Email: info@skillsforaustralia.com  See [PwC](https://www.skillsforaustralia.com/)’s website for more information. |
| **National Register for VET in Australia** | | |
| Training.gov.au (TGA) | TGA is the Australian government’s official National Register of information on Training Packages, qualifications, courses, units of competency and RTOs. | See the [National Register](http://training.gov.au/) for more information. |
| **Australian Government** | | |
| Department of Employment, Skills, Small and Family Business | The Commonwealth Department is responsible for national policies and programmes that help Australians access quality vocational education and training. | See the [Commonwealth Department of Employment, Skills, Small and Family Business website](https://www.jobs.gov.au/) for more information |
| **State Government** | | |
| Department of Education and Training (DET) | DET is the State Training Authority responsible for supporting implementation of Vocational Education and Training (VET) in Victoria. | (03) 9637 2000  The Victorian Department of Education and Training website can be found [here](http://www.education.vic.gov.au/) |
| **National VET Regulatory Authority** | | |
| Australian Skills Quality Authority (ASQA) | ASQA is the national regulator for Australia’s VET sector. | Info line: 1300 701 801  See the [ASQA website](http://www.asqa.gov.au/) for more information |
| **Victorian VET Regulatory Authority** | | |
| Victorian Registration and Qualifications Authority (VRQA) | The VRQA is a statutory authority responsible for the registration and regulation of Victorian RTOs and for the regulation of apprenticeships and traineeships in Victoria. | (03) 9637 2806  See the [VRQA website](http://www.vrqa.vic.gov.au/) for more information. |
| **Industry Regulatory Bodies** | | |
| N/A |  |  |

GLOSSARY

|  |  |
| --- | --- |
| **Code** | Nationally endorsed Training Package qualification code. |
| **Title** | Nationally endorsed Training Package qualification title. |
| **Unit Code** | Nationally endorsed Training Package unit code. |
| **Unit Title** | Nationally endorsed Training Package unit title. |
| **Maximum Payable Hours** | The maximum number of hours the Victorian Government will subsidise under Skills First funding for the achievement of the minimum realistic vocational outcome of the qualification, as determined by the qualification packaging rules.  The Maximum Payable Hours do not cover every possible combination of core and elective units available for a specific qualification.  Minimum payable hours reflect a calculated minimum number of hours that could deliver a minimum realistic vocational outcome, based on efficiencies of contextualisation and integration. |
| **Scope of Registration** | Scope of registration specifies the AQF qualifications and/or units of competency the training organisation is registered to issue and the industry training and/or assessment services it is registered to provide. |
| **Nominal Hours** | Nominal hours reflect the anticipated time taken to deliver and assess the outcomes of a unit of competency excluding unsupervised delivery or the time taken for repeated practical application of skills. Nominal hours are determined by the Victorian State Training Authority (DET) and are primarily developed for funding purposes in Victoria. |