**Victorian Purchasing Guide**

**for**

**FSK Foundation Skills Training Package Release No 1**

**July 2016**



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Victorian Purchasing Guide ⎯ Version History

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| --- | --- | --- |
| Training Package Version  | Date VPGReleased | Comments |
| FSK Foundation Skills Training PackageRelease No 1 | 8 February 2017 | This minor version update includes nominal hours for 1 job seeking unit which was not previously included in the Victorian Purchasing Guide. |
| FSK Foundation Skills Training PackageRelease No 1 | 2 July 2016 | This minor version update includes nominal hours for 3 career planning units which were previously not included in the Victorian Purchasing Guide. |
| FSK Foundation Skills Training PackageRelease No 1 | 7 February 2014 | This Victorian Purchasing Guide reflects the changes made from Maximum Nominal Hours to Maximum and Minimum Payable Hours. |
| FSK Foundation Skills Training Package Release No 1  | 2 August 2013 | This Victorian Purchasing Guide reflects the initial release of the Foundations Skills Training Package |

**FSK Foundation Skills Training Package 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 for Victoria responsible for the registration of education and training providers in VET who provide courses to domestic students only and who only offer training in Victoria only or Victoria and Western Australia only.

To register to provide training to international students and in other Australian states and territories you will need to apply with ASQA.

QUALIFICATIONS

| **Code** | **Title** | **Minimum Payable Hours** | **Maximum Payable Hours** |
| --- | --- | --- | --- |
| FSK10113 | Certificate I in Access to Vocational Pathways | 109 | 115 |
| FSK10213 | Certificate I in Skills for Vocational Pathways | 128 | 135 |
| FSK20113 | Certificate II in Skills for Work and Vocational Pathways | 157 | 165 |

NOTE

When structuring training programs for FSK qualifications please note that for funding purposes under the Victorian Training Guarantee (VTG), electives outside the FSK training package must be sourced from the approved units of competency on the “literacy and numeracy support” list.

Please refer to the *Victorian Training Guarantee Literacy and Numerary Support Implementation Guide*, available at www.trainingsupport.skills.vic.gov.au

UNITS OF COMPETENCY AND NOMINAL HOURS

RTOs are advised that there is a mapping inside the Training Package (Companion Volume) that describes the relationship between new units and superseded or replaced units from the previous version of **FSK Foundation Skills Training Package.** Information regarding transition arrangements can be obtained from the state or national VET Regulating Authority (see Contacts and Links section).

You must be sure that all training and assessment leading to qualifications or Statements of Attainment from the **FSK Foundation Skills Training Package** is conducted against the Training Package units of competency and complies with the assessment requirements.

List of the Units of Competency and Nominal Hours

| **Unit Code** | **Unit 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 | 15 |
| 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 | 15 |
| 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 and estimate familiar quantities for work | 15 |
| FSKNUM10 | Identify and describe common 2D and some 3D shapes for work | 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 |
| 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 | 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 effective 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 for 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 workplace formatted 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 |

CONTACTS AND LINKS

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| **Skills Service Organisation (SSO)** |
| Skills for Australia | This SSO is responsible for developing the FSK Foundation Skills Training Package and companion volumes and can be contacted for further information. | Web:<https://www.skillsforaustralia.com/> |
| **National Register for VET in Australia** |
| Training.gov.au (TGA) | TGA is the Australian governments’ official National Register of information on Training Packages, qualifications, courses, units of competency and RTOs. | Web: <http://training.gov.au>  |
| **Australian Government** |
| Department of Education and Training | The Commonwealth Department is responsible for national policies and programmes that help Australians access quality vocational education and training. | <https://education.gov.au/> |
| **State Government** |
| Department of Education and Training (DET) | DET is responsible for funding and the implementation of Vocational Education and Training (VET) in Victoria, including Apprenticeships and Traineeships policy. | (03) 9637 2000 |
| **Curriculum Maintenance Manager (CMM)** |
| General Studies and Further Education (GS&FE) | The CMM service is provided by Executive Officers, located within Victorian TAFE institutes, on behalf of Higher Education and Skills Group. | Nadia Casarotto / Cheryl Bartolo Address: PO Box 14428, Melbourne, VIC 8001Phone: (03) 9919 5300 / 5302Email: nadia.casarotto@vu.edu.au cheryl.bartolo@vu.edu.au Web:<http://www.education.vic.gov.au/training/providers/rto/Pages/purchasingguides.aspx>  |
| **State VET Regulatory Authority** |
| Victorian Registration and Qualifications Authority (VRQA) | The VRQA is a statutory authority responsible for the registration of education and training providers in Victoria to ensure the delivery of quality education and training.The VRQA is responsible for the regulation of apprenticeships and traineeships in Victoria. | Phone: (03) 9637 2806Web: [www.vrqa.vic.gov.au](http://www.vrqa.vic.gov.au/) |
| **National VET Regulatory Authority** |
| Australian Skills Quality Authority (ASQA) | ASQA is the national regulator for Australia’s vocational education and training sector. ASQA regulates courses and training providers to ensure nationally approved quality standards are met. | Info line: 1300 701 801Web: [www.asqa.gov.au](http://www.asqa.gov.au) |
| **Industry Regulatory Bodies** |
| N/A |  |  |
| **WorkSafe** |
| WorkSafe Victoria | WorkSafe needs to provide written verification before High Risk Work Units can be added to an RTO’s scope of registration. | Info line: 1800 136 089Web: [www.worksafe.vic.gov.au](http://www.worksafe.vic.gov.au) |
| **Other contacts** |
| 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 the Victorian Training Guarantee 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** | The number of hours the Victorian government designates as the minimum required to deliver a qualification, taking into account contextualisation and integrated delivery efficiencies. |
| **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. |