

Approval School RTO training and assessment strategy			
School RTO name	Caloundra State High School	QCAA number	198
Qualification code	FSK20113	National provider number	30058
RTO Manager		Principal	
Name	Ms Jan McLean	Name	Ms Julie Pozzoli
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Date	8 March 2019	Date	8 March 2019

February 2019

Section 1 Program overview

1.1 National requirements			
Qualification code	FSK20113		
Qualification title	CERTIFICATE II IN SKILLS FOR WORK AND VOCATIONAL PATHWAYS		
Relevant Standards	1.1–1.7, 1.8(a), 1.9–1.19, 1.26, 2.2, 5, 8.4		
Training package code	FSK		
Current release date	14 March 2013	Release number	1
Training package title			
National register	<i>Foundation Skills Training Package</i>		
Companion volume	http://training.gov.au/Training/Details/FSK20113		
Qualification status	Current	<p>Where a qualification is no longer current and has not been superseded, all students' training and assessment must be completed and the relevant AQF certification issued within a period of two years from the date the qualification was removed or deleted from the National Register.</p> <p>Where a qualification on the RTO's scope of registration is superseded, all students' training and assessment must be completed and the relevant AQF certification issued or students are transferred into its replacement within a period of one year from the date the replacement qualification was released on the National Register.</p>	
Superseded, deleted or no longer current date	Choose change of status date		
Latest date for student completion and AQF certification (Complete only if qualification status ≠ current)	Not applicable		
TAS has been developed through industry engagement	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (See Section 7)	Total number of proposed assessment tools for this qualification	38 (See Section 3)
Delivering and assessing information (Complete this remaining part of Section 1.1 only when the qualification is on scope)			
TAS implementation date (See Section 10)	8/03/2019	TAS monitoring date (See Section 11)	8/03/2019
Developed for: (Select one only)	<input checked="" type="checkbox"/> individual student/s	Name/s of individual student/s	
	<input type="checkbox"/> class cohort	Current number of students enrolled	0
A representative sample of assessment tools has been validated	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Pending (See Sections 8 & 9)	Delivery period for this cohort or individual Start End	8/03/2019 20/11/2020

RTO's Assessment and/or TAS policies and procedures have been followed when implementing this TAS	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	RTO has checked other printed and electronic student information/data for compatibility with TAS	<input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> No
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1.2 Qualification

Requirement	Packaging rules	Confirmed by RTOM
Qualification description and job roles	<p>This qualification is designed for individuals who require further foundation skills development to prepare for workforce entry or vocational training pathways. It is suitable for individuals who require:</p> <ul style="list-style-type: none"> • a pathway to employment or vocational training • reading, writing, numeracy, oral communication and learning skills at Australian Core Skills Framework (ACSF) Level 3 • entry level digital literacy and employability skills • a vocational training and employment plan. 	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Packaging rules	<p>Total 14 units of competency. 8 core units and 6 elective units. Two elective units must be vocational units from other training packages. The remaining electives units may be selected as follows:</p> <ul style="list-style-type: none"> • up to 4 vocational units from other training packages, and their prerequisite units where applicable • up to 4 units from the Foundation Skills Training Package • up to 3 units from accredited courses. <p>http://training.gov.au/Training/Details/FSK20113</p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

1.3 Delivery and assessment

Requirement	Pre-enrolment information	Confirmed by RTOM
General entry requirements	<p>General entry requirements for this program include the student's agreement and ability to undertake the following:</p> <ul style="list-style-type: none"> • demonstrate evidence of language, literacy and numeracy skills at the requisite ACSF level • attend and participate in scheduled training and assessment • participate in workplace tasks to employer expectations • be able to work in an industry environment and handle industry standard equipment • comply with the RTO code of conduct requirements, directions on work, and health and safety matters. 	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Specific entry and/or completion requirements	<p>Specific entry requirements exist <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>Prior to enrolment the RTO has provided advice in print or electronically to students on participation requirements and application processes.</p> <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

1.3 Delivery and assessment

Requirement	Pre-enrolment information		Confirmed by RTOM
<p>Access and reasonable adjustments</p>	<p>The RTO has advised students in print or electronically that reasonable adjustments may be available. <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>When appropriate, reasonable adjustments will be applied by the RTO to take into account the individual student's needs.</p> <p>Reasonable adjustments may include:</p> <ul style="list-style-type: none"> • accessible class rooms • note-taking support • course material in alternative formats — electronic, large print • use of laptop for assessments • an Auslan (Australian Sign Language) interpreter • extra time or extensions for assessments or alternative assessment tasks • ergonomic chair/desk • use of assistive technology • other adjustments. 		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<p>Mode of delivery</p>	<p>The mode of delivery includes any combination of the following:</p> <ul style="list-style-type: none"> • face-to-face in a simulated workplace environment for required performance and knowledge evidence • work experience in commercial work site – third party report • online for some components of training for knowledge evidence • in a classroom ('off the job') for some components of training for knowledge evidence. 		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<p>Delivery location</p>	<p>Multiple delivery locations are used.</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p>The delivery location is the principal place of business of the RTO.</p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<p>Program duration</p>	<p>Total program duration for delivery and assessment is:</p> <p><input type="checkbox"/> 6 months <input type="checkbox"/> 1 year <input checked="" type="checkbox"/> 2 years <input type="checkbox"/> 3 years</p> <p>3 x 70-minute lessons per week.</p> <p>This course is for individual students as they are identified. Therefore, the length of the year may only be 30 weeks.</p>	<p>This means that after the expiry of the program duration, no further assessment evidence will be accepted, and no further training conducted.</p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<p>Amount of training and volume of learning</p>	<p>The 'amount of training' relates to formal teaching and learning activities.</p> <p>The nominal amount of scheduled training for this program is:</p> <p><input type="checkbox"/> 55 hours <input type="checkbox"/> 110 hours <input checked="" type="checkbox"/> 220 hours <input type="checkbox"/> 330 hours</p>		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

1.3 Delivery and assessment

Requirement	Pre-enrolment information	Confirmed by RTOM
	<p>The 'volume of learning' identifies the notional duration of all activities required for the achievement of the learning outcomes of this program.</p> <p>The total volume of learning for this program is:</p> <p><input checked="" type="checkbox"/> 600–1200 hours (Certificate I and II)</p> <p><input type="checkbox"/> 1200–2400 hours (Certificate III and IV)</p> <p>The amount of learning has been determined by considering the following:</p> <ul style="list-style-type: none"> • The Australian Quality Framework (AQF) guidelines relating to Volume of Learning. The volume of learning of a Certificate II is typically 0.5 – 1 year • The learners existing skills, knowledge and the experience have been taken into account when determining course requirements: <ul style="list-style-type: none"> ○ The learner cohort already have existing skills and knowledge in the use of software applications (word processing, electronic presentations,) • The clustering of units of competency allows similar or complementary content items to be delivered at the same time. This reduces duplication in content covered and reduces the amount of training to be provided. same time. 	
Learning resources	<p>There are sufficient learning resources, equipment and facilities to:</p> <ul style="list-style-type: none"> • enable students to meet the requirements for each unit of competency • support the number of students undertaking the training and assessment. 	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Assessment resources	<ul style="list-style-type: none"> • Assessments will be formative and conducted so that skills, knowledge and understanding may be demonstrated in the simulated workplace environment. Assessment of knowledge and skills will be integrated with assessment of their practical application. • Projects/tasks and work evidence will be progressively gathered by the assessor for unit/s of competency until sufficient valid evidence is gathered to make assessment decisions on competency. Evidence of skills and knowledge will be gathered simultaneously. 	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

1.3 Delivery and assessment

Requirement	Pre-enrolment information		Confirmed by RTOM
Evidence-gathering conditions	<ul style="list-style-type: none"> • Will be progressively gathered for units or groups of units simultaneously. • Methods will confirm consistency of performance over time and in a range of workplace-relevant contexts, rather than a single assessment event. • Will be by observation of relevant tasks with questioning on underpinning knowledge and, where applicable, training journals, reviews of work products/folios and third party reports. • Will be done under the specific assessment conditions required by the units. 		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Work placement requirements	<p>Work placement or experience is a requirement.</p> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No A summary of the work placement requirements is recorded in Section 4 of this TAS. Students will be advised in writing or electronically.		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Third party arrangements	No services are delivered on behalf of the RTO.	<ul style="list-style-type: none"> • <i>‘Third party’ means any party that provides services on behalf of the RTO, but does not include a contract of employment between an RTO and its employee.</i> • <i>Where services are provided on the RTO’s behalf by a third party, the provision of those services must include a written agreement.</i> • <i>The RTO must disclose to the student the name and contact details of any third party that will provide training and/or assessment, and related educational and support services to the student on the RTO’s behalf.</i> • <i>When the RTO offers a qualification on its scope to students and in order to achieve the qualification the RTO requires students to undertake training for one or more units with a different RTO, this is considered a third party arrangement. Record the RTO’s details and arrangements summary.</i> 	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

1.3 Delivery and assessment

Requirement	Pre-enrolment information	Confirmed by RTOM
Educational and support services	<ul style="list-style-type: none"> • Learners in this cohort are school students in Years 10 to 12. • The RTO will schedule supervised training and assessment sessions based on the timetable. Students may negotiate support in addition to scheduled hours to develop the required skills and knowledge. • Unmet educational needs of young persons aged 10–17 in the juvenile justice system — school RTOs within youth detention centres may deliver training and assessment to these students even if not in detention. <p>The RTO delivers services to students in the juvenile justice system.</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Early termination of program	<p>In the event that the RTO loses suitably qualified trainers and assessors and is unable to deliver this program:</p> <ul style="list-style-type: none"> • students will be issued with a Statement of Attainment for any successfully completed units of competency • any fees paid toward the program will be refunded on a pro rata basis. 	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
	<p>The RTO has provided students with information in print or electronically concerning arrangements in the event of early termination of the program.</p> <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Transition	<p>This qualification's status on TGA is current at the time of this strategy's expected start date.</p> <p>If this qualification is superseded with a new version before the end of the expected duration of the program, then:</p> <ul style="list-style-type: none"> • if practical, students will complete training and assessment and receive any appropriate certificates in the old qualification within 12 months of the release of the new version • if this is not practical, students will transition to the new qualification within 12 months and complete their training and assessment in the new version within the expected duration of the program. Credit will be arranged for units completed and deemed as equivalent. 	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Requirement	Pre-enrolment information	Confirmed by RTOM

1.3 Delivery and assessment

Requirement	Pre-enrolment information	Confirmed by RTOM
Certificates and Statements of Attainment	<p>If a student is assessed as meeting the requirements of the qualification, and all agreed fees the student owes to the RTO have been paid, then within 30 calendar days* of all conditions being met:</p> <ul style="list-style-type: none"> • an AQF certificate and record of results will be issued if the qualification in which the learner is enrolled is complete • a Statement of Attainment will be issued if the qualification in which the learner is enrolled is partially complete. <p>* unless there is a written agreement with students and parents that the RTO will issue certification on exit or request</p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Unique Student Identifier (USI)	<ul style="list-style-type: none"> • The school RTO will not issue an AQF certificate, record of results or Statement of Attainment to a student without having a verified USI for that individual. • The consequences of not providing the RTO with a USI have been explained to the student. • Each student's USI will be recorded by the RTO in SLIMS or Student Management and reported to QCAA in the same year that the certification was issued. 	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
	<p>A student may access their training records and results (transcript) using their online USI account. For more information, see usi.gov.au/Students/pages/default.aspx</p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Credit arrangements	<p>Transitioning from an old version to a new version of a training product</p> <p>If the National Register (training.gov.au) deems a superseded unit of competency to be equivalent to its replacement, students may claim credit for a successfully completed superseded unit.</p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
	<p>If a student already holds a unit of competency</p> <p>If a student has a Statement of Attainment for a unit of competency and it has the same code as a unit of competency making up this program, the student may make a claim for a credit transfer.</p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Recognition of prior learning (RPL) arrangements	<p>Students may request recognition of prior learning (RPL) assessment.</p> <p>Students are advised of the opportunity to apply for RPL and, if requested, will be provided with an RPL document allowing them to provide verifiable details of prior learning. The evidence will be assessed for currency and against requirements of the units of competency, and an amended program strategy will be prepared, taking into account the student's prior learning.</p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
	<p>The RTO has advised students in print or electronically of RPL arrangements. <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>	<input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> No

1.3 Delivery and assessment

Requirement	Pre-enrolment information		Confirmed by RTOM
Reissuing of Certificates and Statements of Attainment	<p>The RTO maintains an auditable-quality register of all AQF qualifications (including Statements of Attainment) issued and authorised to issue.</p> <p>The register contains sufficient information to identify correctly the holder of the qualification, the AQF qualification by its full title, and date of issue/award/ conferral.</p>	<p>The Standards require compliance with the AQF Register and Issuance policies. All RTOs will:</p> <ul style="list-style-type: none"> • maintain an auditable-quality register of AQF qualifications issued (including Statements of Attainment) containing sufficient information to identify correctly <ul style="list-style-type: none"> – the holder of the qualification – the AQF qualification by its full title – date of issue/award/conferral • have a policy that permits replacement of certification documentation • be responsible for authentication and verification of any replacement certification documentation. <p>See www.aqf.edu.au/aqf-policies.</p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
	<p>The RTO has a policy that permits the replacement of certification documentation and maintains responsibility for authentication and verification of any replacement certification documentation.</p>	<p>The RTO has advised students either in print or electronically about arrangements and fees related to obtaining replacement AQF certification. <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

1.5 Reporting

Requirement	Pre-enrolment information	Confirmed by RTOM
Recording results	<ul style="list-style-type: none"> • Evidence-gathering tools are used to make decisions about a student's progress toward competency. • The interim outcome descriptors of 'Satisfactory' or 'Unsatisfactory' will be used on students' projects and evidence documents. • Students may continue to submit evidence until they exit the program or the end of the program's duration period. • Assessor may determine final outcomes for units of competency at any time, but only after sufficient valid evidence has been gathered and assessed and any pre-requisite units have been successfully completed. • RTO management will record final outcomes (usually using the descriptors Competent, Not Competent, Credit Transfer, Superseded or Withdrawn) in Student Data Capture System (SDCS) or Student Management software approved by QCAA. • All final outcomes must be entered into a QCAA approved software program before the end of the last term of the VET program or immediately after a student exits the program. • RTO management reports student enrolment data to QCAA within the first term of the student's commencement of the VET program. 	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Student profiles	<ul style="list-style-type: none"> • Student profiles are updated by the assessor and are accessible to students on request. • Assessors update the profile to confirm an individual student's submission of evidence and record interim and final outcomes. • RTO management uses final outcomes recorded in student profiles to update SDCS, Student Management and/or SLIMS. 	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Projects and evidence-gathering instruments	<ul style="list-style-type: none"> • All assessment activities, including projects and evidence-gathering tools, are identified by a code and listed in this document. • Mapping documents provides evidence of how assessment activities, projects and evidence-gathering tools meet the requirements for each unit or cluster of units of competency. 	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Section 2 Core and elective components

List the units that are going to be delivered and assessed as part of this strategy. Engage with industry to confirm the relevance of elective units selected, and record this in Section 7.

Relevant Standards: 1.1, 1.2, 1.4, 1.7, 1.8(a), 1.12, 3.5, Schedule 5

Note: A prerequisite unit may be delivered through an integrated approach with the secondary unit — it does not have to be fully completed before starting the secondary unit. However, to satisfy formal requirements, the prerequisite unit must be signed off prior to the secondary unit.

2.1 Core and elective units being offered		
Enter the unit code and title Hyperlink to unit on TGA is recommended	Unit type	Pre-requisite unit required?
FSKRDG10 Read and respond to routine workplace information https://training.gov.au/Training/Details/FSKRDG10	Core Unit	No
FSKOCM07 Interact effectively with others at work https://training.gov.au/Training/Details/FSKOCM07	Core Unit	No
FSKLRG11 Use routine strategies for work-related learning https://training.gov.au/Training/Details/FSKLRG11	Core Unit	No
FSKLRG09 Use strategies to respond to routine workplace problems https://training.gov.au/Training/Details/FSKLRG09	Core Unit	No
FSKNUM14 Calculate with whole numbers and familiar fractions, decimals and percentages for work https://training.gov.au/Training/Details/FSKNUM14	Core Unit	No
FSKNUM15 Estimate, measure and calculate with routine metric measurements for work https://training.gov.au/Training/Details/FSKNUM15	Core Unit	No
FSKWTG09 Write routine workplace texts https://training.gov.au/Training/Details/FSKWTG09	Core Unit	No
FSKDIG03 Use digital technology for routine workplace tasks https://training.gov.au/Training/Details/FSKDIG03	Core Unit	No
FSKLRG06 Participate in work placement https://training.gov.au/Training/Details/FSKLRG06	FSK Elective	No
FSKNUM20 Use basic functions of a calculator https://training.gov.au/Training/Details/FSKNUM20	FSK Elective	No
FSKRDG08 Read and respond to routine visual and graphic texts https://training.gov.au/Training/Details/FSKRDG08	FSK Elective	No
FSKWTG05 Complete simple workplace formatted text https://training.gov.au/Training/Details/FSKWTG05	FSK Elective	No

BSBCMM201 Communicate in the workplace https://training.gov.au/Training/Details/BSBCMM201	Vocational Elective	No
BSBWOR204 Use business technology https://training.gov.au/Training/Details/BSBWOR204	Vocational Elective	No

