

## 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?	Potential higher risk unit
1. FSKLRG011 - Use routine strategies for work-related learning <a href="https://training.gov.au/Training/Details/FSKLRG011">https://training.gov.au/Training/Details/FSKLRG011</a>	Core Unit	<input type="checkbox"/>	<input type="checkbox"/>
2. FSKWTG009 Write routine workplace texts <a href="https://training.gov.au/Training/Details/FSKWTG009">https://training.gov.au/Training/Details/FSKWTG009</a>	Group B	<input type="checkbox"/>	<input type="checkbox"/>
3. FSKRDG010 Read and respond to routine workplace information <a href="https://training.gov.au/Training/Details/FSKRDG010">https://training.gov.au/Training/Details/FSKRDG010</a>	Group B	<input type="checkbox"/>	<input type="checkbox"/>
4. FSKNUM014 Calculate with whole numbers and familiar fractions, decimals and percentages for work <a href="https://training.gov.au/Training/Details/FSKNUM014">https://training.gov.au/Training/Details/FSKNUM014</a>	Group A	<input type="checkbox"/>	<input type="checkbox"/>
5. FSKNUM015 Estimate, measure and calculate with routine metric and measurements for work <a href="https://training.gov.au/Training/Details/FSKNUM015">https://training.gov.au/Training/Details/FSKNUM015</a>	Group A	<input type="checkbox"/>	<input type="checkbox"/>
6. FSKOCM007 Interact effectively with others at work <a href="https://training.gov.au/Training/Details/FSKOCM007">https://training.gov.au/Training/Details/FSKOCM007</a>	Group B	<input type="checkbox"/>	<input type="checkbox"/>
7. FSKLRG009 Use strategies to respond to routine workplace problems <a href="https://training.gov.au/Training/Details/FSKLRG009">https://training.gov.au/Training/Details/FSKLRG009</a>	Group B	<input type="checkbox"/>	<input type="checkbox"/>
8. FSKLRG010 Use routine strategies for career planning <a href="https://training.gov.au/Training/Details/FSKLRG010">https://training.gov.au/Training/Details/FSKLRG010</a>	Group B	<input type="checkbox"/>	<input type="checkbox"/>
9. BSBPEF101 Plan and prepare for work readiness <a href="https://training.gov.au/Training/Details/BSBPEF101">https://training.gov.au/Training/Details/BSBPEF101</a>	Non-listed Elective	<input type="checkbox"/>	<input type="checkbox"/>
10. FSKLRG006 Participant in work placement <a href="https://training.gov.au/Training/Details/FSKLRG006">https://training.gov.au/Training/Details/FSKLRG006</a> OR FSKDIG003 Use digital technology for non-routine workplace tasks <a href="https://training.gov.au/Training/Details/FSKDIG003">https://training.gov.au/Training/Details/FSKDIG003</a>	Non-listed Elective	<input type="checkbox"/>	<input checked="" type="checkbox"/>

## 3.4 Program details

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<b>Project 1</b>	<b>Workplace Literacy (File Location - G:\Coredata\Curriculum\FoundationSkills)</b>				
<b>Estimated duration</b>	7 weeks	<b>Outcome type</b>	<input type="checkbox"/> Interim <input checked="" type="checkbox"/> Final	<b>Assessment tools mapped on separate document</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>Assessment activity</b>		<b>Unit/s for which partial or complete evidence will be gathered</b>	<b>Evidence-gathering tools used</b>		<b>Tool code</b>
Students to write routine workplace texts and gather in a portfolio of work. Such texts may include routine business letters, e-mails, agendas/and or minutes of meetings. In addition students are required to read and respond to workplace information in writing and orally.		<ul style="list-style-type: none"> <li>• FSKWTG009 Write routine workplace texts</li> <li>• FSKRDG010 Read and respond to routine workplace information</li> </ul>	Observation checklist	<input checked="" type="checkbox"/>	<i>OBS2</i>
			Questions checklist	<input checked="" type="checkbox"/>	<i>PORTLIT</i>
			Review of product/service against specifications	<input type="checkbox"/>	
			Review folio of work against specifications	<input type="checkbox"/>	
			Third party report	<input type="checkbox"/>	
			Safety induction checklist	<input type="checkbox"/>	
<b>Project 2</b>	<b>Workplace Numeracy</b>				
<b>Estimated duration</b>	7 Weeks	<b>Outcome type</b>	<input type="checkbox"/> Interim <input checked="" type="checkbox"/> Final	<b>Assessment tools mapped on separate document</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>Assessment activity</b>		<b>Unit/s for which partial or complete evidence will be gathered</b>	<b>Evidence-gathering tools used</b>		<b>Tool code</b>
Students to calculate a number of workplace problems which may include invoicing, calculating discounts, purchase orders, timesheets.		<ul style="list-style-type: none"> <li>• FSKNUM014 Calculate with whole numbers and familiar fractions, decimals and percentages for work</li> <li>• FSKNUM015 Estimate, measure and calculate with routine metric measurements for work</li> </ul>	Observations	<input checked="" type="checkbox"/>	<i>OBS1</i>
			Knowledge Questions	<input checked="" type="checkbox"/>	<i>QST1</i>
			Review of product/service against specifications	<input checked="" type="checkbox"/>	<i>FOL1 &amp; FOL2</i>

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Students to estimate measure and calculate metric measurements for an office makeover Students analyse current data and communicate findings with supervisor		<ul style="list-style-type: none"> <li>FSKNUM019 - Interpret routine tables, graphs and charts and use information and data for work</li> </ul>		Review folio of work against specifications	<input type="checkbox"/>	
				Third party report	<input type="checkbox"/>	
				Safety induction checklist	<input type="checkbox"/>	
<b>Project 3</b>	<b>Career Planning</b>					
<b>Estimated duration</b>	Week 8	<b>Outcome type</b>	<input type="checkbox"/> Interim <input checked="" type="checkbox"/> Final	<b>Assessment tools mapped on separate document</b>		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>Assessment activity</b>		<b>Unit/s for which partial or complete evidence will be gathered</b>		<b>Evidence-gathering tools used</b>		<b>Tool code</b>
Students to undertake career planning using Skills Road. In addition students will investigate alternate workplace learning strategies for career advancement/direction and plan career pathway Digital technology will be used regularly and embedded in many of the tasks and research		<ul style="list-style-type: none"> <li>FSKLRG010 Use routine strategies for career planning</li> <li>FSKLRG011 Use routine strategies for workplace learning</li> <li>BSBLED101 Plan skills development</li> <li>FSKLRG006 Participant in work placement</li> </ul> OR <ul style="list-style-type: none"> <li>FSKDIG003 Use digital technology for non-routine workplace tasks</li> </ul>		Observation checklist	<input checked="" type="checkbox"/>	<i>MASTEROBS</i>
				Questions checklist	<input type="checkbox"/>	
				Review of product/service against specifications	<input type="checkbox"/>	
				Review folio of work against specifications	<input checked="" type="checkbox"/>	<i>OneNote</i>
				Third party report	<input checked="" type="checkbox"/>	<i>If Work experience</i>
				Safety induction checklist	<input type="checkbox"/>	
<b>Project 4</b>	<b>Workplace Communication</b>					
<b>Estimated duration</b>	5 weeks	<b>Outcome type</b>	<input type="checkbox"/> Interim <input checked="" type="checkbox"/> Final	<b>Assessment tools mapped on separate document</b>		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>Assessment activity</b>		<b>Unit/s for which partial or complete evidence will be gathered</b>		<b>Evidence-gathering tools used</b>		<b>Tool code</b>
				Observation checklist	<input checked="" type="checkbox"/>	<i>OBS1</i>

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Students work in teams and individually to trouble shoot scenarios and show their understanding via typical workplaces such as fast food, and warehousing.	<ul style="list-style-type: none"> <li>• FSKOCM007 Interact effectively with others at work</li> <li>• FSKLRG009 Use strategies to respond to routine workplace problems</li> </ul>	Questions checklist	<input checked="" type="checkbox"/>	<i>Via email exchange</i>	
		Review of product/service against specifications	<input type="checkbox"/>		
		Review folio of work against specifications	<input checked="" type="checkbox"/>	<i>FOL1</i>	
		Third party report	<input type="checkbox"/>		
		Safety induction checklist	<input type="checkbox"/>		
<b>Project 5</b>	<b>Vocational Workplace Context</b>				
<b>Estimated duration</b>	6 weeks	<b>Outcome type</b>	<input type="checkbox"/> Interim <input checked="" type="checkbox"/> Final	<b>Assessment tools mapped on separate document</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>Assessment activity</b>	<b>Unit/s for which partial or complete evidence will be gathered</b>		<b>Evidence-gathering tools used</b>	<b>Tool code</b>	
Students are encouraged review knowledge provided, conduct research, and most importantly draw on their own work place experiences (at least 50% of students are in current part-time)	<ul style="list-style-type: none"> <li>• FSKOCM005 – Use oral communication skills for effective workplace presentations</li> <li>• BSBPEF201 Support personal wellbeing in the workplace</li> <li>• SIRXHWB001 Maintain personal health and wellbeing</li> </ul>		Observation checklist	<input checked="" type="checkbox"/>	<i>OBS 3</i>
			Questions checklist	<input checked="" type="checkbox"/>	<i>QUEST 3</i>
			Review of product/service against specifications	<input type="checkbox"/>	
			Review folio of work against specifications	<input checked="" type="checkbox"/>	<i>FOL4</i>
			Third party report	<input type="checkbox"/>	
			Safety induction checklist	<input type="checkbox"/>	
			Questions checklist	<input type="checkbox"/>	
			Review of product/service against specifications	<input type="checkbox"/>	