

**Victorian Purchasing Guide  
for  
FSK Foundation Skills Training Package Release No 1  
July 2016**

© State of Victoria (Department of Education and Training) 2017.

Copyright of this material is reserved to the Crown in the right of the State of Victoria. This work is licensed under a Creative Commons Attribution-NoDerivs 3.0 Australia licence (<http://creativecommons.org/licenses/by-nd/3.0/au/>). You are free use, copy and distribute to anyone in its original form as long as you attribute Skills Victoria, Department of Education and Training as the author, and you license any derivative work you make available under the same licence.

### **Disclaimer**

In compiling the information contained in and accessed through this resource, the Department of Education and Training (DET) has used its best endeavours to ensure that the information is correct and current at the time of publication but takes no responsibility for any error, omission or defect therein.

To the extent permitted by law DET, its employees, agents and consultants exclude all liability for any loss or damage (including indirect, special or consequential loss or damage) arising from the use of, or reliance on the information contained herein, whether caused or not by any negligent act or omission. If any law prohibits the exclusion of such liability, DET limits its liability to the extent permitted by law, for the resupply of the information.

### **Third party sites**

This resource may contain links to third party websites and resources. DET is not responsible for the condition or content of these sites or resources as they are not under its control.

Third party material linked from this resource is subject to the copyright conditions of the third party. Users will need to consult the copyright notice of the third party sites for conditions of usage.

## Victorian Purchasing Guide — Version History

Training Package Version	Date VPG Released	Comments
FSK Foundation Skills Training Package Release 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 Package Release 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 Package Release 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

## CONTENTS

---

<b>INTRODUCTION</b>	<b>5</b>
What is a Victorian Purchasing Guide?	<b>5</b>
Registration	<b>5</b>
<b>QUALIFICATIONS</b>	<b>6</b>
<b>UNITS OF COMPETENCY AND NOMINAL HOURS</b>	<b>7</b>
<b>CONTACTS AND LINKS</b>	<b>10</b>
<b>GLOSSARY</b>	<b>12</b>

## 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 Numeracy Support Implementation Guide*, available at [www.trainingsupport.skills.vic.gov.au](http://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

Unit Code	Unit Title	Nominal Hours
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



Unit Code	Unit Title	Nominal Hours
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

<b>Skills Service Organisation (SSO)</b>		
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: <a href="https://www.skillsforaustralia.com/">https://www.skillsforaustralia.com/</a>
<b>National Register for VET in Australia</b>		
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: <a href="http://training.gov.au">http://training.gov.au</a>
<b>Australian Government</b>		
Department of Education and Training	The Commonwealth Department is responsible for national policies and programmes that help Australians access quality vocational education and training.	<a href="https://education.gov.au/">https://education.gov.au/</a>
<b>State Government</b>		
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
<b>Curriculum Maintenance Manager (CMM)</b>		
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 8001 Phone: (03) 9919 5300 / 5302 Email: <a href="mailto:nadia.casarotto@vu.edu.au">nadia.casarotto@vu.edu.au</a> <a href="mailto:cheryl.bartolo@vu.edu.au">cheryl.bartolo@vu.edu.au</a> Web: <a href="http://www.education.vic.gov.au/training/providers/rto/Pages/purchasingguides.aspx">http://www.education.vic.gov.au/training/providers/rto/Pages/purchasingguides.aspx</a>
<b>State VET Regulatory Authority</b>		
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 2806 Web: <a href="http://www.vrqa.vic.gov.au">www.vrqa.vic.gov.au</a>

<b>National VET Regulatory Authority</b>		
Australian Skills Quality Authority (ASQA)	<p>ASQA is the national regulator for Australia's vocational education and training sector.</p> <p>ASQA regulates courses and training providers to ensure nationally approved quality standards are met.</p>	<p>Info line: 1300 701 801</p> <p>Web: <a href="http://www.asqa.gov.au">www.asqa.gov.au</a></p>
<b>Industry Regulatory Bodies</b>		
N/A		
<b>WorkSafe</b>		
WorkSafe Victoria	<p>WorkSafe needs to provide written verification before High Risk Work Units can be added to an RTO's scope of registration.</p>	<p>Info line: 1800 136 089</p> <p>Web: <a href="http://www.worksafe.vic.gov.au">www.worksafe.vic.gov.au</a></p>
<b>Other contacts</b>		
N/A		

## GLOSSARY

<b>Code</b>	Nationally endorsed Training Package qualification code.
<b>Title</b>	Nationally endorsed Training Package qualification title.
<b>Unit Code</b>	Nationally endorsed Training Package unit code.
<b>Unit Title</b>	Nationally endorsed Training Package unit title.
<b>Maximum Payable Hours</b>	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.
<b>Minimum Payable Hours</b>	The number of hours the Victorian government designates as the minimum required to deliver a qualification, taking into account contextualisation and integrated delivery efficiencies.
<b>Scope of Registration</b>	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.