

HYPOTHETICAL EXAMPLE MAPPING ACE ACTIVITIES TO ELEMENTS WITHIN FSK UNITS

ACE course focus: Navigate the world of work: Manage career and work life.

Skill level: An advanced beginner in managing career and work life.

Targeted participants (Ps): Ps with no post-school qualifications and/or low levels of school attainment who are unemployed, underemployed or not in the labour force; parents returning to work; unpaid carers.

Focus of activity	Intended outcome of activity	Relevant element/s from FSK units	FSK unit
Identify work options	P begins to develop some insights into personal goals, preferences and aptitudes relevant to work, based on some practical experience.	Plan to identify job opportunities	FSKLRG07 - Use strategies to identify job opportunities
		Use strategies to identify job and training options	
		Plan for career	FSKLRG03 - Use basic strategies for career planning
	P targets some specific occupations and work options, and takes some steps to identify required qualifications, skills and experience	Use strategies to identify job and training options	FSKLRG07 - Use strategies to identify job opportunities
		Plan for career	FSKLRG03 - Use basic strategies for career planning
	P identifies and finds ways to address some factors that may be acting as barriers to gaining work and developing career	Plan for career	FSKLRG03 - Use basic strategies for career planning
		Prepare an individual learning plan	
		Prepare to engage in learning	FSKLRG04 - Use basic strategies for work-related learning
	P seeks advice and guidance when unsure about what to do next or how to go about it	Review own learning progress	FSKLRG04 - Use basic strategies for work-related learning
Gain work	P independently uses a small range of strategies for seeking work or career advancement	Use strategies to identify job and training options	FSKLRG07 - Use strategies to identify job opportunities
		Plan to identify job opportunities	FSKLRG07 - Use strategies to identify job opportunities
	Use strategies to identify job and training options		
	P takes some steps to describe own skills, knowledge and experience in terms that address specific job criteria and considers how to present self appropriately.	Plan to participate in work placement	FSKLRG06 - Participate in work placement
		Prepare to participate in simple spoken interactions	FSKOCM03 - Participate in simple spoken interactions at work
		Interpret information in routine workplace texts	FSKRDG10 - Read and respond to routine workplace information
		Prepare to write routine workplace texts	FSKWTG09 - Write routine workplace texts
		Draft routine workplace texts	
Develop relevant skills & knowledge	P takes steps to develop skills, obtain qualifications and/or experience relevant to current or desired work role.	Plan to participate in work placement	FSKLRG06 - Participate in work placement
		Undertake work placement	
		Prepare an individual learning plan	FSKLRG03 - Use basic strategies for career planning
		Use strategies for learning	FSKLRG08 - Use simple strategies for work-related learning
		Review own learning progress	
	With encouragement, P may seek feedback on work performance from a trusted source.	Undertake work placement	FSKLRG06 - Participate in work placement
		Review and finalise routine workplace texts	FSKWTG09 - Write routine workplace texts
		Review own learning progress	FSKLRG08 - Use simple strategies for work-related learning

Sources: training.gov.au

Core Skills for Work Developmental Framework

Core Skills for Work Developmental Framework: Mapping the Framework to a Unit of Competency