

UNIT CODE	UNIT TITLE	MODULE CODE	MODULE TITLE
LEARNING			
Pre-level 1			
FSKLRG01	Prepare to participate in a learning environment	FSKLRG01a	Prepare to engage in learning
		FSKLRG01b	Propose a plan for learning
Level 1			
FSKLRG02	Identify strategies to respond to basic workplace problems	FSKLRG02a	Identify problems affecting own work
		FSKLRG02b	Propose problem solving strategies
FSKLRG03	Use basic strategies for career planning	FSKLRG03a	Plan for career
		FSKLRG03b	Prepare an individual learning plan
FSKLRG04	Use basic strategies for work-related learning	FSKLRG04a	Prepare to engage in learning
		FSKLRG04b	Use strategies for learning
		FSKLRG04c	Review own learning progress
Level 2			
FSKLRG05	Use strategies to plan simple workplace tasks	FSKLRG05a	Investigate simple workplace tasks
		FSKLRG05b	Use strategies to plan simple workplace tasks
FSKLRG06	Participate in work placement	FSKLRG06a	Plan to participate in work placement
		FSKLRG06b	Undertake work placement
FSKLRG07	Use strategies to identify job opportunities	FSKLRG07a	Plan to identify job opportunities
		FSKLRG07b	Use strategies to identify job and training options
FSKLRG08	Use simple strategies for work-related learning	FSKLRG08a	Prepare for learning
		FSKLRG08b	Use strategies for learning
		FSKLRG08c	Review own learning progress
Level 3			
FSKLRG09	Use strategies to respond to routine workplace problems	FSKLRG09a	Plan to respond to workplace problems
		FSKLRG09b	Propose problem solving strategies
		FSKLRG09c	Review problem solving strategies
FSKLRG10	Use routine strategies for career planning	FSKLRG10a	Investigate career options
		FSKLRG10b	Develop an individual career plan
FSKLRG11	Use routine strategies for work-related learning	FSKLRG11a	Prepare for learning
		FSKLRG11b	Use strategies for learning
		FSKLRG11c	Review own learning progress

Level 4				
FSKLRG12	Apply strategies to plan and manage complex workplace tasks	FSKLRG12a	Analyse complex workplace tasks	
		FSKLRG12b	Plan complex workplace tasks	
		FSKLRG12c	Review and revise strategies	
FSKLRG13	Apply strategies to respond to complex workplace problems	FSKLRG13a	Analyse workplace problems	
		FSKLRG13b	Respond to workplace problems	
		FSKLRG13c	Review strategies	
FSKLRG14	Manage strategies for career progression	FSKLRG14a	Investigate career progression options	
		FSKLRG14b	Plan for career progression	
FSKLRG15	Manage own work-related learning	FSKLRG15a	Prepare for learning	
		FSKLRG15b	Develop a personal learning strategy	
READING				
Pre-level 1				
FSKRDG01	Recognise highly familiar workplace signs and symbols	FSKRDG01a	Prepare to read highly familiar workplace signs and symbols	
		FSKRDG01b	Identify highly familiar workplace signs and symbols	
Level 1				
FSKRDG02	Read and respond to basic workplace signs and symbols	FSKRDG02a	Prepare to read basic workplace signs and symbols	
		FSKRDG02b	Interpret and respond to basic workplace signs and symbols	
FSKRDG03	Read and respond to basic workplace instructions	FSKRDG03a	Prepare to read basic workplace instructions	
		FSKRDG03b	Identify information in basic workplace instructions	
		FSKRDG03c	Confirm and respond to basic workplace instructions	
FSKRDG04	Read and respond to basic workplace information	FSKRDG04a	Prepare to read basic workplace texts	
		FSKRDG04b	Identify information in basic workplace texts	
		FSKRDG04c	Confirm understanding and respond to basic workplace texts	
Level 2				
FSKRDG05	Read and respond to simple workplace procedures	FSKRDG05a	Prepare to read simple workplace procedures	
		FSKRDG05b	Identify and interpret information in simple workplace procedures	
		FSKRDG05c	Confirm understanding and respond to simple workplace procedures	
FSKRDG06	Read and respond to simple informal workplace texts	FSKRDG06a	Prepare to read simple informal workplace texts	
		FSKRDG06b	Identify and interpret information in simple informal workplace texts	
		FSKRDG06c	Confirm understanding and respond to simple informal workplace texts	
FSKRDG07	Read and respond to simple workplace information	FSKRDG07a	Prepare to read simple workplace texts	
		FSKRDG07b	Identify and interpret information in simple workplace texts	
		FSKRDG07c	Confirm understanding and respond to simple workplace texts	

Level 3				
FSKRDG08	Read and respond to routine visual and graphic texts	FSKRDG08a	Prepare to read routine visual and graphic texts	
		FSKRDG08b	Interpret routine visual and graphic texts	
		FSKRDG08c	Confirm understanding and respond to routine visual and graphic texts	
FSKRDG09	Read and respond to routine standard operating procedures	FSKRDG09a	Prepare to read routine standard operating procedures	
		FSKRDG09b	Interpret routine standard operating procedures	
		FSKRDG09c	Confirm understanding and respond to standard operating procedures	
FSKRDG10	Read and respond to routine workplace information	FSKRDG10a	Prepare to read routine workplace texts	
		FSKRDG10b	Interpret information in routine workplace texts	
		FSKRDG10c	Confirm understanding and respond to routine workplace texts	
Level 4				
FSKRDG11	Read and respond to complex workplace information	FSKRDG11a	Prepare to read complex workplace texts	
		FSKRDG11b	Analyse information in complex workplace texts	
		FSKRDG11c	Evaluate and respond to information in complex workplace texts	
Level 5				
FSKRDG12	Read and respond to highly complex workplace information	FSKRDG12a	Prepare to read highly complex workplace texts	
		FSKRDG12b	Analyse information in highly complex workplace texts	
		FSKRDG12c	Evaluate and respond to information in highly complex workplace texts	
WRITING				
Pre-level 1				
FSKWTG01	Write personal details on basic workplace forms	FSKWTG01a	Prepare to complete basic workplace forms	
		FSKWTG01b	Complete and check basic workplace forms	
Level 1				
FSKWTG02	Write basic workplace formatted texts	FSKWTG02a	Prepare to complete basic workplace formatted texts	
		FSKWTG02b	Complete basic workplace formatted texts	
FSKWTG03	Write basic workplace information	FSKWTG03a	Prepare to write basic workplace texts	
		FSKWTG03b	Use writing strategies to write basic workplace texts	
		FSKWTG03c	Review and finalise basic workplace texts	
Level 2				
FSKWTG04	Write simple informal workplace texts	FSKWTG04a	Prepare to write simple informal workplace texts	
		FSKWTG04b	Draft simple informal workplace texts	
		FSKWTG04c	Revise and finalise simple informal workplace texts	
FSKWTG05	Complete simple formatted workplace texts	FSKWTG05a	Prepare to complete simple workplace formatted texts	
		FSKWTG05b	Draft simple workplace formatted texts	
		FSKWTG05c	Review and finalise simple workplace formatted texts	

FSKWTG06	Write simple workplace information	FSKWTG06a	Prepare to write simple workplace texts
		FSKWTG06b	Use drafting strategies to write simple workplace texts
		FSKWTG06c	Review and finalise simple workplace texts
Level 3			
FSKWTG07	Write routine formal workplace texts	FSKWTG07a	Prepare to write routine formal workplace texts
		FSKWTG07b	Draft routine formal workplace texts
		FSKWTG07c	Review and finalise routine formal workplace texts
FSKWTG08	Complete routine workplace formatted texts	FSKWTG08a	Prepare to complete routine workplace formatted texts
		FSKWTG08b	Draft routine workplace formatted texts
		FSKWTG08c	Review and finalise routine workplace formatted texts
FSKWTG09	Write routine workplace texts	FSKWTG09a	Prepare to write routine workplace texts
		FSKWTG09b	Draft routine workplace texts
		FSKWTG09c	Review and finalise routine workplace texts
Level 4			
FSKWTG10	Write complex workplace texts	FSKWTG10a	Prepare to write complex workplace texts
		FSKWTG10b	Draft complex workplace texts
		FSKWTG10c	Review and finalise complex workplace texts
Level 5			
FSKWTG11	Write highly complex workplace texts	FSKWTG11a	Prepare to write highly complex workplace texts
		FSKWTG11b	Draft highly complex workplace texts
		FSKWTG11c	Review and finalise highly complex workplace texts
ORAL COMMUNICATION			
Pre - level 1			
FSKOCM01	Participate in highly familiar spoken exchanges	FSKOCM01a	Prepare to participate in highly familiar spoken exchanges
		FSKOCM01b	Engage in highly familiar spoken exchanges
Level 1			
FSKOCM02	Engage in basic spoken exchanges at work	FSKOCM02a	Prepare to interact in basic spoken exchanges
		FSKOCM02b	Interact in basic spoken exchanges
		FSKOCM02c	Review own performance
Level 2			
FSKOCM03	Participate in simple spoken interactions at work	FSKOCM03a	Prepare to participate in simple spoken interactions
		FSKOCM03b	Use oral communication skills to participate in simple spoken exchanges
		FSKOCM03c	Review own performance

Level 3			
FSKOCM04	Use oral communication skills to participate in workplace meetings	FSKOCM04a	Prepare to participate in workplace meetings
		FSKOCM04b	Participate in workplace meetings
		FSKOCM04c	Review own performance
FSKOCM05	Use oral communication skills for workplace presentations	FSKOCM05a	Plan to deliver workplace presentations
		FSKOCM05b	Deliver workplace presentations
		FSKOCM05c	Review own performance
FSKOCM06	Use oral communication skills to participate in workplace teams	FSKOCM06a	Plan to interact in workplace teams
		FSKOCM06b	Interact effectively in workplace teams
		FSKOCM06c	Review own performance
FSKOCM07	Interact effectively with others at work	FSKOCM07a	Prepare to interact with others at work
		FSKOCM07b	Participate in interactions with others at work
		FSKOCM07c	Review own performance
Level 4			
FSKOCM08	Use oral communication skills to facilitate workplace negotiation	FSKOCM08a	Prepare to facilitate workplace negotiations
		FSKOCM08b	Facilitate workplace negotiations
		FSKOCM08c	Review own performance
FSKOCM09	Use oral communication skills to facilitate workplace meetings	FSKOCM09a	Plan for workplace meetings
		FSKOCM09b	Facilitate and participate in workplace meetings
		FSKOCM09c	Review own performance
FSKOCM10	Use oral communication skills for complex workplace presentations	FSKOCM10a	Plan to deliver complex workplace presentations
		FSKOCM10b	Deliver complex workplace presentations
		FSKOCM10c	Review own performance
FSKOCM11	Use oral communication skills to facilitate workplace teams	FSKOCM11a	Plan to facilitate workplace teams
		FSKOCM11b	Facilitate workplace teams
		FSKOCM11c	Review own performance
NUMERACY/USING MATHEMATICAL IDEAS			
Pre-level 1			
FSKNUM01	Use beginning whole number skills and money up to one hundred for work	FSKNUM01a	Demonstrate basic understanding of numbers to one hundred
		FSKNUM01b	Identify and use money amounts to one hundred
FSKNUM02	Use beginning skills related to time and 2D shapes for work	FSKNUM02a	Identify differences and similarities of common shapes
		FSKNUM02b	Identify common and simple time

Level 1			
FSKNUM03	Use whole numbers and money up to one thousand for work	FSKNUM03a	Identify whole numbers and money up to one thousand
		FSKNUM03b	Undertake simple mathematical processes
		FSKNUM03c	Check and communicate results
FSKNUM04	Locate, compare and use highly familiar measurements for work	FSKNUM04a	Identify and compare highly familiar basic metric measurements
		FSKNUM04b	Use basic familiar metric measurements for workplace tasks
FSKNUM05	Identify and use some common 2D shapes for work	FSKNUM05a	Identify common shapes
		FSKNUM05b	Use common shapes in workplace tasks
FSKNUM06	Use highly familiar maps and diagrams for work	FSKNUM06a	Identify items or places in highly familiar maps and diagrams
		FSKNUM06b	Use directional knowledge for workplace tasks
FSKNUM07	Locate specific information in highly familiar tables, graphs and charts for work	FSKNUM07a	Locate and compare information in simple tables
		FSKNUM07b	Locate and compare information in graphs and charts
Level 2			
FSKNUM08	Identify and use whole numbers and simple fractions, decimals and percentages for work	FSKNUM08a	Identify and interpret simple mathematical information
		FSKNUM08b	Undertake simple mathematical processes and apply to workplace tasks
		FSKNUM08c	Check and communicate results
FSKNUM09	Identify, measure and estimate familiar quantities for work	FSKNUM09a	Identify and interpret simple mathematical information
		FSKNUM09b	Apply simple measurement strategies
		FSKNUM09c	Check and communicate results
FSKNUM10	Identify and describe common 2D and some 3D shapes for work	FSKNUM10a	Identify common shapes
		FSKNUM10b	Draw or match common shapes
FSKNUM11	Read and use familiar maps, plans and diagrams for work	FSKNUM11a	Identify items and places in familiar maps and plans
		FSKNUM11b	Use familiar maps and plans for workplace tasks
FSKNUM12	Identify and interpret information in familiar tables, graphs and charts for work	FSKNUM12a	Identify and interpret information in familiar tables
		FSKNUM12b	Identify and interpret information in familiar graphs and charts
FSKNUM13	Construct simple tables and graphs for work using familiar data	FSKNUM13a	Plan to construct simple tables and graphs
		FSKNUM13b	Construct simple tables and graphs
		FSKNUM13c	Check and communicate results
Level 3			
FSKNUM14	Calculate with whole numbers and familiar fractions, decimals and percentages for work	FSKNUM14a	Identify and interpret routine mathematical information
		FSKNUM14b	Undertake routine mathematical processes
		FSKNUM14c	Check and communicate results

FSKNUM15	Estimate, measure and calculate with routine metric measurements for work	FSKNUM15a	Estimate and make routine measurements for work
		FSKNUM15b	Undertake calculations involving measurement
		FSKNUM15c	Check and communicate results
FSKNUM16	Interpret, draw and construct 2D and 3D shapes for work	FSKNUM16a	Identify routine two dimensional and three dimensional shapes
		FSKNUM16b	Identify and estimate common angles
		FSKNUM16c	Construct two dimensional and routine three dimensional shapes
FSKNUM17	Use routine maps and plans for work	FSKNUM17a	Identify and comprehend features of routine maps and plans
		FSKNUM17b	Interpret and use routine maps and plans for workplace tasks
FSKNUM18	Collect data and construct routine tables and graphs for work	FSKNUM18a	Identify features of routine tables and graphs
		FSKNUM18b	Plan to collect data
		FSKNUM18c	Construct routine tables and graphs
		FSKNUM18d	Check and communicate results
FSKNUM19	Interpret routine tables, graphs and charts for work	FSKNUM19a	Identify features of routine tables, graphs and charts
		FSKNUM19b	Locate and interpret information in routine tables, graphs and charts
FSKNUM20	Use basic functions of a calculator	FSKNUM20a	Use basic functions on a calculator to undertake routine mathematical calculations
		FSKNUM20b	Check and communicate results
Level 4			
FSKNUM21	Apply an expanding range of mathematical calculations for work	FSKNUM21a	Extract and interpret mathematical information
		FSKNUM21b	Undertake mathematical calculations involving multiple steps
		FSKNUM21c	Check and communicate results
FSKNUM22	Use and apply ratios, rates and proportions for work	FSKNUM22a	Identifies ratios, rates and proportions
		FSKNUM22b	Undertake mathematical calculations involving ratios, rates and proportions
		FSKNUM22c	Check and communicate results
FSKNUM23	Estimate, measure and calculate measurements for work	FSKNUM23a	Estimate and make measurements for work
		FSKNUM23b	Undertake mathematical calculations involving measurement
		FSKNUM23c	Check and communicate results
FSKNUM24	Use geometry to draw 2D shapes and construct 3D shapes for work	FSKNUM24a	Identify relevant shapes in a work context
		FSKNUM24b	Identify, draw and measure angles and calculate angle sizes
		FSKNUM24c	Identify and use symmetry, and similarity properties of shapes
		FSKNUM24d	Draw 2D shapes and construct 3D shapes for work
FSKNUM25	Use detailed maps to plan travel routes for work	FSKNUM25a	Identify and interpret detailed maps
		FSKNUM25b	Solve problems using maps for travel routes
		FSKNUM25c	Apply information from maps to workplace tasks
FSKNUM26	Read, interpret and use detailed plans, drawings and diagrams for work	FSKNUM26a	Interpret plans, drawings and diagrams and their purpose
		FSKNUM26b	Solve problems using plans, drawings and diagrams
		FSKNUM26c	Check and communicate results

FSKNUM27	Collect, organise and interpret statistical data for work	FSKNUM27a	Prepare to undertake a work related statistical investigation
		FSKNUM27b	Undertake statistical investigation using discrete data
		FSKNUM27c	Extract and interpret information from statistical investigation
FSKNUM28	Use routine formulas and algebraic expressions for work	FSKNUM28a	Develop and use algebraic expressions
		FSKNUM28b	Use routine formulas
FSKNUM29	Use introductory graphical techniques for work	FSKNUM29a	Use the Cartesian plane to represent linear relationships
		FSKNUM29b	Use linear equations and their graphs
		FSKNUM29c	Apply linear equations to workplace
FSKNUM30	Use common functions of a scientific calculator for work	FSKNUM30a	Use the functions of a scientific calculator to solve mathematical calculations for workplace tasks
		FSKNUM30b	Apply processes to workplace tasks
Level 5			
FSKNUM31	Apply a wide range of mathematical calculations for work	FSKNUM31a	Extract, comprehend and analyse mathematical information
		FSKNUM31b	Undertake complex mathematical calculations for workplace tasks
		FSKNUM31c	Check and communicate results
FSKNUM32	Use and calculate with complex measurements for work	FSKNUM32a	Extract and analyse measurement information
		FSKNUM32b	Undertake mathematical processes using measurement
		FSKNUM32c	Check and communicate results
FSKNUM33	Collect, organise and analyse statistical data for work	FSKNUM33a	Prepare to undertake a work related statistical investigation
		FSKNUM33b	Undertake statistical investigation
		FSKNUM33c	Analyse and evaluate statistical investigation
FSKNUM34	Use and apply concepts of probability for work	FSKNUM34a	Demonstrate understanding of the concepts of chance and probability
		FSKNUM34b	Calculate simple probabilities
FSKNUM35	Use algebraic and graphical techniques to analyse mathematical problems for work	FSKNUM35a	Manipulate algebraic expressions
		FSKNUM35b	Draw graphs and interpret the real-life situations they represent
		FSKNUM35c	Solve a range of equations
DIGITAL TECHNOLOGY			
Level 1			
FSKDIG01	Use digital technology for basic workplace tasks	FSKDIG01a	Prepare to use digital technology
		FSKDIG01b	Complete basic workplace task
Level 2			
FSKDIG02	Use digital technology for simple workplace tasks	FSKDIG02a	Prepare to use digital technology
		FSKDIG02b	Complete simple workplace task
Level 3			
FSKDIG03	Use digital technology for routine workplace tasks	FSKDIG03a	Prepare to use digital technology
		FSKDIG03b	Complete routine workplace task