

Victorian Purchasing Guide
for
FSK Foundation Skills
Training Package
Release 2.0

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Victorian Purchasing Guide — Release History

Note: RTOs should refer to the [National Register](#) for the detail of changes made in each Release.

Training Package Release	Date VPG Approved	Comments
FSK Foundation Skills Training Package Release No 2.0	20 December 2019	The second release of the FSK Training Package includes: <ul style="list-style-type: none"> • 3 updated qualifications • 88 updated units of competency • 6 newly created units of competency • 3 existing units of competency superseded into other FSK units of competency
Release 1.0	February 2017	This minor version update includes nominal hours for 1 job seeking unit which was not previously included in the Victorian Purchasing Guide.
Release 1.0	July 2016	This minor version update includes nominal hours for 3 career planning units which were previously not included in the Victorian Purchasing Guide.
Release 1.0	February 2014	This Victorian Purchasing Guide reflects the changes made from Maximum Nominal Hours to Maximum and Minimum Payable Hours.
Release 1.0	August 2013	Primary release of streamlined training package.

FSK Foundation Skills Training Package Release 2.0 Victorian Purchasing Guide

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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 in Victoria responsible for the registration of Vocational Education and Training (VET) providers who offer courses to domestic students in Victoria only.

ASQA is the regulatory authority responsible for the registration of VET providers who offer training in Victoria, nationally and / or internationally.

Transition

The relationship between new units and any superseded or replaced units from the previous version of **FSK Foundation Skills Training and Education Training Package Release 2** is provided in the Training Package Companion Volume Implementation Guide. (See [Companion Volumes](#) for more information).

Information regarding transition information can be obtained from the state or national VET Regulatory Authority (see Contacts and Links section).

RTOs must ensure that all training and assessment leading to issuance of qualifications or Statements of Attainment from the **FSK Foundation Skills Training Package Release 3.0** is conducted against the Training Package units of competency and complies with the assessment requirements.

QUALIFICATIONS

Code	Title	Minimum Payable Hours	Maximum Payable Hours
FSK10119	Certificate I in Access to Vocational Pathways	119	125
FSK10219	Certificate I in Skills for Vocational Pathways	133	140
FSK20119	Certificate II in Skills for Work and Vocational Pathways	190	200

UNITS OF COMPETENCY AND NOMINAL HOURS

Unit Code	Unit Title	Nominal Hours
FSKDIG001	Use digital technology for short and basic workplace tasks	10
FSKDIG002	Use digital technology for routine and simple workplace tasks	10
FSKDIG003	Use digital technology for non-routine workplace tasks	15
FSKLRG001	Prepare to participate in a learning environment	10
FSKLRG002	Identify strategies to respond to short and simple workplace problems	10
FSKLRG003	Use short and simple strategies for career planning	10
FSKLRG004	Use short and simple strategies for work-related learning	15
FSKLRG005	Use strategies to plan simple workplace tasks	10
FSKLRG006	Participate in work placement	10
FSKLRG007	Use strategies to identify job opportunities	15
FSKLRG008	Use simple strategies for work-related learning	15
FSKLRG009	Use strategies to respond to routine workplace problems	15
FSKLRG010	Use routine strategies for career planning	10
FSKLRG011	Use routine strategies for work-related learning	10
FSKLRG012	Apply strategies to plan and manage complex workplace tasks	15
FSKLRG013	Apply strategies to respond to complex workplace problems	20
FSKLRG014	Manage strategies for career progression	15
FSKLRG015	Manage own work-related learning	20
FSKLRG016	Use short and simple strategies to organise highly familiar workplace tasks	10
FSKLRG017	Identify simple strategies to respond to familiar workplace problems	10
FSKLRG018	Develop a plan to organise routine workplace tasks	15

Unit Code	Unit Title	Nominal Hours
FSKNUM001	Use beginning whole number skills up to 100 for work	10
FSKNUM002	Use beginning skills related to time and 2D shapes for work	10
FSKNUM003	Use whole numbers and halves for work	10
FSKNUM004	Use basic and familiar metric measurements for work	10
FSKNUM005	Use familiar 2D shapes for work	10
FSKNUM006	Use simple and highly familiar spatial information for work	10
FSKNUM007	Use simple data for work	10
FSKNUM008	Use whole numbers and simple fractions, decimals and percentages for work	15
FSKNUM009	Use familiar and simple metric measurements for work	15
FSKNUM010	Use common shapes for work	10
FSKNUM011	Use familiar and simple spatial information for work	10
FSKNUM012	Use familiar and simple data for work	10
FSKNUM013	Construct simple tables and graphs for work	15
FSKNUM014	Calculate with whole numbers and familiar fractions, decimals and percentages for work	15
FSKNUM015	Estimate, measure and calculate with routine metric measurements for work	10
FSKNUM016	Interpret, draw and construct routine 2D and 3D shapes for work	15
FSKNUM017	Use familiar and routine maps and plans for work	15
FSKNUM018	Collect data and construct routine tables and graphs for work	15
FSKNUM019	Interpret routine tables, graphs and charts and use information and data for work	15
FSKNUM020	Use familiar, routine functions of a calculator for work	10
FSKNUM021	Apply an expanding range of arithmetical calculations for work	15
FSKNUM022	Use ratios, rates and proportions for complex workplace tasks	15

Unit Code	Unit Title	Nominal Hours
FSKNUM023	Estimate, measure and calculate measurements for work	15
FSKNUM024	Use geometry to draw 2D shapes and construct 3D shapes for work	15
FSKNUM025	Use detailed maps to plan travel routes for work	15
FSKNUM026	Read, interpret and use detailed plans, drawings and diagrams for work	15
FSKNUM027	Collect, organise and interpret statistical data for work	15
FSKNUM028	Use routine formulas and algebraic expressions for work	15
FSKNUM029	Use introductory graphical techniques for work	15
FSKNUM030	Use common functions of a scientific calculator for work	10
FSKNUM031	Apply specialised mathematical calculations for work	20
FSKNUM032	Use and calculate with complex measurements for work	20
FSKNUM033	Collect, organise and analyse statistical data for work	20
FSKNUM034	Use and apply concepts of probability for work	20
FSKNUM035	Use algebraic and graphical techniques to analyse mathematical problems for work	20
FSKNUM036	Use trigonometry for work	20
FSKNUM037	Use introductory matrices for work	20
FSKNUM038	Use introductory vectors	20
FSKNUM039	Use introductory calculus for work	20
FSKNUM040	Identify and interpret common chance events for work	10
FSKNUM041	Use chance and probability calculations for work	20
FSKOCM001	Participate in highly familiar spoken exchanges	10
FSKOCM002	Engage in short and simple spoken exchanges at work	10
FSKOCM003	Participate in familiar spoken interactions at work	10

Unit Code	Unit Title	Nominal Hours
FSKOCCM004	Use oral communication skills to participate in workplace meetings	10
FSKOCCM005	Use oral communication skills for effective workplace presentations	10
FSKOCCM006	Use oral communication skills to participate in workplace teams	10
FSKOCCM007	Interact effectively with others at work	10
FSKOCCM008	Use oral communication skills to facilitate workplace negotiations	15
FSKOCCM009	Use oral communication skills to facilitate workplace meetings	15
FSKOCCM010	Use oral communication skills for complex workplace presentations	15
FSKOCCM011	Use oral communication skills to facilitate complex workplace teams	15
FSKOCCM012	Use oral communication skills to participate in workplace negotiations	10
FSKRDRG001	Recognise extremely short and simple workplace signs and symbols	10
FSKRDRG002	Read and respond to short and simple workplace signs and symbols	10
FSKRDRG004	Read and respond to short and simple workplace information	10
FSKRDRG005	Read and respond to simple and familiar workplace procedures	10
FSKRDRG006	Read and respond to simple informal workplace texts	10
FSKRDRG007	Read and respond to simple workplace information	15
FSKRDRG008	Read and respond to information in routine visual and graphic texts	10
FSKRDRG009	Read and respond to routine standard operating procedures	10
FSKRDRG010	Read and respond to routine workplace information	15
FSKRDRG011	Read and respond to complex workplace information	20
FSKRDRG012	Read and respond to highly complex workplace information	20
FSKWTTG001	Complete personal details on extremely simple and short workplace forms	10
FSKWTTG002	Write short and simple workplace formatted texts	10

Unit Code	Unit Title	Nominal Hours
FSKWTG003	Write short and simple workplace information	10
FSKWTG005	Write simple workplace formatted texts	10
FSKWTG006	Write simple workplace information	15
FSKWTG008	Complete routine workplace formatted texts	10
FSKWTG009	Write routine workplace texts	15
FSKWTG010	Write complex workplace texts	20
FSKWTG011	Write highly complex workplace texts	25

CONTACTS AND LINKS

Curriculum Maintenance Manager (CMM)		
Service Industries	The CMM Service is provided on behalf of Higher Education and Skills. CMM Service Executive Officers can assist with questions on payable and nominal hours.	Name: Cheryl Bartolo / Nadia Casarotto Phone: (03) 9919 5302/5300 Email: sicmm.generalstudies@vu.edu.au
Service Skills Organisation (SSO)		
Price Waterhouse Cooper's Skills for Australia	This SSO is responsible for developing this FSK Foundation Skills Training Package and can be contacted for further information.	Phone: 1800 714 819 Email: info@skillsforaustralia.com See PwC's website for more information.
National Register for VET in Australia		
Training.gov.au (TGA)	TGA is the Australian government's official National Register of information on Training Packages, qualifications, courses, units of competency and RTOs.	See the National Register for more information.
Australian Government		
Department of Employment, Skills, Small and Family Business	The Commonwealth Department is responsible for national policies and programmes that help Australians access quality vocational education and training.	See the Commonwealth Department of Employment, Skills, Small and Family Business website for more information
State Government		
Department of Education and Training (DET)	DET is the State Training Authority responsible for supporting implementation of Vocational Education and Training (VET) in Victoria.	(03) 9637 2000 The Victorian Department of Education and Training website can be found here
National VET Regulatory Authority		
Australian Skills Quality Authority (ASQA)	ASQA is the national regulator for Australia's VET sector.	Info line: 1300 701 801 See the ASQA website for more information
Victorian VET Regulatory Authority		
Victorian Registration and Qualifications Authority (VRQA)	The VRQA is a statutory authority responsible for the registration and regulation of Victorian RTOs and for the regulation of apprenticeships and traineeships in Victoria.	(03) 9637 2806 See the VRQA website for more information.
Industry Regulatory Bodies		
N/A		

GLOSSARY

Code	Nationally endorsed Training Package qualification code.
Title	Nationally endorsed Training Package qualification title.
Unit Code	Nationally endorsed Training Package unit code.
Unit Title	Nationally endorsed Training Package unit title.
Maximum Payable Hours	<p>The maximum number of hours the Victorian Government will subsidise under Skills First funding 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.</p> <p>Minimum payable hours reflect a calculated minimum number of hours that could deliver a minimum realistic vocational outcome, based on efficiencies of contextualisation and integration.</p>
Scope of Registration	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.
Nominal Hours	Nominal hours reflect the anticipated time taken to deliver and assess the outcomes of a unit of competency excluding unsupervised delivery or the time taken for repeated practical application of skills. Nominal hours are determined by the Victorian State Training Authority (DET) and are primarily developed for funding purposes in Victoria.