

FSK FOUNDATION SKILLS
TRAINING PACKAGE
Version 2
WA NOMINAL HOURS GUIDE

Introduction

This Guide has been generated to enable the stakeholders in this Industry in Western Australia to participate in the managed implementation of the National FSK Foundation Skills Training Package Training Package.

This Guide is designed to aid Registered Training Organisations (RTOs) to convert from existing Training Package qualifications to new Training Package qualifications within the scope of their training delivery.

The Guide should be read in conjunction with the endorsed components of the Training Package.

Version 2 of the FSK Foundation Skills Training Package was released by Training.Gov.Au (TGA) on the 14/11/2019.

Transition Arrangements

Registered Training Organisations (RTOs) are required to deliver Training Package qualifications in accordance with the Standards for RTOs. For further information visit the Training Accreditation Council website www.tac.wa.gov.au

Nominal Hours

Nominal hours are the hours of training notionally required to achieve the outcomes of units of competency.

Nominal hours are identified for nationally endorsed qualifications. Nominal hours may vary for a qualification depending on the selection of units of competency.

In Western Australia, nominal hours are used as a mechanism for funding allocation.

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Qualifications and Nominal Hours

The following table provides a summary of the qualifications and nominal hours in the training package.

National Code	National Title	Nominal Hours
FSK10119	Certificate I in Access to Vocational Pathways	115
FSK10219	Certificate I in Skills for Vocational Pathways	115
FSK20119	Certificate II in Skills for Work and Vocational Pathways	205

Units of Competency and Nominal Hours

The following table provides a summary of the units of competency and nominal hours in the training package.

National Code	National 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	10
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	20
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
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	10
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
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 complex 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
FSKOCM004	Use oral communication skills to participate in workplace meetings	10
FSKOCM005	Use oral communication skills for effective workplace presentations	10
FSKOCM006	Use oral communication skills to participate in workplace teams	10
FSKOCM007	Interact effectively with others at work	10
FSKOCM008	Use oral communication skills to facilitate workplace negotiations	15
FSKOCM009	Use oral communication skills to facilitate workplace meetings	15
FSKOCM010	Use oral communication skills for complex workplace presentations	15
FSKOCM011	Use oral communication skills to facilitate complex workplace team interactions	15
FSKOCM012	Use oral communication skills to participate in workplace negotiations	10
FSKRDG001	Recognise extremely short and simple workplace signs and symbols	10
FSKRDG002	Read and respond to short and simple workplace signs and symbols	10
FSKRDG004	Read and respond to short and simple workplace information	10
FSKRDG005	Read and respond to simple and familiar workplace procedures	10
FSKRDG006	Read and respond to simple informal workplace texts	10
FSKRDG007	Read and respond to simple workplace information	15

FSKRDG008	Read and respond to information in routine visual and graphic texts	10
FSKRDG009	Read and respond to routine standard operating procedures	10
FSKRDG010	Read and respond to routine workplace information	15
FSKRDG011	Read and respond to complex workplace information	20
FSKRDG012	Read and respond to highly complex workplace information	20
FSKWTG001	Complete personal details on extremely simple and short workplace forms	10
FSKWTG002	Write short and simple workplace formatted texts	10
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

Mapping Qualifications

The following table provides an overview of the qualifications from version 2 which replace qualifications from the existing version of the FSK Foundation Skills Training Package

Current Qualification				Replacement Qualification		
National Code	National Title	Nominal Hours	E / NE	National Code	National Title	Nominal Hours
FSK10113	Certificate I in Access to Vocational Pathways	115	NE	FSK10119	Certificate I in Access to Vocational Pathways	115
FSK10213	Certificate I in Skills for Vocational Pathways	135	NE	FSK10219	Certificate I in Skills for Vocational Pathways	115
FSK20113	Certificate II in Skills for Work and Vocational Pathways	165	NE	FSK20119	Certificate II in Skills for Work and Vocational Pathways	205

Mapping Units of Competency

The following table provides an overview of the units of competency from version 2 which replace units of competency from the existing version of the FSK Foundation Skills Training Package.

Current Unit				Replacement Unit		
National Code	National Title	Nominal Hours	E / NE	National Code	National Title	Nominal Hours
FSKDIG01	Use digital technology for basic workplace tasks	10	E	FSKDIG001	Use digital technology for short and basic workplace tasks	10
FSKDIG02	Use digital technology for simple workplace tasks	10	E	FSKDIG002	Use digital technology for routine and simple workplace tasks	10
FSKDIG03	Use digital technology for routine workplace tasks	15	E	FSKDIG003	Use digital technology for non-routine workplace tasks	15
FSKLRG01	Prepare to participate in a learning environment	10	E	FSKLRG001	Prepare to participate in a learning environment	10
FSKLRG02	Identify strategies to respond to basic workplace problems	10	E	FSKLRG002	Identify strategies to respond to short and simple workplace problems	10
FSKLRG03	Use basic strategies for career planning	10	E	FSKLRG003	Use short and simple strategies for career planning	10
FSKLRG04	Use basic strategies for work-related learning	15	E	FSKLRG004	Use short and simple strategies for work-related learning	15
FSKLRG05	Use strategies to plan simple workplace tasks	10	E	FSKLRG005	Use strategies to plan simple workplace tasks	10
FSKLRG06	Participate in work placement	10	E	FSKLRG006	Participate in work placement	10
FSKLRG07	Use strategies to identify job opportunities	10	E	FSKLRG007	Use strategies to identify job opportunities	10
FSKLRG08	Use simple strategies for work-related learning	15	E	FSKLRG008	Use simple strategies for work-related learning	15
FSKLRG09	Use strategies to respond to routine workplace problems	15	E	FSKLRG009	Use strategies to respond to routine workplace problems	15
FSKLRG10	Use routine strategies for career planning	10	E	FSKLRG010	Use routine strategies for career planning	10
FSKLRG11	Use routine strategies for work-related learning	10	E	FSKLRG011	Use routine strategies for work-related learning	10
FSKLRG12	Apply strategies to plan and manage complex workplace tasks	15	E	FSKLRG012	Apply strategies to plan and manage complex workplace tasks	15
FSKLRG13	Apply strategies to respond to complex workplace problems	20	E	FSKLRG013	Apply strategies to respond to complex workplace problems	20
FSKLRG14	Manage strategies for career progression	20	E	FSKLRG014	Manage strategies for career progression	20
FSKLRG15	Manage own work-related learning	20	E	FSKLRG015	Manage own work-related learning	20

			New	FSKLRG016	Use short and simple strategies to organise highly familiar workplace tasks	10
			New	FSKLRG017	Identify simple strategies to respond to familiar workplace problems	10
			New	FSKLRG018	Develop a plan to organise routine workplace tasks	15
FSKNUM01	Use beginning whole number skills and money up to one hundred for work	10	E	FSKNUM001	Use beginning whole number skills up to 100 for work	10
FSKNUM02	Use beginning skills related to time and 2D shapes for work	10	E	FSKNUM002	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	E	FSKNUM003	Use whole numbers and halves for work	10
FSKNUM04	Locate, compare and use highly familiar measurements for work	10	E	FSKNUM004	Use basic and familiar metric measurements for work	10
FSKNUM05	Identify and use some common 2D shapes for work	10	E	FSKNUM005	Use familiar 2D shapes for work	10
FSKNUM06	Use highly familiar maps and diagrams for work	10	E	FSKNUM006	Use simple and highly familiar spatial information for work	10
FSKNUM07	Locate specific information in highly familiar tables, graphs and charts for work	10	E	FSKNUM007	Use simple data for work	10
FSKNUM08	Identify and use whole numbers and simple fractions, decimals and percentages for work	15	E	FSKNUM008	Use whole numbers and simple fractions, decimals and percentages for work	15
FSKNUM09	Identify, measure and estimate familiar quantities for work	15	E	FSKNUM009	Use familiar and simple metric measurements for work	15
FSKNUM10	Identify and describe common 2D and some 3D shapes for work	10	E	FSKNUM010	Use common shapes for work	10
FSKNUM11	Read and use familiar maps, plans and diagrams for work	10	E	FSKNUM011	Use familiar and simple spatial information for work	10
FSKNUM12	Identify and interpret information in familiar tables, graphs and charts for work	10	E	FSKNUM012	Use familiar and simple data for work	10
FSKNUM13	Construct simple tables and graphs for work using familiar data	10	E	FSKNUM013	Construct simple tables and graphs for work	10
FSKNUM14	Calculate with whole numbers and familiar fractions, decimals and percentages for work	15	E	FSKNUM014	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	E	FSKNUM015	Estimate, measure and calculate with routine metric measurements for work	10
FSKNUM16	Interpret, draw and construct 2D and 3D shapes for work	15	E	FSKNUM016	Interpret, draw and construct routine 2D and 3D shapes for work	15

FSKNUM17	Use routine maps and plans for work	15	E	FSKNUM017	Use familiar and routine maps and plans for work	15
FSKNUM18	Collect data and construct routine tables and graphs for work	15	E	FSKNUM018	Collect data and construct routine tables and graphs for work	15
FSKNUM19	Interpret routine tables, graphs and charts for work	15	E	FSKNUM019	Interpret routine tables, graphs and charts and use information and data for work	15
FSKNUM20	Use basic functions of a calculator	10	NE	FSKNUM020	Use familiar, routine functions of a calculator for work	10
FSKNUM21	Apply an expanding range of mathematical calculations for work	15	E	FSKNUM021	Apply an expanding range of arithmetical calculations for work	15
FSKNUM22	Use and apply ratios, rates and proportions for work	15	E	FSKNUM022	Use ratios, rates and proportions for complex workplace tasks	15
FSKNUM23	Estimate, measure and calculate measurements for work	15	E	FSKNUM023	Estimate, measure and calculate measurements for work	15
FSKNUM24	Use geometry to draw 2D shapes and construct 3D shapes for work	15	E	FSKNUM024	Use geometry to draw 2D shapes and construct 3D shapes for work	15
FSKNUM25	Use detailed maps to plan travel routes for work	15	E	FSKNUM025	Use detailed maps to plan travel routes for work	15
FSKNUM26	Read, interpret and use detailed plans, drawings and diagrams for work	15	E	FSKNUM026	Read, interpret and use detailed plans, drawings and diagrams for work	15
FSKNUM27	Collect, organise and interpret statistical data for work	15	E	FSKNUM027	Collect, organise and interpret statistical data for work	15
FSKNUM28	Use routine formulas and algebraic expressions for work	15	E	FSKNUM028	Use routine formulas and algebraic expressions for work	15
FSKNUM29	Use introductory graphical techniques for work	15	E	FSKNUM029	Use introductory graphical techniques for work	15
FSKNUM30	Use common functions of a scientific calculator for work	10	E	FSKNUM030	Use common functions of a scientific calculator for work	10
FSKNUM31	Apply a wide range of mathematical calculations for work	20	E	FSKNUM031	Apply specialised mathematical calculations for work	20
FSKNUM32	Use and calculate with complex measurements for work	20	E	FSKNUM032	Use and calculate with complex measurements for work	20
FSKNUM33	Collect, organise and analyse statistical data for work	20	E	FSKNUM033	Collect, organise and analyse complex statistical data for work	20
FSKNUM34	Use and apply concepts of probability for work	20	E	FSKNUM034	Use and apply concepts of probability for work	20
FSKNUM35	Use algebraic and graphical techniques to analyse mathematical problems for work	20	E	FSKNUM035	Use algebraic and graphical techniques to analyse mathematical problems for work	20
FSKNUM36	Use trigonometry for work	20	E	FSKNUM036	Use trigonometry for work	20

FSKNUM37	Use introductory matrices for work	20	E	FSKNUM037	Use introductory matrices for work	20
FSKNUM38	Use introductory vectors for work	20	E	FSKNUM038	Use introductory vectors	20
FSKNUM39	Use introductory calculus for work	20	E	FSKNUM039	Use introductory calculus for work	20
			New	FSKNUM040	Identify and interpret common chance events for work	10
			New	FSKNUM041	Use chance and probability calculations for work	20
FSKOCM01	Participate in highly familiar spoken exchanges	10	E	FSKOCM001	Participate in highly familiar spoken exchanges	10
FSKOCM02	Engage in basic spoken exchanges at work	10	E	FSKOCM002	Engage in short and simple spoken exchanges at work	10
FSKOCM03	Participate in simple spoken interactions at work	10	E	FSKOCM003	Participate in familiar spoken interactions at work	10
FSKOCM04	Use oral communication skills to participate in workplace meetings	10	E	FSKOCM004	Use oral communication skills to participate in workplace meetings	10
FSKOCM05	Use oral communication skills for effective workplace presentations	10	E	FSKOCM005	Use oral communication skills for effective workplace presentations	10
FSKOCM06	Use oral communication skills to participate in workplace teams	10	E	FSKOCM006	Use oral communication skills to participate in workplace teams	10
FSKOCM07	Interact effectively with others at work	10	E	FSKOCM007	Interact effectively with others at work	10
FSKOCM08	Use oral communication skills to facilitate workplace negotiations	15	E	FSKOCM008	Use oral communication skills to facilitate workplace negotiations	15
FSKOCM09	Use oral communication skills to facilitate workplace meetings	15	E	FSKOCM009	Use oral communication skills to facilitate workplace meetings	15
FSKOCM10	Use oral communication skills for complex workplace presentations	15	E	FSKOCM010	Use oral communication skills for complex workplace presentations	15
FSKOCM11	Use oral communication skills to facilitate workplace teams	15	E	FSKOCM011	Use oral communication skills to facilitate complex workplace team interactions	15
			New	FSKOCM012	Use oral communication skills to participate in workplace negotiations	10
FSKRDG01	Recognise highly familiar workplace signs and symbols	10	E	FSKRDG001	Recognise extremely short and simple workplace signs and symbols	10
FSKRDG02	Read and respond to basic workplace signs and symbols	10	E	FSKRDG002	Read and respond to short and simple workplace signs and symbols	10
FSKRDG03	Read and respond to basic workplace instructions	10	E	FSKRDG004	Read and respond to short and simple workplace information	10

FSKRDG04	Read and respond to basic workplace information	10	E	FSKRDG004	Read and respond to short and simple workplace information	10
FSKRDG05	Read and respond to simple workplace procedures	10	E	FSKRDG005	Read and respond to simple and familiar workplace procedures	10
FSKRDG06	Read and respond to simple informal workplace texts	10	E	FSKRDG006	Read and respond to simple informal workplace texts	10
FSKRDG07	Read and respond to simple workplace information	15	E	FSKRDG007	Read and respond to simple workplace information	15
FSKRDG08	Read and respond to routine visual and graphic texts	10	E	FSKRDG008	Read and respond to information in routine visual and graphic texts	10
FSKRDG09	Read and respond to routine standard operating procedures	10	E	FSKRDG009	Read and respond to routine standard operating procedures	10
FSKRDG10	Read and respond to routine workplace information	15	E	FSKRDG010	Read and respond to routine workplace information	15
FSKRDG11	Read and respond to complex workplace information	20	E	FSKRDG011	Read and respond to complex workplace information	20
FSKRDG12	Read and respond to highly complex workplace information	20	E	FSKRDG012	Read and respond to highly complex workplace information	20
FSKWTG01	Write personal details on basic workplace forms	10	E	FSKWTG001	Complete personal details on extremely simple and short workplace forms	10
FSKWTG02	Write basic workplace formatted texts	10	E	FSKWTG002	Write short and simple workplace formatted texts	10
FSKWTG03	Write basic workplace information	10	E	FSKWTG003	Write short and simple workplace information	10
FSKWTG05	Complete simple workplace formatted texts	10	E	FSKWTG005	Write simple workplace formatted texts	10
FSKWTG04	Write simple informal workplace texts	10	E	FSKWTG006	Write simple workplace information	15
FSKWTG06	Write simple workplace information	15	E	FSKWTG006	Write simple workplace information	15
FSKWTG08	Complete routine workplace formatted texts	10	E	FSKWTG008	Complete routine workplace formatted texts	10
FSKWTG09	Write routine workplace texts	15	E	FSKWTG009	Write routine workplace texts	15
FSKWTG07	Write routine formal workplace texts	10	E	FSKWTG009	Write routine workplace texts	15
FSKWTG10	Write complex workplace texts	20	E	FSKWTG010	Write complex workplace texts	20
FSKWTG11	Write highly complex workplace texts	25	E	FSKWTG011	Write highly complex workplace texts	25

Apprenticeships

The following table provides a summary of the apprenticeships that have been affected by changes in this FSK Foundation Skills Training Package update.

Please refer to the current *Register of Class A and B qualifications* found on the Department of Training and Workforce Development website for the official list of apprenticeships in Western Australia.

Current Qualification					Replacement Qualification		
National Code	National Title	Apprenticeship	Nominal Hours	E / NE	National Code	National Title	Nominal Hours

No changes occurred between versions.

Traineeships

The following table provides a summary of the traineeships that have been affected by changes in this FSK Foundation Skills Training Package update.

Please refer to the current *Register of Class A and B qualifications* found on the Department of Training and Workforce Development website for the official list of apprenticeships in Western Australia.

Current Qualification					Replacement Qualification		
National Code	National Title	Traineeship	Nominal Hours	E / NE	National Code	National Title	Nominal Hours

No changes occurred between versions.

Pre-apprenticeships

The following table provides a summary of the pre-apprenticeships that have been affected by changes in this FSK Foundation Skills Training Package update.

Please refer to the current *list of pre-apprenticeship courses* found on the Department of Training and Workforce Development website for the official list of pre-apprenticeships in Western Australia.

Current Qualification					Replacement Qualification		
National Code	National Title	Pre-Apprenticeship	Nominal Hours	E / NE	National Code	National Title	Nominal Hours

No changes occurred between versions.