

MATRIX OF FOUNDATION SKILLS UNITS OF COMPETENCY

ACSF LEVEL	LEARNING				READING	WRITING	ORAL COMMUNICATION				DIGITAL TECHNOLOGY
	Planning/organising	Problem solving	Career planning	Learning to learn			Negotiation	Meetings	Presenting	Team work	
5					FSKRDG12 Read and respond to highly complex workplace information	FSKWTG11 Write highly complex workplace texts					
4	FSKLRG12 Apply strategies to plan and manage complex workplace tasks	FSKLRG13 Apply strategies to respond to complex workplace problems	FSKLRG14 Manage strategies for career progression	FSKLRG15 Manage own work-related learning	FSKRDG11 Read and respond to complex workplace information	FSKWTG10 Write complex workplace texts	FSKOCM08 Use oral communication skills to facilitate workplace negotiations	FSKOCM09 Use oral communication skills to facilitate workplace meetings	FSKOCM10 Use oral communication skills for complex workplace presentations	FSKOCM11 Use oral communication skills to facilitate workplace teams	
3		FSKLRG09 Use strategies to respond to routine workplace problems	FSKLRG10 Use routine strategies for career planning	FSKLRG11 Use routine strategies for work-related learning	FSKRDG10 Read and respond to routine workplace information FSKRDG09 Read and respond to routine standard operating procedures FSKRDG08 Read and respond to routine visual and graphic texts	FSKWTG09 Write routine workplace texts FSKWTG08 Complete routine workplace formatted texts FSKWTG07 Write routine formal workplace texts		FSKOCM04 Use oral communication skills to participate in workplace meetings	FSKOCM05 Use oral communication skills for effective workplace presentations	FSKOCM07 Interact effectively with others at work FSKOCM06 Use oral communication skills to participate in workplace teams	FSKDIG03 Use digital technology for routine workplace tasks
2	FSKLRG05 Use strategies to plan simple workplace tasks		FSKLRG07 Use strategies to identify job opportunities FSKLRG06 Participate in work placement	FSKLRG08 Use simple strategies for work-related learning	FSKRDG07 Read and respond to simple workplace information FSKRDG06 Read and respond to simple informal workplace texts FSKRDG05 Read and respond to simple workplace procedures	FSKWTG06 Write simple workplace information FSKWTG05 Complete simple workplace formatted texts FSKWTG04 Write simple informal workplace texts				FSKOCM03 Participate in simple spoken interactions at work	FSKDIG02 Use digital technology for simple workplace tasks
1		FSKLRG02 Identify strategies to respond to basic workplace problems	FSKLRG03 Use basic strategies for career planning	FSKLRG04 Use basic strategies for work-related learning	FSKRDG04 Read and respond to basic workplace information FSKRDG03 Read and respond to basic workplace instructions FSKRDG02 Read and respond to basic workplace signs and symbols	FSKWTG03 Write basic workplace information FSKWTG02 Write basic workplace formatted texts				FSKOCM02 Engage in basic spoken exchanges at work	FSKDIG01 Use digital technology for basic workplace tasks
Pre Level 1				FSKLRG01 Prepare to participate in a learning environment	FSKRDG01 Recognise highly familiar workplace signs and symbols	FSKWTG01 Write personal details on basic workplace forms				FSKOCM01 Participate in highly familiar spoken exchanges	

FSK10113 Certificate I in Access to Vocational Pathways core units

FSK10213 Certificate I in Skills for Vocational Pathways core units

FSK20113 Certificate II in Skills for Work and Vocational Pathways core units

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ACSF LEVEL	NUMERACY											
	The Numeracy skill group contains units of competency which cover different focus areas of Numeracy informed by the ACSF,											
	Number	Measurement	Space/shape	Data/graphs/stats	Probability	Algebra	Graphs	Trigonometry	Calculator	Introductory matrices	Introductory vectors	Introductory calculus
5	FSKNUM31 Apply a wide range of mathematical calculations for work	FSKNUM32 Use and calculate with complex measurements for work		FSKNUM33 Collect, organise and analyse statistical data for work	FSKNUM34 Use and apply concepts of probability for work	FSKNUM35 Use algebraic and graphical techniques to analyse mathematical problems for work		FSKNUM36 Use trigonometry for work		FSKNUM37 Use introductory matrices for work	FSKNUM38 Use introductory vectors for work	FSKNUM39 Use introductory calculus for work
4	FSKNUM22 Use and apply ratios, rates and proportions for work FSKNUM21 Apply an expanding range of mathematical calculations for work	FSKNUM23 Estimate, measure and calculate measurements for work	FSKNUM26 Read, interpret and use detailed plans, drawings and diagrams for work FSKNUM25 Use detailed maps to plan travel routes for work FSKNUM24 Use geometry to draw 2D shapes and construct 3D shapes for work	FSKNUM27 Collect, organise and interpret statistical data for work		FSKNUM28 Use routine formulas and algebraic expressions for work	FSKNUM29 Use introductory graphical techniques for work		FSKNUM30 Use common functions of a scientific calculator for work			
3	FSKNUM14 Calculate with whole numbers and familiar fractions, decimals and percentages for work	FSKNUM15 Estimate, measure and calculate with routine metric measurements for work	FSKNUM17 Use routine maps and plans for work FSKNUM16 Interpret, draw and construct 2D and 3D shapes for work	FSKNUM19 Interpret routine tables, graphs and charts for work FSKNUM18 Collect data and construct routine tables and graphs for work					FSKNUM20 Use basic functions of a calculator			
2	FSKNUM08 Identify and use whole numbers and simple fractions, decimals and percentages for work	FSKNUM09 Identify, measure and estimate familiar quantities for work	FSKNUM11 Read and use familiar maps, plans and diagrams for work FSKNUM10 Identify and describe common 2D and some 3D shapes for work	FSKNUM13 Construct simple tables and graphs for work using familiar data FSKNUM12 Identify and interpret information in familiar tables, graphs and charts for work								
1	FSKNUM03 Use whole numbers and money up to one thousand for work	FSKNUM04 Locate, compare and use highly familiar measurements for work	FSKNUM06 Use highly familiar maps and diagrams for work FSKNUM05 Identify and use some common 2D shapes for work	FSKNUM07 Locate specific information in highly familiar tables, graphs and charts for work								
Pre Level 1	FSKNUM01 Use beginning whole number skills and money up to one hundred for work	FSKNUM02 Use beginning skills related to time and 2D shapes for work										

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