

# Building strong foundations for training and work

FSK Foundation Skills  
Training Package



Australian Government  
Department of Industry



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**The new Foundation Skills Training Package has been developed to provide more support and deliver better outcomes for all learners. For trainers and providers, this means greater retention and completion rates, and more employable graduates.**

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### Why foundation skills?

Foundation skills are the core competencies we all need in our work and daily lives. These include:

- language, literacy and numeracy skills (LLN)
- work skills, such as collaboration, self-management, problem solving, learning and digital literacy.

Industry and employer groups have identified the need for better foundation skills for Vocational Education and Training (VET) learners and graduates. From the basic to the specialised, foundation skills underpin the successful achievement of vocational competencies at all levels.

Anyone can have difficulty with foundation skills – especially in a new and challenging environment. The FSK Foundation Skills Training Package has been developed to provide more support and deliver better outcomes for learners and trainers alike.

The FSK has been shaped with input from many stakeholders – employers, unions, industry bodies, Registered Training Organisations (RTOs), recruitment agencies and school sector representatives, as well as foundation skills practitioners and vocational specialists.

### How FSK works

The FSK provides new qualifications and units of competency to support and complement a variety of vocational programs. Generic in nature, these units and qualifications can be adapted to suit specific training and work requirements for learners at any level.

There are two broad ways the FSK can be applied to build vocationally relevant foundation skills:

- completion of an FSK qualification or skill set
- inclusion of one or more FSK units of competency in a vocational training program.

The FSK is designed to be used in conjunction with other training packages, and has the flexibility to be used in a wide variety of contexts.

While modes of delivery may vary, FSK emphasises collaboration between foundation skills practitioners and vocational specialists.

### Three new qualifications

FSK qualifications are designed to provide the foundation skills required for entry-level vocational training and employment. Target learners include those outside the workforce, as well as existing workers requiring core skills development to further their vocational training.

The FSK includes three qualifications:

- FSK10113 Certificate I in Access to Vocational Pathways
- FSK10213 Certificate I in Skills for Vocational Pathways
- FSK20113 Certificate II in Skills for Work and Vocational Pathways.

Each qualification comprises a range of core and elective units of competency in learning, numeracy, reading, writing, oral communication, and digital technology. Catering for a wide range of skill levels, the units are aligned with the Australian Core Skills Framework (ACSF), from pre-level 1 to level 5.



## Standalone units to support other programs

At the heart of the FSK are 91 standalone units of competency that vocational trainers can draw on to support the delivery of a wide range of programs. Individual FSK units can be packaged into existing vocational programs to develop the specific skills required to achieve vocational outcomes. This enables RTOs to provide learners with greater support and more opportunity to achieve vocational competency.

RTOs can choose to provide general foundation skills support and development opportunities for all learners in the vocational program. One or more FSK units can be included in the training program, based on the foundation skills demands of the vocational content.

RTOs can also use pre-training assessment to identify the specific foundation skills development needs of individual learners, and tailor the vocational program accordingly.

FSK units can be used in either approach. For example:

An RTO delivering the HLT61107 Advanced Diploma of Nursing (Enrolled/division 2 nursing) could include the numeracy unit *FSKNUM22 Use and apply ratios, rates and proportions for work* in the training program – to ensure that all learners achieve the underpinning numeracy skills required for vocational competency.

An RTO delivering the BSB40807 Certificate IV in Frontline Management could use pre-training assessments to identify gaps in the foundation skills of learners. This may reveal that some learners do not have the necessary oral communication skills, for instance. A training program could then be developed that includes the foundation skills unit *FSKOCM11 Use oral communication skills to facilitate workplace teams*.

## Building strong foundations

Successful delivery of the FSK Foundation Skills Training Package requires both foundation skills practitioners and vocational specialists – to ensure that learners develop the core skills they need, and that these skills are relevant to their vocational pathways. The selection of FSK units should be driven by the needs of the learner and the requirements of the planned vocational outcome.

A range of information and support resources has been developed to provide advice and assistance for vocational practitioners using the FSK.

- **The Building Strong Foundations website** is an online resource providing detailed information and a range of resources.
- **A comprehensive Implementation Guide** assists practitioners in delivering the FSK, providing information and guidance on the structure and key features of the training package.
- **A series of video presentations** provides first hand accounts of the importance of foundation skills for vocational training, and how vocational trainers can put the FSK to work.

These can all be accessed via the Building Strong Foundations section of the Innovation and Business Skills Australia (IBSA) website:

**[www.buildingstrongfoundations.ibsa.org.au](http://www.buildingstrongfoundations.ibsa.org.au)**

The FSK Foundation Skills Training Package is available to view and download via the Training.gov.au website:

**[www.training.gov.au/Training/Details/FSK](http://www.training.gov.au/Training/Details/FSK)**

## FSK Foundation Skills Training Package

Delivering better outcomes for learners, trainers and employers:

- Focusing attention on the core skills required for vocational competency in supporting the development needs of all learners.
- Enabling more vocational trainers and RTOs to create programs that integrate foundation skills.
- Fostering collaboration between foundation skills practitioners and vocational specialists.
- Prioritising the vocational goals of learners alongside the skilling demands of employers and industry.

## Better business through innovation...

Innovation and Business Skills Australia is one of 11 authorised Industry Skills Councils, and is Australia's official voice on skills and training for industries underpinning the innovation economy:

- Business Services
- Cultural & Creative Industries
- Education
- Financial Services
- Information & Communications Technologies
- Printing & Graphic Arts

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IBSA's mission is to build the capability, professionalism and innovative capacity of the Australian workforce. Sharp-focused consultation with industry allows us to gather market intelligence on skill needs and trends. Our workforce development products and services reflect real industry skill requirements and are designed to foster innovation in thinking and practice.

To bring together fresh thinking and sound research IBSA fosters the support and collaboration of informed people from across industry, vocational education and training and research sectors.

For more information about the FSK Foundation Skills Training Package visit:

**[www.buildingstrongfoundations.ibsa.org.au](http://www.buildingstrongfoundations.ibsa.org.au)**

or download the training package from:

**[www.training.gov.au/details/training/details/FSK](http://www.training.gov.au/details/training/details/FSK)**

