FSK10119 – Certificate I in

Access to Vocational Pathways (Digital Literacy)

alffie's FSK10119 - Certificate I in Access to Vocational Pathways Digital Literacy) will prepare students to use digital technology to complete workplace activities.

Throughout this course, alffie's friendly team will assist students in developing skills and knowledge that will enable them to identify and interpret technical instructions, and setup and apply a range of digital technologies to achieve predetermined outcomes.

Course information

Course duration: 5 weeks

Delivery mode: This course is delivered online through written and audiovisual lesson material and interactive assessment activities.

Important note: Enrolment will be valid for up to 12 months.

Units of competency

alffie's FSK10119 - Certificate I in Access to Vocational Pathways (Digital Literacy) includes the units listed below:

- **FSKDIG002 - Use digital technology for routine and simple workplace tasks**

  This unit describes the skills and knowledge required to use digital technology to undertake workplace tasks that are simple and routine in nature. It requires the ability to identify and interpret technical instructions, and setup and apply a range of digital technologies to achieve predetermined outcomes.

- **BSBTEC201 - Use business software applications**

  This unit describes the skills and knowledge required to select and use software and organise electronic information and data.

Why choose an *alffie* nationally accredited short course?

Accredited short courses have been developed and endorsed by industry Skills Service Organisations. A nationally accredited short course reflects employer and student's needs, both now and in the future.

alffie's short courses help students:

✔ Gain a nationally recognised training certificate or Statement of Attainment

✔ Get job ready

✔ Develop their digital literacy

✔ Access opportunities to fast track their personal and professional development.

Students who decide to continue studying will be able to apply for credit transfers in other nationally recognised courses for units of competency they have successfully met all assessment requirements for.

Entry requirements

It is a government requirement that students undertaking Nationally Recognised Training in Australia have a unique student identifier (USI).

To begin this course, students will need a USI. For more information on USIs, go to: www.usi.gov.au

In addition to a USI, to begin and complete this course, students will need:

• Regular access to a computer, tablet or smartphone (note: there may be activities in the course that need to be completed using a desktop computer rather than a tablet or smartphone)

• An email address and regular access to a reliable internet connection

• Basic to intermediate computer, or digital device skills

• To meet certain language, literacy and numeracy (LLN) requirements and pass a short LLN test

• The ability and willingness to study online lesson material and complete all assessment requirements for each unit of competency

• PDF reader software (e.g., Adobe Acrobat) installed on a computer or the digital device being used to access the course

• The ability to communicate directly with alffie in English

• The ability to understand and follow detailed instructions given verbally or written in English.

Outcomes

On completion of this course students will receive a Statement of Attainment for successfully completed units from FSK10119 – Certificate I in Access to Vocational Pathways.

Scan the QR code to see
alffie's full course catalogue

Access these courses with
the *alffie* app.