

Skills for Work and Life

Course Information

This course builds essential foundation skills for entering or re-entering the workforce. Across the combined units, learners practise taking part in simple workplace conversations, using digital technology for basic tasks, planning future career steps, reading everyday workplace information, and writing short, clear messages or documents. The course supports confidence, communication, and readiness for real workplace situations

Ensuring Access to Foundation Skills Training is a joint initiative between the Australian and New South Wales governments

Course Requirements



Enrolment

- Enrolment form
- USI Transcript
- ID
- LLNDE Assessment



Assessment

- Assessment event must be completed satisfactorily for you to be deemed competent in each unit.
- Assessments for this course will include written questions, multiple-choice and short-answer questions, practical portfolios, and roleplays.



Dress Code

- Enclosed shoes with non-slip soles
- Clothing such as long pants, or knee length skirt or shorts, polo shirt or T-shirt



Pre - Requisite

ESL students must have a completed level 2 English to enrol into this course.

Course Details

Course

- Course start date:
- Location: Coffs Coast Community College
- Duration: 6 weeks / 2 days per week
- Time | Days: 9:30am - 3:00pm | Thur & Fri
- Price: \$*

*This training is subsidised by the NSW Government, for eligible students

Unit Codes

Accredited

- FSKDIG002 Use digital technology for routine and simple workplace tasks
- FSKRDG004 Read and respond to short and simple workplace information
- FSKWTG003 Write short and simple workplace information
- FSKOCM002 Engage in short and simple spoken exchanges at work
- FSKLRG003 Use short and simple strategies for career planning

Licensing / Regulatory Requirements

- No licensing, legislative or certification requirements apply to this unit at the time.



Contact Us

Contact our friendly team for more information or to enrol
Coffs Coast Community College reception@coffscollege.nsw.edu.au
or 6652 5378 | ABN: 21 004 738 403 | RTO 90834

Skills for Work and Life

What to expect

- In this course, you will take part in simple, hands on activities that build real workplace confidence. You will practise speaking, reading, writing, and using digital tools in everyday work situations. The learning is supportive, practical, and designed to help you prepare for future job opportunities.

Access Student Support

- The Student Support Officer is located next to reception in the Coffs Harbour office.
- Support may include: Enrolment support, Emotional Support, Learning Support and Assessment support.
- You may also bring your own support to your course
- For complex support need please contact the college on 6652 5378 to discuss options.

Feedback, Complaints & Appeals

- The College welcomes feedback from students as part of its commitment to providing quality service. We strive to respond to all student complaints, enquiries, and problems promptly and courteously. If you have a complaint or problem regarding your course, please speak initially with your trainer. If this is not appropriate or the problem remains unresolved, please put your complaint in writing and forward it to the College. Receipt will be acknowledged in writing to manager@coffscollege.nsw.edu.au

Foundation Skills

Students must be able to use the below foundation skills to participate in this training.

Writing skills to:

- Record feedback from trainer or supervisor

Oral communication skills to:

- Discuss tasks with supervisor, manager or mentor
- Discuss problem-solving strategies with trainer or supervisor

Problem-solving skills to:

- Identify problems and plan strategies for responding to them

Planning and Organising skills to:

- Develop strategies to respond to problems

Learning skills to:

- Take responsibility for organising digital technology for the task



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