

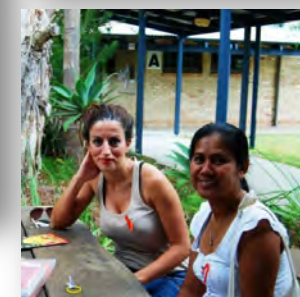
How we learned to love the FSK

Personal reflections on using the Foundation Skills Training Package in vocational learner support

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north coast
TAFE

Ballina Campus



Vocational Training at Ballina Campus

- Business Services
- Information Technology
- Nursing
- Community Welfare
- Child Studies
- North Coast Maritime Training Centre
- Tourism and Hospitality
- Retail
- Education, Employment and Support (us)



**A history of collaboration -
Personalised learning and employment support initiatives**



An evolving process

From tutorial support and individual learning centre to...

Industry-based support

Contextualised support workshops

Team teaching approaches

Co-enrolment in ABE and vocational qualifications

Your Tutor online

Aboriginal Teacher Coach

Different horses for courses

Contextualised support services

Team teaching	IT, Hospitality and Retail
Mentoring support – phone, Skype	Maritime
Academic writing skills	Community Welfare, Nursing and Child Studies
Study groups	Aged Care, Welfare
Co-enrolment	Business Administration

More horses...

Whole-of-Campus services

- Prepare for TAFE study days
- Employment support – resume writing, work experience

LLN in pathways and partnerships

- Aged Care skill sets for CALD or Aboriginal learners
- Hospitality skill sets for youth at risk, CALD learners
- Get Licensed Get Legal Get Work – Foundation skills for Learner Drivers
- Introduction to Computers

All this has led to good relationships and recognition of the value of LLN

Embedding learner support in vocational qualifications

Foundation Skills Training Package

- Lends itself to co-enrolment and embedding of Foundation Skills
- Packaging rules of Training Packages allows inclusion of LLN in vocational training

“Smart and Skilled” Changes to NSW 2015

- Prioritises funding of qualifications
- Demand driven – entitlements for learners
- Completions payment structure
- \$\$\$ for Tutorial Support???

Our Experience: Teaching FSK units within Cert III Business

- 2 FSK units incorporated:
 - FSKWTG09 Write routine workplace texts
 - FSKNUM08 Identify and use whole numbers and simple fractions, decimals and percentages for work
- FSK units counted towards course completion of Cert III Business
- A more seamless delivery
- More financially viable

The students

- Diversity of skills
- Diversity of goals
- Pre-course skills indicators used for information, not exclusion

Certificate III Business Administration

FSKWTG09



BSBWRT301A

FSKNUM08

BSBITU202A

BSBITU304A

BSBITU307A

Other Business units

Writing

Delivery was built around

- Assessment – using scenarios
- Writing process
- Text types (genres)

Students had to plan, draft, edit, publish 3 texts

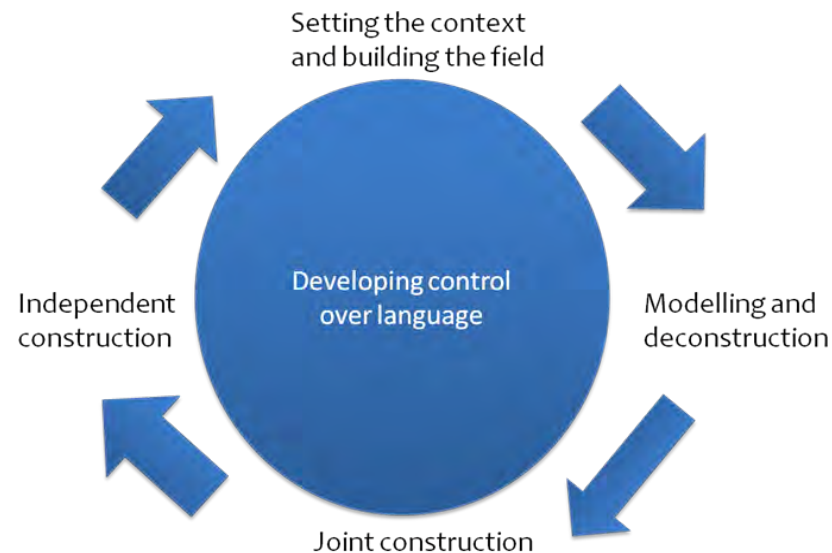
1. Accident report
2. Email response to customer enquiry
3. Letter of complaint



Source: Working Women, [Women's Welfare Blog](#)

Stand-alone delivery enabled a systematic approach

- Discussion of purpose, audience, context
- Use of model texts
- Analysis of text features
- Use of templates
- “Writers’ workshop” atmosphere:
 - ✓ seeking feedback
 - ✓ “critical friends”
 - ✓ sharing good writing ideas
 - ✓ high level of engagement



Source: *The Learning Spy*, <http://www.learningspy.co.uk/featured/language-and-pedagogy/>

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Session	Content	Activities
3	<p>Technology and writing</p> <p>John McWhorter's TED Talk, "Txting is Killing Language"</p> <ul style="list-style-type: none"> • Written/spoken language • Constraints of email communications with customers <p>Assessment Event 2:</p> <ul style="list-style-type: none"> • Critique a model email to a customer • Draft, edit and publish an email response to a customer enquiry 	<p>Sentences</p> <ol style="list-style-type: none"> 1. Correcting <ul style="list-style-type: none"> • Run-on sentences • Subject-verb agreement • Correct pronouns 2. Discussion: avoiding passives
4	<p>Writing formal letters</p> <p>View How Cast: How to Write a Letter of Complaint</p> <ul style="list-style-type: none"> • Characteristics of effective formal letter writing • Adequate detail <p>Assessment Event 3:</p> <ul style="list-style-type: none"> • Examine 4-paragraph structure, model letter • Draft, edit and publish a complaint letter 	<p>Words</p> <p>Proofreading activity:</p> <ul style="list-style-type: none"> • Spelling • Grammar • Punctuation

Opportunities for

Students

- Addressing individual literacy skills gaps
- Getting immediate feedback
- Collaborative editing strategies – a 21st century workplace skill
- Gaining confidence
- Developing essential knowledge and skills for BSBWTG301A

Teachers

- Teaching good written communication skills – politeness, tone and plain English
- Literacy by stealth
- Dealing with sentence- and word-level issues
- Laying the foundations of good writing practice
- Leaving students with a reference bank

Numeracy

Teacher qualifications in Business AND Numeracy

Teaching program included:

- FSKNUM08 Numeracy
- BSBITU202A and BSBITU304A Excel
- BSBITU307A Typing

Delivery of numeracy was mainly embedded within delivery of Business units

Numeracy assessments were partially integrated into Spreadsheets assessments

Opportunities to...

- Discuss individual numeracy needs during typing sessions
- Give individual students extra practice to develop skills in decimals, fractions and percentages where required
- Make sense of fractions and percentages through application to typing speed accuracy
- Relate the maths behind typing speed calculators to the formulas contained in them

Opportunities to...

- Emphasise estimation skills – do Excel formula results make sense?
- Help students understand “The Why”
- Discuss issues of order of operations when developing formulas for Excel
- Seamlessly slip between numeracy and Excel
- Be on the spot for any unexpected numeracy issues in Excel context

Some Specific Numeracy Activities

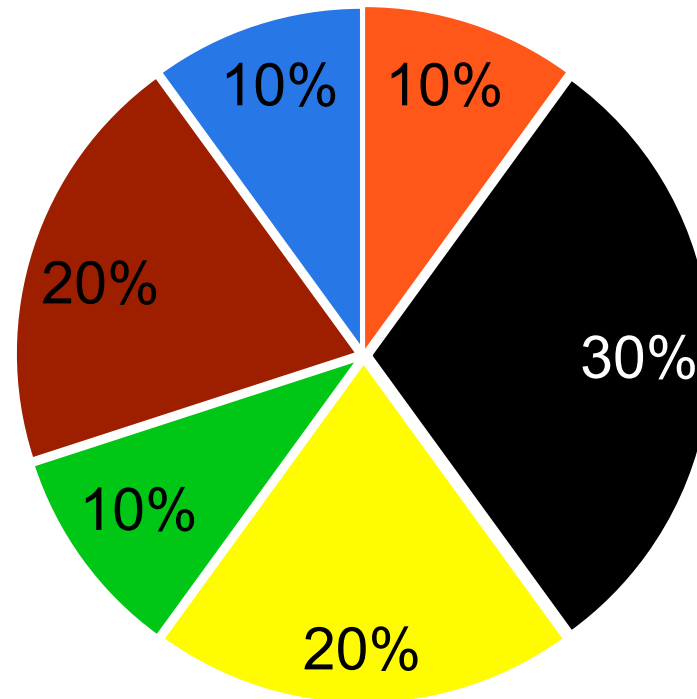
- Small session on what is numeracy
- Number talks and times-table drills
- Practice/ discussion on how to estimate
- Numeracy in the context of manual ordering, invoicing, paying by cheque and receipting of goods and services, including GST calculations
- Completing tables of common decimals, fractions and percentages and discussing ways of quickly calculating these

Activities (cont)

- Business skills checklist problem-solving activities
- Calculating typing speed and accuracy manually
- Completing simple timesheets and calculating pays (before tax)
- Completing excel activities that calculate wages (before tax)
- Creating till change tables (floats) and tallies, calculating daily profit
- M&M's activity

M&M's Activity

- Orange
- Brown
- Yellow
- Green
- Red
- Blue



	A	B	C	D	E	F	G	H
1	Colour	Orange	Brown	Yellow	Green	Red	Blue	Total
2	Number in my Bag	2	6	1	7	5	3	=SUM(B2:G2)
3	My %	=B2/\$H\$2	=C2/\$H\$2	=D2/\$H\$2	=E2/\$H\$2	=F2/\$H\$2	=G2/\$H\$2	=H2/\$H\$2

	A	B	C	D	E	F	G	H
1	Colour	Orange	Brown	Yellow	Green	Red	Blue	Total
2	Number in my Bag	2	6	1	7	5	3	24
3	My %	8%	25%	4%	29%	21%	13%	100%

Reflections: how we learned to love the FSK

- LLN in context rules!
 - Students are motivated
- The FSK is flexible
- Inclusive, “universal design” philosophy – **everyone** likes a bit of support
- Students learned it’s OK to make a mistake – results in more opportunities for learning through reflection

More love...

- Critical thinking and problem solving
- LLN are taught by stealth
- Individual LLN weakness can be quickly picked up and addressed
- Positive reflection

Outcomes

Positives

- Very low drop-out rate
- High completion rate
- High satisfaction
- Post-course pathways to further study and employment
- Strong support from Business Head Teacher

Negatives

- Misgivings amongst Business teachers

What of the future?

- Back to co-enrolments
- FSK20113 Certificate II Skills for Work and Vocational Pathways and Certificate III Business Administration
- Vocational teachers delivering FSK Units?