Foundation skills

Qualification summary

The following table contains a summary of the foundation skills as identified by the industry for this qualification. The foundation skill facets described here are broad industry requirements that may vary depending on qualification packaging.

Guidance for developing summaries is provided overpage.

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| Qualification code:  |  |
| Qualification title: |  |

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| Foundation skill  | Industry/education/legislative/enterprise/community requirements for this qualification include the following facets: |
| Reading Skills to: |  |
| Writing skills to: |  |
| Oral communication skills to: |  |
| Numeracy skills to: |  |
| Learning skills to: |  |
| Problem solving skills to: |  |
| Initiative and enterprise skills to: |  |
| Teamwork skills to: |  |
| Planning and organising skills to: |  |
| Self-management skills to: |  |
| Technology skills to: |  |
| Digital literacy skills to: |  |

General principles for developing foundation skills summaries

* They should be brief but provide a realistic summary of the foundation skills included in the qualification/course.
* They should clearly show where the focus of a qualification/course may be, and which employability skills are most applicable to the needs of the industry or sector.
* As a quality assurance guide, there should be a match between the intended vocational outcomes, the entry requirements, the Australian Quality Framework (AQF) level selected for the qualification and foundation skills.
* Not all foundation skills will be equally represented in all qualifications/courses.
* There are no guidelines for the language in which they should be described but cutting and pasting from foundation skills facets is not recommended.
* State accredited courses are generally targeted at quite specific groups – so examples might be valuable but should not limit the transferability of the skills.
* Think of foundation skills as generic skills as they are not intended to apply only to entry level occupations.
* Foundation skills summaries must be shown in all AQF qualifications. State accrediting bodies have agreed foundation skills summaries should be optional for ‘Courses in’.
* The intent of foundation skills summaries is to enable employers to readily see what foundation skills have been included in the qualification (understanding that skills are assessed holistically as part of the unit). It is also recommended that individual students be encouraged to develop their own foundation skills portfolios.
* Foundation skills summaries might be used as a quality assurance tool by registered training organisations, course coordinators, auditors and others to review and validate assessment strategies for qualifications. This helps ensure that foundation skills are integrated, and the desired emphasis is achieved in the qualification overall.