



CATAPULT

FSKLRG001

Prepare to participate in a learning environment

Table of Contents (Extract)

NOTE: This is a sample only. This cover page is not included in Catapult Smallprint's printed books.

This Table of Contents extract is taken from Catapult Smallprint's full hardcopy Trainer/Assessor Guide for the unit FSKLRG001.

For more information, including using our enhanced online version of this unit in Catapult LMS, or to purchase the Learner or Trainer printed books, please see this unit on our website by clicking this link:

<https://catapultlearning.com.au/product/FSKLRG001/>

Trainer/assessor guide

FSKLRG001

Prepare to participate in a learning environment

Welcome to this unit of study

This unit describes the skills and knowledge required to develop an initial learning plan to engage with formal or informal vocational and/or workplace learning activities. The learning plan includes skills related to digital competency, managing time and commitments, developing a learner/peer support network, and/or developing simple strategies for supported learning. An individual preparing a learning plan will be required to identify learning goals and initial steps required to achieve their learning goals.

An individual performing these tasks operates alongside an expert or mentor where significant support, prompting, advice and modelling can be provided.

This unit applies to individuals who use, or are preparing to use, learning skills to complete workplace activities. This includes existing workers and individuals preparing for employment through vocational education and training. This unit can be integrated and contextualised with vocational training to support achievement of vocational competency.

The unit is aligned to, but does not fully address, the Australian Core Skills Framework (ACSF) learning core skill indicators .01 and .02 at pre-level 1 in the workplace and employment domain of communication.

It may be undertaken as:

- » part of a formal qualification nationally recognised through the Australian Qualifications Framework (AQF)
- » a stand alone unit
- » part of a formal skill set

Contents

About this trainer/assessor guide	4
Learning resource.....	5
Topic 1: Prepare to engage in learning.....	5
Your resource and planning needs for vocational or workplace learning	5
Identify learning goals based on your needs and preferences.....	7
Identify the potential barriers to participating in learning	8
Check your understanding	9
Topic 2: Propose a plan for learning.....	11
Identify how to access learning resources and available support.....	11
Identify the initial steps towards achieving your goals	13
Review your plan with an expert or mentor.....	15
Check your understanding	17
References.....	19
Assessment workbook	21
Unit information	23
What is competency-based assessment?.....	24
How will my competency be assessed?.....	25
Assessment agreement	26
Foundation skills checklist.....	27
Skills recognition.....	28
Topic 1: Prepare to engage in learning.....	29
Topic 2: Propose a plan for learning.....	30
Knowledge questions	31
Topic 1: Prepare to engage in learning.....	32
Topic 2: Propose a plan for learning.....	34
Topic 3: Specific knowledge evidence	36
Performance tasks.....	41
Third party evidence collection agreement	42
Topic 1: Prepare to engage in learning.....	44
Topic 2: Propose a plan for learning.....	46
Completion record.....	48
Unit mapping.....	49
Trainer/ assessor user instructions.....	50

About this trainer/assessor guide

Learning resource

The learning resource is divided into the following topics:

- » Prepare to engage in learning
- » Propose a plan for learning

Each topic provides information to help you gain the skills and knowledge required to perform the work tasks to which they refer. Read the information and practise the skills described. You should also take the opportunity to undertake additional independent research. Your trainer/assessor may also provide supplementary information including interpretation of the contents of this resource.

At the end of each topic is:

- » a set of true or false questions
- » a set of multiple choice questions

These questions provide an opportunity to check your understanding and progress. They are self-marking and do not form part of the assessment for the unit.

Assessment workbook

To have this unit recognised as a formal qualification you need to have your skills and knowledge assessed. The assessment workbook provides:

- » information on competency-based assessment
- » instructions on how you will be assessed
- » assessment tools to assess your competence
- » instructions on how to complete the assessment tasks within each assessment tool

To be assessed as competent you need to provide evidence that you have the skills and knowledge to undertake the requirements of this unit. This assessment of competency is made by a qualified trainer/assessor from a registered training organisation. You must complete all the assessments as directed by your trainer/assessor to the required standard. It is not necessary to work through the guide in the order in which it is written. However this is at the discretion of your trainer/assessor.

Disclaimer

Information contained in this resource is drawn from sources believed to be reliable. The firm, its employees, agents and contractors do not warrant the correctness of the sources used and accept no responsibility to any person for any errors or omissions or for any loss or damage howsoever caused from the use of this resource.
