

# Complementary foundation skills

## Fact sheet

### Overview

The Queensland Government is committed to achieving an open, accessible and inclusive vocational education and training (VET) sector in Queensland.

It provides opportunities for VET learners to build their foundation skills to the level required for the successful completion of their vocational qualification.

Foundation skills refer to the core capabilities required for effective workplace and community participation, and include language, literacy, numeracy (LLN) and employability skills.

It is also recognised that integrated learning support measures and foundation skills development is needed to provide Queenslanders with the opportunity to achieve training outcomes and transition into employment.

This fact sheet outlines a range of foundation skills development opportunities available for Queenslanders that can be tailored to individual needs.

### Queensland Government funded

#### Certificate 3 Guarantee

Certificate 3 Guarantee provides eligible Queenslanders with access to a government-subsidised training place, up to and including their first post-school certificate III qualification.

Foundation skills and lower-level vocational qualifications may also be delivered based on the individual's learning needs.

Under Certificate 3 Guarantee, foundation skills training can be delivered through a single unit or module, multiple units or modules, or a full qualification or course based on the student's needs.

Foundation skills training can be integrated or contextualised within a vocational qualification, delivered as an enabling program (stepping stone approach) or as a concurrent program (parallel learning approach).

Under Certificate 3 Guarantee, foundation skills are not considered an outcome, but part of a pathway for the student to complete vocational qualifications and transition to the workforce or advance in their chosen career.

For more information on Certificate 3 Guarantee, visit [www.training.qld.gov.au](http://www.training.qld.gov.au) or call 1300 369 935.

#### Skilling Queenslanders for Work (SQW)

A range of targeted skills and training programs are available under SQW, with a focus on the delivery of individual tailored support and wrap-around services, which address identified learner barriers.

SQW aims to develop skills and provide direct assistance to those Queenslanders that need the most support to enter and stay in the workforce.



Foundation skills can be delivered stand-alone or integrated within a vocational qualification to support individuals with low levels of LLN.

For more information on SQW, including where projects are being or will be delivered, visit [www.training.qld.gov.au/sqw](http://www.training.qld.gov.au/sqw) or call 1300 369 935.

## Australian Government funded

### Skills for Education and Employment (SEE)

The SEE program provides language, literacy and numeracy training to eligible job seekers to help them participate more effectively in training or in the labour force.

Eligible job seekers are entitled to up to 800 hours of free accredited LLN training.

SEE is offered by a number of providers in Queensland, including TAFE Queensland. For more on eligibility and a list of SEE providers, visit [www.education.gov.au/see-providers](http://www.education.gov.au/see-providers).

### Adult Migrant English Program (AMEP)

AMEP provides up to 510 hours of free English language tuition to eligible migrants and humanitarian entrants to help them learn foundation English language and settlement skills, enabling them to participate socially and economically in Australian society.

The AMEP service provider in Queensland is TAFE Queensland. To find out if you are eligible, visit <https://tafeqld.edu.au/courses/tells/adult-migrant-english-program.html>

## Complementary training

Australian and Queensland Government publicly-funded programs should complement each other and not duplicate services.

Individuals are encouraged to explore all options and see if they are eligible for the Australian Government's

SEE program or AMEP prior to considering the Queensland Government's Certificate 3 Guarantee or SQW initiatives.

Certificate 3 Guarantee and SQW providers are also required to consider eligibility for these Australian Government programs prior to recruiting or enrolling students.

Where appropriate, the Queensland Government supports participation in Certificate 3 Guarantee or SQW by individuals accessing SEE and AMEP assistance, to provide support to enable them to gain skills and transition to employment.

As part of the development of individual training and support plans, Certificate 3 Guarantee and SQW providers should determine whether foundation skills can be delivered concurrently with a vocational qualification, and the appropriate point to commence participation with Certificate 3 Guarantee or SQW.

Certificate 3 Guarantee and SQW providers are also encouraged to work in collaboration with SEE and AMEP providers, and offer flexible entry and exit points to participants to access enabling foundation skills courses.

While complementary training is supported, the Queensland Government considers that enrolment in foundation skills training under Certificate 3 Guarantee or SQW while still participating in SEE or AMEP is not appropriate.

## More information

For more information, visit [www.training.qld.gov.au](http://www.training.qld.gov.au) or call 1300 369 935.

*Version 1.0 – February 2018*