



**Australian Government**

# **FSKRDG12 Read and respond to highly complex workplace information**

**Release: 1**

## FSKRDG12 Read and respond to highly complex workplace information

### Modification History

| Release   | Comments   |
|-----------|--|
| Release 1 | This streamlined version first released with <i>FSK Foundation Skills Training Package version 1.0</i> . |

### Application

This unit describes the skills and knowledge required to analyse, critically evaluate and respond to information from a range of highly complex workplace texts in printed or digital format, such as research reports, technical journals, training manuals, position descriptions and job applications, case studies, policy, legislation and regulations.

This unit applies to individuals who need reading skills at Australian Core Skills Framework (ACSF) level 5 to undertake a vocational training pathway or workplace tasks.

This unit is designed for integration and contextualisation with vocational units to support achievement of vocational competency.

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

### Unit Sector

Reading

## Elements and Performance Criteria

| Element  | Performance Criteria  |
|--|---|
| <i>Elements describe the essential outcomes.</i>                         | <i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>  |
| 1. Prepare to read highly complex workplace texts                        | 1.1 Analyse purpose of texts<br>1.2 Analyse text features   |
| 2. Analyse information in highly complex workplace texts                 | 2.1 Use navigations skills to locate relevant information<br>2.2 Interpret highly specialised workplace terminology in texts<br>2.3 Apply a range of reading strategies to analyse relevant information |
| 3. Evaluate and respond to information in highly complex workplace texts | 3.1 Critically evaluate information in highly complex workplace texts<br>3.2 Use information to respond appropriately   |

## Foundation Skills

*This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.*

| Skill | Performance Criteria | Description   |
|-------|----------------------|---|
|       |                      | <ul style="list-style-type: none"> <li>Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.</li> </ul> |

## Mapping Information

Not applicable

## Links

Companion volumes from the IBSA website - <http://www.ibsa.org.au>