Australian Government

Department of Education, Employment and Workplace Relations

AURC251356A Read in the workplace

Release: 1

AURC251356A Read in the workplace

Modification History

Not Applicable

Unit Descriptor

Unit descriptor	This unit of competency covers the competence required to read business texts/manuals so decisions can be made on similar terms/conditions, or interpret manuals to enable assistance to others for problem solving.

Application of the Unit

Application of the unit	This unit of competence applies to the following and should be contextualised to the qualification to which it is being applied: • retail, service and repair.

Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units	

Employability Skills Information

Employability skills	This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.

| Auto Skills Australia

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Read texts that contain specialist knowledge and may be organised in a variety of formats	1.1. Purpose of text is understood and correctly described 1.2. Main points or ideas presented are described 1.3. New technical words are comprehended 1.4. Meaning of key words and phrases are explained 1.5. Effectiveness of text as an instruction is assessed

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE
This section describes the skills and knowledge required for this unit.
Required skills
• collect, organise and understand information related to reading in the workplace • communicate ideas and information to customers and supervisors related to reading in the workplace • plan and organise activities related to reading in the workplace • work with others and in a team by seeing and conveying information related to the planning, sequencing and completion of the task • use mathematical ideas and techniques to count and measure • establish diagnostic processes which identify methods of reading in the workplace • use the workplace technology related to reading in the workplace
Required knowledge
• reading and interpreting skills • enterprise texts/stationery • enterprise policies and procedures for action required

Evidence Guide

EVIDENCE GUIDE
The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

EVIDENCE GUIDE	
Overview of assessment	
Critical aspects for assessment and evidence required to demonstrate competency in this unit	It is essential that competence is fully observed and there is ability to transfer competence to changing circumstances and to respond to unusual situations in the critical aspects of: • reading and interpreting texts in the workplace • carrying out actions described in written texts • assessing texts for suitability as instructions • communicating effectively with others involved in or affected by the work.
Context of and specific resources for assessment	The following should be made available: • written texts • equipment/material relevant to task • enterprise specific documents (stock records, job cards, repair quotations, personnel records, time sheets, financial drafts and meeting notes) • operational forms/memos/messages/faxes • computer manuals • equipment manuals • internal/external business correspondence/memos • service contracts • dictionaries and other language aids.
Method of assessment	Practical assessments: • read and correctly interpret business texts and documents and take action • carry out tasks from written texts • read equipment manuals to assist in operation and maintenance schedules • assess texts for suitability as instructions.
Guidance information for assessment	

Range Statement

RANGE STATEMENT

RANGE STATEMENT

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

Unit scope	This unit relates to: • reading and understanding texts • reading and interpreting specific business details and documents (e.g. service manuals and service contracts) for passing on to others • reading and interpreting internal/external correspondence and taking action • carrying out tasks as described in texts • assessing texts for suitability as instructions Specific requirements may include: • non-routine operational information only • interpret written text to enable action to be taken
Information	Information may include: • enterprise operating procedures • product manufacturer/component supplier specifications • customer requirements • industry/workplace codes of practice
Occupational health and safety (**OHS**)	OHS requirements may include: • state/territory OHS legislation • award provisions

Unit Sector(s)

Unit sector	Common

Co-requisite units

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Co-requisite units		

Competency field

Competency field	