Assessment Requirements for FSKDIG002 Use digital technology for routine and simple workplace tasks

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Modification History

Release	Comments
Release 1	This version first released with FSK Foundation Skills Training Package Version 2.0.

Performance Evidence

The candidate must demonstrate the ability to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including evidence of the ability to:

• use digital technology to complete at least three routine and simple workplace tasks with different required outcomes and in accordance with workplace procedures.

During the above, the candidate must use the main features and functions of the selected digital technology and suitable security protocols.

Knowledge Evidence

The candidate must be able to demonstrate knowledge to complete the tasks outlined in the elements and performance criteria of this unit, including knowledge of:

• outcomes of routine and simple workplace tasks
• familiar types of digital technology commonly used in the workplace, their purposes and their uses
• familiar workplace instructions and procedures for the use of digital technology relevant to routine and simple workplace tasks
• relevant ethical and security practices applicable to workplace digital technology
• simple conventions of online etiquette
• strategies to review and improve performance.

Assessment Conditions

Competency is to be assessed in the workplace, a workplace simulated environment or a vocational training context.

Skills must be demonstrated using routine and simple tasks that reflect those typically found in a workplace.

The following resources are to be made available:

• an expert or mentor to provide support to learner if requested

- digital technology required to complete the performance evidence
- workplace procedures required to complete the performance evidence
- own familiar support resources.

Assessors must:

- satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards, and
- have sound knowledge of the ACSF, and
- have demonstrable expertise, knowledge and skills in the vocational contextualisation and assessment of digital technology, and
- have completed the following or equivalent:
  - TAESS00009 Address Foundation Skills in Vocational Practice Skill Set; or
  - a higher level education qualification, such as:
    - TAE80113 Graduate Diploma of Adult Language, Literacy and Numeracy Practice (and its equivalent TAE70111); or
    - Bachelor of Education, Graduate Certificate or Graduate Diploma of Education, or higher. This may include qualifications relating to TESOL, adult education or vocational education.

Links

Companion Volume Implementation Guide is found on VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=f572fe10-a855-4986-9295-3852c771f178