



Australian Government

**Assessment Requirements for FSKRDG004
Read and respond to short and simple
workplace information**

Release: 1

Assessment Requirements for FSKRDG004 Read and respond to short and simple workplace information

Modification History

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

Performance Evidence

Evidence of the ability to complete tasks outlined in the elements, performance criteria, and foundation skills of this unit, including on at least one occasion, evidence of the ability to:

- interpret and identify appropriate responses to specific information in at least two different short and simple workplace texts, with at least one being workplace instructions.
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Knowledge Evidence

The candidate must be able to demonstrate the following knowledge to effectively complete the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- personally relevant reasons for reading short and simple workplace texts
- types of short and simple workplace texts and forms
- clear, simple and familiar purpose and uses of short and simple workplace texts
- common features of short and simple workplace texts and their uses
- techniques to navigate short and simple workplace texts to locate general and specific information
- high-frequency words, basic sight words and common phrases
- reading strategies to support recognising and interpreting information in short and simple workplace texts
- methods to check understanding of text
- suitable responses to short and simple workplace information.
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Assessment Conditions

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

Skills must be demonstrated using short and simple information and texts that reflect those typically found in a workplace.

The following resources are to be made available:

- an expert or mentor to provide prompting and advice to learner, as needed
- pictorial or bilingual dictionary
- own familiar support resource
- short and simple workplace information.

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 performance features of the ACSF level being assessed, and
- have demonstrable expertise, knowledge and skills in the vocational contextualisation and assessment of the core skill, reading, 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.
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Links

Companion Volume Implementation Guide is found on VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=f572fe10-a855-4986-9295-3852c771f178>