



Australian Government

FSKRDG004 Read and respond to short and simple workplace information

Release: 1

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.

Application

This unit describes the skills and knowledge required to identify and respond to information in short and simple workplace texts in printed or digital formats, such as short messages (SMS, email, handwritten), notices, simple procedures and instructions, short forms, rosters, simple diagrams and tables.

An individual performing these tasks works alongside an expert or mentor where prompting and advice can be provided as needed.

This unit applies to individuals who use, or are preparing to use, reading skills to complete workplace activities. This includes existing workers and individuals preparing for employment through vocational education and training. This unit can be integrated and contextualised with vocational training to support achievement of vocational competency.

This unit is aligned to, but does not fully address, the Australian Core Skills Framework (ACSF) reading core skill indicators .03 and .04 at level 1 in the workplace and employment domain of communication.

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 short and simple workplace	1.1 Identify personally relevant reason for reading workplace text 1.2 Identify text type

Element	Performance Criteria
text	1.3 Identify audience and highly explicit purpose of text 1.4 Identify key text features
2. Interpret information in text	2.1 Locate relevant information in text for initial understanding 2.2 Identify high-frequency vocabulary in the information 2.3 Use reading strategies to interpret relevant information and construct meaning
3. Check and identify response to text	3.1 Check information has been correctly understood 3.2 Identify appropriate response to information in text

Foundation Skills

This section describes language, literacy, numeracy and employment skills that are essential to performance but not explicit in the performance criteria.

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Unit Mapping Information

Supersedes and is equivalent to FSKRDG04 Read and respond to basic workplace information and FSKRDG03 Read and respond to basic workplace instructions.

Links

Companion Volume Implementation Guide is found on VETNet -

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