



Australian Government

**Assessment Requirements for FSKRDG005
Read and respond to simple and familiar
workplace procedures**

Release: 1

Assessment Requirements for FSKRDG005 Read and respond to simple and familiar workplace procedures

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:

- interpret and identify appropriate response to information in two different simple and familiar workplace procedures.
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Knowledge Evidence

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

- reasons for reading and engaging with simple workplace procedures
- types of workplace procedures
- purpose and uses of simple workplace procedures
- distinguishing features and range of simple workplace procedures, their uses and how to navigate using features
- familiar terminology, vocabulary and acronyms relevant to simple workplace procedures
- techniques to navigate simple workplace procedures to locate general and specific information
- simple sequencing of information in texts
- reading strategies that support the interpretation of simple and familiar workplace procedures
- suitable responses to simple workplace procedures.
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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 simple and familiar procedures with a limited number of steps and 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
- dictionary or online resource to check word meanings
- own familiar support resources
- simple and familiar workplace procedures.

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>