



Australian Government

FSKRDG005 Read and respond to simple and familiar workplace procedures

Release: 1

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.

Application

This unit describes the skills and knowledge required to identify, interpret and respond to information in simple workplace procedures in printed or digital formats, such as safety procedures, safety checks, simple operating procedures, and instructions on machinery or forms.

An individual performing these tasks may work with an expert or mentor where support is available if requested.

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 should 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 2 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 simple and familiar workplace	1.1 Identify purpose for reading and select workplace procedure relevant to task

Element	Performance Criteria
procedure	1.2 Identify audience and purpose of procedure 1.3 Identify text features, including text structure and presence of any visuals
2. Identify and interpret information in procedure	2.1 Navigate text to locate relevant information 2.2 Identify and interpret familiar workplace terminology in text 2.3 Use reading strategies to interpret relevant information and construct meaning
3. Check understanding and identify response to procedure	3.1 Check that information in workplace procedure has been correctly understood 3.2 Use information to identify appropriate response

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 FSKRDG05 Read and respond to simple workplace procedures.

Links

Companion Volume Implementation Guide is found on VETNet -

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