Assessment Requirements for FSKRDG009 Read and respond to routine standard operating procedures

Release: 1

Assessment Requirements for FSKRDG009 Read and respond to routine standard operating 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 at least two different routine standard operating 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 routine standard operating procedures and explicit questions to be answered through reading
- typical audiences of standard workplace operating procedures
- distinguishing text features of routine standard operating procedures
- language features employed as signalling devices in operating procedures
- techniques to navigate routine standard operating procedures to locate information
- techniques to self-monitor reading for sense and accuracy
- techniques to integrate information from visual and written texts
- reading strategies to support the interpretation of routine standard operating procedures
- suitable responses to routine standard operating 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 routine standard operating procedures that reflect those typically found in a workplace.

The following resources are to be made available:

- own familiar support resources
- dictionary or other references to determine the meaning of unknown words
- routine standard operating 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