FSKRDG009 Read and respond to routine standard operating procedures

Release: 1

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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 interpret and respond to routine standard operating procedures in printed or digital formats, such as pre-operational safety checklists, lists of protective and emergency equipment, or steps to undertake when using equipment.

An individual performing these tasks works independently and uses familiar support resources 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 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 3 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
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare to read routine standard operating	1.1 Identify reason for reading procedure and explicit questions to be answered

Element	Performance Criteria
procedure	1.2 Identify purpose of routine standard operating procedure and intended audience
	1.3 Identify text features, including structure and presence of any visuals in the text
	1.4 Identify distinguishing language features
2. Interpret operating procedure	2.1 Use structure and features of operating procedure to navigate text and locate relevant information
	2.2 Identify and interpret 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 standard operating 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 FSKRDG09 Read and respond to routine standard operating procedures.

Links

Companion Volume Implementation Guide is found on VETNet -
https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=f572fe10-a855-4986-9295-3852c771f178