



Australian Government

**Assessment Requirements for FSKRDG010
Read and respond to routine workplace
information**

Release: 1

Assessment Requirements for FSKRDG010 Read and respond to routine workplace information

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 at least two different routine workplace texts.
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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 workplace texts and explicit questions to be answered through reading
- purpose and uses of routine workplace texts
- distinguishing features of routine workplace texts
- some specialised workplace terminology in routine workplace texts
- techniques to navigate routine workplace information using text structure and features
- formal and informal text register of writing
- techniques to self-monitor reading for sense and accuracy
- reading strategies that support the interpretation of information in routine workplace texts
- critical reading techniques to analyse routine workplace information in familiar texts
- suitable responses to routine workplace information.
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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 information and texts 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 workplace information.

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>