



Australian Government

FSKRDG010 Read and respond to routine workplace information

Release: 1

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.

Application

This unit describes the skills and knowledge required to interpret and respond to information in routine workplace texts in printed or digital formats, such as instruction manuals, reports, emails, brochures, work instructions, notices, web pages with data and policies.

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
<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 routine workplace text	1.1 Identify reason for reading text and explicit questions to be answered 1.2 Identify text type 1.3 Identify audience and purpose of text

Element	Performance Criteria
	1.4 Identify distinguishing text features
2. Interpret information in text	2.1 Use structure and features of information to navigate text and locate relevant information 2.2 Identify and interpret workplace terminology in texts 2.3 Use reading strategies to interpret relevant information and construct meaning 2.4 Use critical reading skills to analyse information
3. Check understanding and identify response to text	3.1 Check that information in text has been correctly understood 3.2 Use information to identify appropriate response 3.3 Reflect on text effectiveness in meeting intended text purpose

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 FSKRDG10 Read and respond to routine workplace information.

Links

Companion Volume Implementation Guide is found on VETNet -

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