FSKRDG011 Read and respond to complex workplace information

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 analyse, evaluate and respond to a range of complex workplace texts in printed or digital formats, such as work and organisational plans, training needs analyses, reports, manuals, standard operating procedures, product reviews and flow charts.

An individual performing these tasks works independently and uses support from a range of established resources.

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 4 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 complex workplace text	1.1 Identify text features and confirm text type 1.2 Determine purpose of text

Element	Performance Criteria
	1.3 Identify explicit purpose for reading text and develop a range of questions to be answered through reading
2. Analyse information in text	2.1 Select reading approach and navigate text to identify relevant information
	2.2 Interpret specialised or technical vocabulary in text
	2.3 Apply reading strategies to interpret information
	2.4 Synthesise information and construct meaning
3. Evaluate and respond to information in complex workplace texts	3.1 Critically evaluate information in complex workplace text
	3.2 Evaluate usefulness of text to meet workplace purpose
	3.3 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 FSKRDG11 Read and respond to complex workplace information.

Links

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