



Australian Government

FSKRDG012 Read and respond to highly 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, critically evaluate and respond to information from a range of highly complex workplace texts in printed or digital formats, such as research reports, technical journals, training manuals, position descriptions and job applications, case studies, policy, legislation and regulations.

An individual performing these tasks works autonomously and access and evaluates support from a broad range of sources 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 5 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 highly complex workplace text	1.1 Identify purpose for reading text and information sought 1.2 Identify text features and text type

Element	Performance Criteria
	1.3 Critically analyse purpose of text
2. Analyse information in workplace text	2.1 Navigate text to focus reading effort and locate highly embedded information 2.2 Interpret highly specialised workplace terminology in text 2.3 Apply a range of reading strategies to interpret relevant information 2.4 Synthesise information and construct meaning
3. Evaluate and respond to information in text	3.1 Critically evaluate information in highly complex workplace texts 3.2 Reflect on relevance of text to meet identified need 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 FSKRDG12 Read and respond to highly 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>