



**Australian Government**

# **FSKRDG03 Read and respond to basic workplace instructions**

**Release: 1**

## FSKRDG03 Read and respond to basic workplace instructions

### Modification History

Release	Comments
Release 1	This streamlined version first released with <i>FSK Foundation Skills Training Package version 1.0</i> .

### Application

This unit describes the skills and knowledge required to identify and respond appropriately to information in basic workplace instructions in printed or digital format, such as instructions for safe lifting, emergency evacuation procedures and basic operating procedures.

The unit applies to individuals who need reading skills at Australian Core Skills Framework (ACSF) level 1 to undertake a vocational training pathway or workplace tasks.

This unit is designed for integration and contextualisation with vocational units to support achievement of vocational competency.

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 basic workplace instructions	1.1 Identify audience and purpose of instructions 1.2 Identify the text features
2. Identify information in basic workplace instructions	2.1 Use navigation skills to locate relevant information 2.2 Recognise high-frequency vocabulary 2.3 Use reading strategies to identify relevant information
3. Confirm and respond to basic workplace	3.1 Check that instructions have been correctly understood 3.2 Follow instructions as appropriate

Element	Performance Criteria
instructions	

## Foundation Skills

*This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.*

Skill	Performance Criteria	Description
Oral Communication		<ul style="list-style-type: none"><li>Checks with trainer or supervisor that information is correct and response appropriate</li></ul>

## Mapping Information

Not applicable

## Links

Companion Volume implementation guides are found in VETNet -

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