FSKRDG06 Read and respond to simple informal workplace texts

Release: 1

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Modification History

Release	Comments
Release 1	This streamlined version first released with *FSK Foundation Skills Training Package version 1.0*.

Application

This unit describes the skills and knowledge required to identify, interpret and respond to information in simple informal workplace texts in printed or digital format, such as a written phone message, a note from a supervisor, an email from a team member, message at end of shift, an SMS, an instant message.

This unit applies to individuals who need reading skills at Australian Core Skills Framework (ACSF) level 2 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
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare to read simple informal workplace texts	1.1 Identify audience and purpose of informal text 1.2 Identify text features
2. Identify and interpret information in simple informal workplace texts	2.1 Use navigation skills to locate relevant information 2.2 Identify and interpret high-frequency vocabulary in informal texts 2.3 Use reading strategies to identify and interpret relevant information
3. Confirm understanding and respond to simple informal workplace texts	3.1 Check that information in workplace text has been correctly understood 3.2 Use information to respond appropriately

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		• Checks with trainer or supervisor that information is correct and response is appropriate

Mapping Information

Not applicable

Links

Companion volumes from the IBSA website - http://www.ibsa.org.au