



Australian Government

FSKRDG11 Read and respond to complex workplace information

Release: 1

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

This unit applies to individuals who need reading skills at Australian Core Skills Framework (ACSF) level 4 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 complex workplace texts	1.1 Analyse purpose of text 1.2 Analyse text features
2. Analyse information in complex workplace texts	2.1 Use navigation skills to identify information 2.2 Interpret specialised or technical vocabulary in texts 2.3 Apply reading strategies to interpret and analyse information
3. Evaluate and respond to information in complex workplace texts	3.1 Critically evaluate information in complex workplace text 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
		<ul style="list-style-type: none"> Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Mapping Information

Not applicable

Links

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