



Australian Government

**FSKWTG001 Complete personal details on
extremely simple and short workplace
forms**

Release: 1

FSKWTG001 Complete personal details on extremely simple and short workplace forms

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 complete key personal details on extremely simple and short workplace forms, such as personnel forms, in printed or digital formats.

An individual performing these tasks operates alongside an expert or mentor where significant support, prompting advice and modelling can be provided.

This unit applies to individuals who use, or are preparing to use, writing skills to complete workplace activities. This includes existing workers and individuals preparing for employment through vocational education and training. This unit can be integrated and contextualised with vocational training to support achievement of vocational competency.

The unit is aligned to, but does not fully address, the Australian Core Skills Framework (ACSF) writing core skill indicators .05 and .06 at pre-level 1 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

Writing

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 complete extremely simple and short workplace form	1.1 Identify extremely explicit purpose of form 1.2 Identify extremely simple text features of form

Element	Performance Criteria
2. Complete form with structured support available	2.1 Identify and clarify fields in form requiring personal information 2.2 Write highly familiar personal details in required fields
3. Check complete form with structured support available	3.1 Re-read completed information, checking spelling, word spacing, and use of upper and lower case letters 3.2 Seek feedback on completed form from expert or mentor 3.3 Finalise completed form, integrating provided feedback

Foundation Skills

This section describes language, literacy, numeracy and employment skills that are essential to performance but not explicit in the performance criteria.

Skill	Description
Reading	<ul style="list-style-type: none"> • Reads fields on basic forms e.g. surname, address

Unit Mapping Information

Supersedes and is equivalent to FSKWTG01 Write personal details on basic workplace forms.

Links

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