



Australian Government

**Assessment Requirements for FSKWTG002
Write short and simple workplace
formatted texts**

Release: 1

Assessment Requirements for FSKWTG002 Write short and simple workplace formatted texts

Modification History

Release	Comments
Release 1	This version first released with FSK Foundation Skills Training Package Version 2.0.

Performance Evidence

The candidate must demonstrate the ability to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including evidence of the ability to:

- complete, check and finalise two of the following different short and simple workplace formatted texts for a highly familiar context, in line with required purpose:
 - personnel form: application for leave, time sheets, absent slip
 - checklist
 - maintenance/work log
 - message or note in workplace message proforma
 - roster
 - standard workplace forms, for example, vehicle log or reimbursement form for expenses.
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Knowledge Evidence

The candidate must be able to demonstrate knowledge to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including knowledge of:

- common purposes and uses of short and simple workplace formatted texts
- basic grammatical structures and limited verb tenses
- basic punctuation
- common text features of short and simple workplace formatted texts
- common symbols relevant to workplace formatted texts
- simple strategies to check writing.
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Assessment Conditions

Competency is to be assessed in the workplace, a workplace simulated environment or a vocational training context.

Skills must be demonstrated using short and simple texts and tasks that reflect those typically found in a workplace.

The following resources are to be made available:

- short and simple workplace forms requiring completion
- an expert or mentor to provide prompting and advice to learner, as needed
- functioning computer and keyboard when digital form is being completed in the performance evidence
- own familiar support resources.

Assessors must:

- satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards, and
- have sound knowledge of the ACSF and performance features of the ACSF level being assessed, and
- have demonstrable expertise, knowledge and skills in the vocational contextualisation and assessment of the core skill, writing, and
- have completed the following or equivalent:
 - TAESS00009 Address Foundation Skills in Vocational Practice Skill Set; or
 - a higher level education qualification, such as:
 - TAE80113 Graduate Diploma of Adult Language, Literacy and Numeracy Practice (and its equivalent TAE70111); or
 - Bachelor of Education, Graduate Certificate or Graduate Diploma of Education, or higher. This may include qualifications relating to TESOL, adult education or vocational education.
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Links

Companion Volume Implementation Guide is found on VETNet -

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