Australian Government

FSKWTG002 Write short and simple workplace formatted texts

Release: 1

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.

Application

This unit describes the skills and knowledge required to complete short and simple workplace formatted texts, which have a highly explicit purpose and are in printed or digital formats. Formatted texts include personnel forms, time sheets, checklists, absent slips and maintenance/work logs.

An individual performing these tasks works alongside an expert or mentor where prompting and advice can be provided as needed.

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.

This unit is aligned to, but does not fully address, the Australian Core Skills Framework (ACSF) writing core skill indicators .05 and .06 at 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
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare to complete short and simple workplace formatted text	1.1 Identify highly explicit purpose of text 1.2 Locate very restricted range of text features

Element	Performance Criteria
2. Complete text	2.1 Identify fields in form requiring information
	2.2 Identify basic personal or workplace information required to complete text
	2.3 Write routine, everyday information required by form using limited vocabulary, grammatical accuracy and writing conventions
3. Check completed text	3.1 Check writing by re-reading completed information and make some corrections with guidance
	3.2 Review text for completeness
	3.3 Finalise text based on re-reading

Foundation Skills

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

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Unit Mapping Information

Supersedes and is equivalent to FSKWTG02 Write basic workplace formatted texts.

Links

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

　　　　　　　　　　　　　　　PwC's Skills for Australia