



**Australian Government**

# **Assessment Requirements for FSKWTG005**

## **Write simple workplace formatted texts**

**Release: 1**

## Assessment Requirements for FSKWTG005 Write 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:

- prepare, draft, check and revise two of the following different simple workplace formatted texts appropriate to audience and purpose:
  - simple incident or accident report in organisational template or pro-forma
  - form requiring data, for example, WHS form
  - purchase order or invoice
  - log sheet or diary
  - brief shift report in standard workplace pro-forma
  - standard workplace forms, for example, vehicle log or reimbursement form for expenses
  - telephone message in a template
  - simple internal job application form.
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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 features of simple workplace formatted texts and their uses
- purpose, uses and structures of different simple formatted workplace texts
- simple grammar and vocabulary relevant to self, workplace and everyday life
- basic punctuation
- simple techniques for organising information
- techniques to review and revise formatted texts.

## Assessment Conditions

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

Skills must be demonstrated using simple formatted texts and tasks with a clear purpose that reflect those typically found in a workplace.

The following resources are to be made available:

- simple workplace forms requiring completion
- an expert or mentor to provide support to learner if requested
- functioning computer and keyboard when digital information is being written in the performance evidence
- paper-based or electronic dictionary
- 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>