



Australian Government

FSKWTG005 Write simple workplace formatted texts

Release: 1

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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 simple workplace formatted texts which may be in printed or digital formats, such as simple incident or accident reports in organisational templates, purchase orders, log sheets or diaries, or brief shift notes in standard workplace pro-forma.

An individual performing these tasks may work with an expert or mentor where support is available if requested.

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 should 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) core skill indicators .05 and .06 at level 2 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 simple workplace formatted text	1.1 Identify and confirm audience and purpose of familiar text 1.2 Identify and interpret common text features 1.3 Identify fields in form requiring completion

Element	Performance Criteria
	1.4 Identify personal and familiar workplace information required to complete text
2. Draft text	2.1 Complete text using simple vocabulary, grammatical structures and conventions 2.2 Complete text using appropriate layout and simple organisation principles
3. Revise and finalise text	3.1 Check draft text completeness, accuracy and suitability to audience and purpose 3.2 Review writing, incorporating feedback 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 FSKWTG05 Complete simple 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>