



**Australian Government**

# **FSKWTG006 Write simple workplace information**

**Release: 1**

## FSKWTG006 Write simple workplace information

### 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 write simple workplace information, which may be in printed or digital formats, such as workplace reports, including incident or accident reports, pro-formas or templates, emails, messages, notes, statements or WHS records.

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.

The unit is aligned to, but does not fully address, the Australian Core Skills Framework (ACSF) writing 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 write simple workplace text        | 1.1 Identify and confirm type and purpose of familiar workplace text<br>1.2 Identify audience for workplace text and appropriate register of writing |

| Element                     | Performance Criteria   |
|-----------------------------|--|
|                             | 1.3 Identify common text features and select for use<br>1.4 Identify personal and familiar workplace information required to develop text<br>1.5 Develop plan with a limited number of steps to write text   |
| 2. Draft text               | 2.1 Develop simple structure for text<br>2.2 Write text using simple vocabulary, grammatical structures and conventions<br>2.3 Apply very basic organising principles to sequence information<br>2.4 Layout and present text to meet workplace purpose |
| 3. Review and finalise text | 3.1 Check draft text for completeness, accuracy and suitability to audience and purpose<br>3.2 Review writing, incorporating feedback<br>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 FSKWTG06 Write simple workplace information and FSKWTG04 Write simple informal workplace texts.

## Links

Companion Volume Implementation Guide is found on VETNet -

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