FSKWTG008 Complete routine 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 routine workplace formatted texts, which may be in printed or digital format, such as online training applications, accident or incident reports, job report forms, purchase orders with detailed goods descriptions, shift handover reports, job applications, or performance appraisal forms.

An individual performing these tasks works independently and uses familiar support resources 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 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 3 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 routine workplace formatted text	1.1 Identify audience and purpose of formatted text 1.2 Locate and interpret required fields for completion in formatted text

Element	Performance Criteria
	1.3 Locate and select information required to complete text
	1.4 Plan steps required to complete text
2. Draft text	2.1 Use appropriate vocabulary, grammatical structures and conventions to write text
	2.2 Logically organise and present information in formatted text
3. Review and finalise text	3.1 Review and revise draft text for completeness, accuracy and intended purpose
	3.2 Proof read draft text for spelling, punctuation and grammar
	3.3 Finalise text for use

Foundation Skills

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

Skill	Description
Reading	• Uses a dictionary or online resource to check word meaning and spelling

Unit Mapping Information

Supersedes and is equivalent to FSKWTG08 Complete routine 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