



Australian Government

Assessment Requirements for FSKWTG009

Write routine workplace 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.

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:

- write and review two of the following different routine workplace texts:
 - email or letter for routine workplace communication
 - formal email or letter to client, supplier, contractor or human resources
 - covering letter for job application
 - routine report, for example, accident or incident report
 - instructions for using every day technology, for example, machinery or equipment
 - factual text, for example, job history as part of an application letter, or text following workplace guidelines
 - performance appraisal review form and personal goals
 - record of customer comments regarding quality of service provided
 - notes from a short workplace discussion.
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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 a range of routine workplace texts and their uses
- purpose of different text types, formats and layouts to communicate relevant information and ideas to differing audiences
- techniques for planning routine workplace texts
- methods to organise and sequence information
- informal and formal register and relevance to different workplace audiences and purposes
- grammar and vocabulary appropriate for routine workplace texts
- acronyms and idioms relevant to workplace

- punctuation appropriate to routine formal workplace texts and techniques to use as an aid to meaning
- strategies to spell unfamiliar words
- use and application of automated writing assistance tools, such as spellchecking devices
- techniques to proofread, review and revise texts.
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Assessment Conditions

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

Skills must be demonstrated using routine formal texts and tasks that reflect those typically found in a workplace.

The following resources are to be made available:

- functioning computer and keyboard when digital information is being written in the performance evidence
- paper-based or electronic dictionary
- paper-based or electronic thesaurus
- automated writing assistance tools utilised in the knowledge evidence
- 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>