



Australian Government

FSKWTG009 Write routine workplace texts

Release: 1

FSKWTG009 Write routine workplace texts

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 formal and non-formal routine workplace texts and could be used for a variety of writing types and purposes in printed or digital formats, including letters and emails, instructions, quotation for proposed work factual texts, incident or accident reports, application letter, forms, or formatted job reports.

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.

This 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
<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 routine workplace text	1.1 Identify type and structure of routine workplace text 1.2 Identify audience and purpose of text and determine appropriate register of writing

Element	Performance Criteria
	1.3 Locate and select information required to complete text 1.4 Plan structure of the text and steps required to complete
2. Draft text	2.1 Select text structure, features and layout consistent with text type 2.2 Use drafting strategies to write routine workplace text 2.3 Use appropriate vocabulary, grammatical structures and conventions to write text 2.4 Logically sequence and interrelate information and ideas in draft text 2.5 Format text with appropriate layout and presentation to meet workplace purpose
3. Review and finalise text	3.1 Review and revise draft text for completeness, accuracy and intended purpose 3.2 Check writing is appropriate to workplace audience 3.3 Proof read draft text for spelling, punctuation and grammar 3.4 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.

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Unit Mapping Information

Supersedes and is equivalent to FSKWTG09 Write routine workplace texts and FSKWTG07 Write routine formal workplace texts.

Links

Companion Volume Implementation Guide is found on VETNet -

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