



Australian Government

Assessment Requirements for FSKWTG010

Write complex 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:

- prepare, draft and critically review at least one of the following complex workplace texts appropriate to audience and purpose:
 - induction manual or standard operating procedure used in the workplace
 - report, for example, sales figures with input from a range of sources
 - instruction manual for equipment or machinery
 - detailed instructions for a group activity
 - technical or design brief
 - evacuation instructions
 - formal text that incorporates specific workplace pro-formas and language, for example, agendas, minutes, emails or reports.
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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:

- broad range of complex text types and their uses
- audiences, purposes, features and contexts of complex workplace texts
- informal and formal text registers and application to different audiences
- methods to locate and analyse information required to write complex texts
- methods to synthesise and organise information to populate complex texts
- automated writing assistance tools, such as spellchecking devices
- grammar, vocabulary and punctuation relevant to complex workplace texts
- range of spelling strategies
- techniques to review and revise complex 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 independently using complex texts and tasks that reflect those typically found in a workplace and aligned to ACSF writing level 4.

The following resources are to be made available:

- paper-based or electronic dictionary
- paper-based or electronic thesaurus
- own familiar support resources
- functioning computer and keyboard when digital text is being completed in performance evidence
- resources to support research required to complete the performance or knowledge evidence
- automated writing assistance tools utilised in the knowledge evidence.

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.

Links

Companion Volume Implementation Guide is found on VETNet -

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