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.

Application

This unit describes the skills and knowledge required to write complex workplace texts, which may be in printed or digital formats, such as reports, technical or design briefs, induction manuals, standard operating procedures and instruction manuals.

An individual performing these tasks works independently and uses support from a range of established resources.

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 4 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 write complex workplace text	1.1 Identify type and context of workplace text 1.2 Identify audience and purpose of text, and choose appropriate register 1.3 Identify and select options for text structure, text features, and

Element	Performance Criteria
	text presentation 1.4 Develop plan to draft text in accordance with purpose
2. Develop information for text	2.1 Identify information required to write text 2.2 Extract and analyse information from a range of sources relevant to text purpose 2.3 Synthesise information and organise into logical text structure
3. Draft text	3.1 Use broad vocabulary, grammatical structures and conventions appropriate to text 3.2 Integrate information and sequence ideas in text 3.3 Format text with appropriate structure, layout and organisation to meet workplace purpose
4. Review and finalise text	4.1 Review and revise draft text for accuracy, consistency, structure, cohesion and appropriateness to audience and purpose 4.2 Proofread draft text for spelling, punctuation and grammar 4.3 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.

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

Unit Mapping Information

Supersedes and is equivalent to FSKWTG10 Write complex workplace texts.

Links

Companion Volume Implementation Guide is found on VETNet -
https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=f572fe10-a855-4986-9295-3852c771f178