



Australian Government

Assessment Requirements for FSKWTG011

Write highly 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:

- autonomously prepare, draft and review at least one of the following highly complex workplace texts with highly embedded information appropriate to audience and purpose:
 - management plan
 - story or play with developed storyline or plot
 - organisational plans
 - case analysis report
 - contract for service delivery
 - website content
 - detailed procedural text
 - position paper or report
 - survey
 - laboratory report
 - lengthy essay.
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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:

- audiences, contexts and purposes of highly complex workplace texts
- text layouts, structures and presentation appropriate to highly complex workplace texts
- sophisticated text features appropriate to highly complex workplace texts and their uses
- informal and formal text registers and application
- methods to research, organise and sequence information according to common themes, topics and text structure
- planning techniques to complete workplace texts

- sophisticated stylistic devices such as nominalisation
- automated writing assistance tools, such as spellchecking devices
- grammar, vocabulary and punctuation for highly complex workplace texts
- techniques to review and revise highly 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 using texts and tasks that reflect those typically found in a workplace and aligned to ACSF writing level 5.

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.
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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>