



**Australian Government**

# **Assessment Requirements for FSKWTG01**

## **Write personal details on basic workplace forms**

**Release: 1**

## Assessment Requirements for FSKWTG01 Write personal details on basic workplace forms

### Modification History

Release	Comments
Release 1	This streamlined version first released with <i>FSK Foundation Skills Training Package version 1.0</i> .

### Performance Evidence

Evidence of the ability to:

- complete personal details on basic workplace forms appropriate to audience and purpose (information may be copied from personal documents)
- check completed information is correct.

Evidence must be collected using basic forms typically found in the workplace.

Note: Where a specific volume and/or frequency is not specified, evidence must be provided at least once.

### Knowledge Evidence

Evidence of the following knowledge must be demonstrated:

- purpose and features of basic workplace forms
- writing strategies to complete basic workplace forms.

## **Assessment Conditions**

Assessment texts and tasks reflect those typically found in the workplace.

A significant level of support and advice is available.

Culturally appropriate processes and techniques suited to the language, literacy and numeracy capacity of individuals and the work being performed must be used.

Reasonable adjustment can be made to ensure equity in assessment for people with disabilities.

Assessors must satisfy NVR/AQTF assessor requirements, have sound knowledge of the ACSF and have demonstrable expertise in the vocational contextualisation and assessment of the core skill - writing.

## **Links**

Companion volumes from the IBSA website - <http://www.ibsa.org.au>