



**Australian Government**

# **FSKWTG01 Write personal details on basic workplace forms**

**Release: 1**

## 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> .

### Application

This unit describes the skills and knowledge required to complete personal information on basic workplace forms, such as personnel forms, in printed or digital format.

The unit applies to individuals who need writing skills at Australian Core Skills Framework (ACSF) pre-level 1 to undertake a vocational training pathway or workplace tasks.

This unit is designed for integration and contextualisation with vocational units to support achievement of vocational competency.

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 complete basic workplace forms	1.1 Identify the audience and purpose of basic workplace form 1.2 Identify basic text features 1.3 Identify key personal details required on form
2. Complete and check basic workplace forms	2.1 Use basic writing strategies to record key personal information 2.2 Check information is correct

## Foundation Skills

*This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.*

Skill	Performance Criteria	Description
Reading		<ul style="list-style-type: none"> <li>Reads fields on basic forms e.g. surname, address</li> </ul>
Oral Communication		<ul style="list-style-type: none"> <li>Checks with trainer or supervisor that form is completed correctly</li> </ul>

## Mapping Information

Not applicable

## Links

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