



**Australian Government**

# **Assessment Requirements for FSKWTG05**

## **Complete simple workplace formatted texts**

**Release: 1**

## Assessment Requirements for FSKWTG05 Complete simple workplace formatted texts

### 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 simple workplace formatted texts appropriate to audience and purpose
- review drafts to finalise simple workplace formatted texts.

Evidence must be collected using simple formatted texts 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:

- features of simple workplace formatted texts
- writing strategies – planning, drafting, reviewing – to complete simple workplace formatted texts
- grammar and vocabulary for simple workplace formatted texts
- writing conventions for simple workplace formatted texts.

## **Assessment Conditions**

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

Advice and support is available if requested.

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>