



**Australian Government**

# **Assessment Requirements for FSKWTG09**

## **Write routine workplace texts**

**Release: 1**

# Assessment Requirements for FSKWTG09 Write routine workplace 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:

- write routine workplace texts appropriate to audience and purpose
- review drafts to revise and finalise routine workplace texts.

Evidence must be collected using routine 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 a range of routine workplace texts
- writing strategies – planning, drafting, proofing, reviewing – to complete routine workplace texts
- grammar and vocabulary for routine workplace texts
- writing conventions for routine workplace texts.

## Assessment Conditions

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

Individuals can access own familiar support resources.

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 Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=f572fe10-a855-4986-9295-3852c771f178>