



**Australian Government**

# **Assessment Requirements for FSKWTG10**

## **Write complex workplace texts**

**Release: 1**

# Assessment Requirements for FSKWTG10 Write complex 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 complex workplace texts appropriate to audience and purpose
- critically review drafts to finalise workplace texts.

Evidence must be collected using complex 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 complex workplace texts
- writing strategies – planning, drafting, proofing, reviewing – to produce complex workplace texts
- grammar and vocabulary for complex workplace texts
- writing conventions for complex workplace texts.

## **Assessment Conditions**

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

Individuals can access a range of established 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 volumes from the IBSA website - <http://www.ibsa.org.au>