FSKWTG10 Write complex workplace texts

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Modification History

Release	Comments
Release 1	This streamlined version first released with *FSK Foundation Skills Training Package version 1.0*.

Application

This unit describes the skills and knowledge required to write complex workplace texts which may be in printed or digital format, such as reports, technical or design briefs, induction manuals, standard operating procedures and instruction manuals.

The unit applies to individuals who need writing skills at Australian Core Skills Framework (ACSF) level 4 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
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare to write complex workplace texts	1.1 Identify audience and purpose of complex text 1.2 Identify text features 1.3 Plan to write text
2. Draft complex workplace texts	2.1 Use drafting strategies to write complex text 2.2 Use appropriate layout and organisation 2.3 Use appropriate grammar and vocabulary and writing conventions
3. Review and finalise complex workplace texts	3.1 Critically review draft text 3.2 Revise and finalise text

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
Oral Communication		• Confirms with trainer or supervisor that text is appropriate to audience and purpose

Mapping Information

Not applicable

Links

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