Australian Government

Assessment Requirements for SITXLAN005 Read and write information in a language other than English

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Modification History

Not applicable.

Performance Evidence

Evidence of the ability to complete tasks outlined in elements and performance criteria of this unit in the context of the job role, and:

- read and write information for each of the following workplace documents in a language other than English:
    - brochure or promotional material
    - conference program
    - correspondence
    - menu or wine list
    - report
    - reservation information, schedule or itinerary
- understand and identify above document purpose, main ideas, key issues, facts, attitude and tone of written texts (infrequent use of a dictionary may be made)
- demonstrate understanding of meaning with reasonable accuracy when reading above texts related to straightforward everyday situations
- use linguistic knowledge and skills to communicate meaning effectively in each of the following forms of routine workplace documents (some errors may occur in writing, provided facts are not distorted and meaning is clear):
    - answering queries about products and services
    - conducting simple product and service transactions
    - providing factual information
    - responding to requests for general assistance and factual information.

Knowledge Evidence

Demonstrated knowledge required to complete the tasks outlined in elements and performance criteria of this unit:

- types of visual information in workplace documents that require interpretation:
    - diagrams
    - forms
    - labels
    - maps
    - signs

- tickets
- linguistic knowledge and writing conventions for the language being assessed:
    - grammar, spelling and punctuation conventions
    - features specific to the language
    - vocabulary and sentence structure of the language
    - technical vocabulary required to support specific organisational activities.

Assessment Conditions

Skills must be demonstrated in an operational environment or activity where written communication in languages other than English is required. This can be:

- an industry workplace
- a simulated industry environment.

Assessment must ensure access to:

- industry materials, written in languages other than English.

Assessors must satisfy the Standards for Registered Training Organisations' requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=68c40a93-e51d-4e0f-bc06-899dff092694