



**Australian Government**

**Assessment Requirements for SITXLAN006  
Read and write documents in a language  
other than English**

**Release: 1**

# Assessment Requirements for SITXLAN006 Read and write documents in a language other than English

## 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 in a language other than English for each of the following organisational documents required to fulfil a given job role:
  - brochure or promotional material
  - correspondence
  - media release
  - presentation for customers or colleagues
  - product or operations manual
  - quotation
  - report
- demonstrate understanding of meaning with reasonable accuracy when reading above documents
- write each of the above workplace documents with clear and fluent expression of information and ideas, correct structure, and appropriate style and tone for the audience and workplace situation (rare linguistic errors may occur).

## Knowledge Evidence

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

- linguistic knowledge and writing conventions for the language being assessed:
  - grammar, spelling and punctuation conventions
  - social, workplace and cultural conventions
  - ways to convey nuances of meaning
- technical vocabulary for specific workplace activities
- standard formats and protocols for organisation documents relevant to the workplace.

## 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 documents, 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>