



Australian Government

SITXLN009 Read and write information in a language other than English

Release: 1

SITXLAN009 Read and write information in a language other than English

Modification History

Not applicable.

Application

This unit describes the performance outcomes, skills and knowledge required to read and write workplace information in a language other than English. It covers reading a range of documents and writing routine documents, such as letters and brief reports.

There is no direct parity with any formal language proficiency ratings or assessment framework, but this unit broadly relates to International Second Language Proficiency Ratings (ISLPR) 3.

This unit applies to all industry contexts and individuals working at many different levels of responsibility. This could include frontline, supervisory or management personnel.

This unit applies to proficiency in any language. This unit does not prepare individuals for the role of a translator or interpreter.

The skills in this unit must be applied in accordance with Commonwealth and State/Territory legislation, Australian/New Zealand standards and industry codes of practice.

No occupational licensing, certification or specific legislative requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Competency Field

Languages other than English

Unit Sector

Cross-Sector

Elements and Performance Criteria

ELEMENTS

Elements describe the essential outcomes

1. Read workplace

PERFORMANCE CRITERIA

Performance criteria describe the performance needed to demonstrate achievement of the element.

1.1. Read routine and non-routine workplace documents.

- documents written in a language other than English.
- 1.2. Interpret accompanying visual information to support comprehension.
 - 1.3. Identify main ideas, key facts and requirements.
 - 1.4. Identify and take account of document tone and purpose.
 - 1.5. Act on information and respond to requests, seeking assistance where required.
2. Write simple routine workplace documents in a language other than English.
- 2.1. Prepare accurate routine workplace documents using key words, phrases, simple sentences and visual aids as required to support comprehension.
 - 2.2. Clearly and accurately convey main ideas, facts and details in written text.
 - 2.3. Provide clear written directions and instructions in a correctly ordered sequence.
 - 2.4. Support written communication with use of appropriately sequenced expressions and questions that help define or clarify the goal.
 - 2.5. Write information in appropriate place on standard forms.
 - 2.6. Adhere to workplace and cultural conventions and protocols when preparing written documents.
 - 2.7. Provide written responses to documents in an appropriate form and tone.

Foundation Skills

Foundation skills essential to performance in this unit, but not explicit in the performance criteria are listed here, along with a brief context statement.

SKILLS

DESCRIPTION

- | | |
|-------------------------------|---|
| Reading skills to: | • locate technical vocabulary in dictionaries and phrase books. |
| Oral communication skills to: | • listen to and note specific information. |
| Learning skills to: | • locate key information for work. |

Unit Mapping Information

Supersedes and is equivalent to SITXLAN005 Read and write information in a language other than English.

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=68c40a93-e51d-4e0f-bc06-899dff092694>