



Australian Government

FSKLRG04 Use basic strategies for work-related learning

Release: 1

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Modification History

Release	Comments
Release 1	This streamlined version first released with <i>FSK Foundation Skills Training Package version 1.0</i> .

Application

This unit describes the skills and knowledge required to identify own learning goals and needs to engage in a vocational or workplace learning environment.

The unit applies to individuals who need learning skills at Australian Core Skills Framework (ACSF) level 1 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

Learning

Elements and Performance Criteria

Element	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1. Prepare to engage in learning	1.1 Identify personal learning goals for work 1.2 Identify own learning needs 1.3 Identify preferred approaches to learning 1.4 Identify potential barriers to own learning
2. Use strategies for learning	2.1 Select a short term learning goal 2.2 Identify own knowledge or skills 2.3 Identify basic learning strategies 2.4 Use available support resources

Element	Performance Criteria
	2.5 Develop a basic learning plan
3. Review own learning progress	3.1 Check progress against the learning plan 3.2 Seek feedback from appropriate person 3.3 Identify areas for further learning

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
Reading		Locates and reads information to support own work-related learning
Oral Communication		Discusses progress with trainer or supervisor
Planning and Organising		Develops and following a personal learning plan

Mapping Information

Not applicable

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=f572fe10-a855-4986-9295-3852c771f178>

Assessment Requirements for FSKLRG04 Use basic strategies for work-related learning

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Performance Evidence

Evidence of the ability to:

- develop a basic personal learning plan
- review own progress.

Evidence must be collected using tasks 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:

- own learning goals and needs
- strategies for learning.

Assessment Conditions

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

Advice and support is available.

Culturally appropriate processes and techniques suited to the language, literacy and numeracy capacity of individuals and the work being performed must be used.

Reasonable adjustments 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 - learning.

Links

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