



Australian Government

FSKRDG005 Read and respond to simple and familiar workplace procedures

Release: 1

FSKRDG005 Read and respond to simple and familiar workplace procedures

Modification History

Release	Comments
Release 1	This version first released with FSK Foundation Skills Training Package Version 2.0.

Application

This unit describes the skills and knowledge required to identify, interpret and respond to information in simple workplace procedures in printed or digital formats, such as safety procedures, safety checks, simple operating procedures, and instructions on machinery or forms.

An individual performing these tasks may work with an expert or mentor where support is available if requested.

This unit applies to individuals who use, or are preparing to use, reading skills to complete workplace activities. This includes existing workers and individuals preparing for employment through vocational education and training. This unit should be integrated and contextualised with vocational training to support achievement of vocational competency.

This unit is aligned to, but does not fully address, the Australian Core Skills Framework (ACSF) reading core skill indicators .03 and .04 at level 2 in the workplace and employment domain of communication.

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

Unit Sector

Reading

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 read simple and familiar workplace	1.1 Identify purpose for reading and select workplace procedure relevant to task

Element	Performance Criteria
procedure	1.2 Identify audience and purpose of procedure 1.3 Identify text features, including text structure and presence of any visuals
2. Identify and interpret information in procedure	2.1 Navigate text to locate relevant information 2.2 Identify and interpret familiar workplace terminology in text 2.3 Use reading strategies to interpret relevant information and construct meaning
3. Check understanding and identify response to procedure	3.1 Check that information in workplace procedure has been correctly understood 3.2 Use information to identify appropriate response

Foundation Skills

This section describes language, literacy, numeracy and employment skills that are essential to performance but not explicit in the performance criteria.

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Unit Mapping Information

Supersedes and is equivalent to FSKRDG05 Read and respond to simple workplace procedures.

Links

Companion Volume Implementation Guide is found on VETNet -

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

Assessment Requirements for FSKRDG005 Read and respond to simple and familiar workplace procedures

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Performance Evidence

The candidate must demonstrate the ability to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including evidence of the ability to:

- interpret and identify appropriate response to information in two different simple and familiar workplace procedures.
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Knowledge Evidence

The candidate must be able to demonstrate knowledge to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including knowledge of:

- reasons for reading and engaging with simple workplace procedures
- types of workplace procedures
- purpose and uses of simple workplace procedures
- distinguishing features and range of simple workplace procedures, their uses and how to navigate using features
- familiar terminology, vocabulary and acronyms relevant to simple workplace procedures
- techniques to navigate simple workplace procedures to locate general and specific information
- simple sequencing of information in texts
- reading strategies that support the interpretation of simple and familiar workplace procedures
- suitable responses to simple workplace procedures.
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Assessment Conditions

Competency is to be assessed in the workplace, a workplace simulated environment or a vocational training context.

Skills must be demonstrated using simple and familiar procedures with a limited number of steps and reflect those typically found in a workplace.

The following resources are to be made available:

- an expert or mentor to provide support to learner if requested
- dictionary or online resource to check word meanings
- own familiar support resources
- simple and familiar workplace procedures.

Assessors must:

- satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards, and
- have sound knowledge of the ACSF and performance features of the ACSF level being assessed, and
- have demonstrable expertise, knowledge and skills in the vocational contextualisation and assessment of the core skill, reading, and
- have completed the following or equivalent:
 - TAESS00009 Address Foundation Skills in Vocational Practice Skill Set; or
 - a higher level education qualification, such as:
 - TAE80113 Graduate Diploma of Adult Language, Literacy and Numeracy Practice (and its equivalent TAE70111); or
 - Bachelor of Education, Graduate Certificate or Graduate Diploma of Education, or higher. This may include qualifications relating to TESOL, adult education or vocational education.
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