



Australian Government

FSKRDG007 Read and respond to simple workplace information

Release: 1

FSKRDG007 Read and respond to simple workplace information

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 and familiar workplace texts in printed or digital formats, such as short messages, notices, instructions, forms, rosters, simple diagrams, tables and charts.

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 text	1.1 Identify purpose for reading and select workplace text relevant to task 1.2 Identify text type 1.3 Identify audience and purpose of text

Element	Performance Criteria
	1.4 Identify text structure and distinguishing text features
2. Identify and interpret information in text	2.1 Navigate text to locate relevant information 2.2 Identify and interpret workplace terminology in text 2.3 Use reading strategies to interpret relevant information and construct meaning 2.4 Interpret and analyse information
3. Check understanding and identify response to text	3.1 Check that information in text 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 FSKRDG07 Read and respond to simple workplace information.

Links

Companion Volume Implementation Guide is found on VETNet -
<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=f572fe10-a855-4986-9295-3852c771f178>