



Australian Government

FSKRDG009 Read and respond to routine standard operating procedures

Release: 1

FSKRDG009 Read and respond to routine standard operating 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 interpret and respond to routine standard operating procedures in printed or digital formats, such as pre-operational safety checklists, lists of protective and emergency equipment, or steps to undertake when using equipment.

An individual performing these tasks works independently and uses familiar support resources as needed.

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 3 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 routine standard operating	1.1 Identify reason for reading procedure and explicit questions to be answered

Element	Performance Criteria
procedure	1.2 Identify purpose of routine standard operating procedure and intended audience 1.3 Identify text features, including structure and presence of any visuals in the text 1.4 Identify distinguishing language features
2. Interpret operating procedure	2.1 Use structure and features of operating procedure to navigate text and locate relevant information 2.2 Identify and interpret 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 standard operating 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 FSKRDG09 Read and respond to routine standard operating 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 FSKRDG009 Read and respond to routine standard operating 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 at least two different routine standard operating 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 routine standard operating procedures and explicit questions to be answered through reading
- typical audiences of standard workplace operating procedures
- distinguishing text features of routine standard operating procedures
- language features employed as signalling devices in operating procedures
- techniques to navigate routine standard operating procedures to locate information
- techniques to self-monitor reading for sense and accuracy
- techniques to integrate information from visual and written texts
- reading strategies to support the interpretation of routine standard operating procedures
- suitable responses to routine standard operating 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 routine standard operating procedures that reflect those typically found in a workplace.

The following resources are to be made available:

- own familiar support resources
- dictionary or other references to determine the meaning of unknown words
- routine standard operating 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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