



Australian Government

FSKRDG010 Read and respond to routine workplace information

Release: 1

FSKRDG010 Read and respond to routine 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 interpret and respond to information in routine workplace texts in printed or digital formats, such as instruction manuals, reports, emails, brochures, work instructions, notices, web pages with data and policies.

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 workplace text	1.1 Identify reason for reading text and explicit questions to be answered 1.2 Identify text type 1.3 Identify audience and purpose of text

Element	Performance Criteria
	1.4 Identify distinguishing text features
2. Interpret information in text	2.1 Use structure and features of information to navigate text and locate relevant information 2.2 Identify and interpret workplace terminology in texts 2.3 Use reading strategies to interpret relevant information and construct meaning 2.4 Use critical reading skills to 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 3.3 Reflect on text effectiveness in meeting intended text purpose

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 FSKRDG10 Read and respond to routine workplace information.

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 FSKRDG010 Read and respond to routine workplace information

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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 at least two different routine workplace texts.
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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 workplace texts and explicit questions to be answered through reading
- purpose and uses of routine workplace texts
- distinguishing features of routine workplace texts
- some specialised workplace terminology in routine workplace texts
- techniques to navigate routine workplace information using text structure and features
- formal and informal text register of writing
- techniques to self-monitor reading for sense and accuracy
- reading strategies that support the interpretation of information in routine workplace texts
- critical reading techniques to analyse routine workplace information in familiar texts
- suitable responses to routine workplace information.
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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 information and texts 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 workplace information.

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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