



Australian Government

FSKRDG03 Read and respond to basic workplace instructions

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 and respond appropriately to information in basic workplace instructions in printed or digital format, such as instructions for safe lifting, emergency evacuation procedures and basic operating procedures.

The unit applies to individuals who need reading 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

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 basic workplace instructions	1.1 Identify audience and purpose of instructions 1.2 Identify the text features
2. Identify information in basic workplace instructions	2.1 Use navigation skills to locate relevant information 2.2 Recognise high-frequency vocabulary 2.3 Use reading strategies to identify relevant information
3. Confirm and respond to basic workplace	3.1 Check that instructions have been correctly understood 3.2 Follow instructions as appropriate

Element	Performance Criteria
instructions	

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
Oral Communication		Checks with trainer or supervisor that information is correct and response appropriate

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 FSKRDG03 Read and respond to basic workplace instructions

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Performance Evidence

Evidence of the ability to:

- identify information in basic workplace instructions
- respond appropriately to basic workplace instructions.

Evidence must be collected using basic instructions 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:

- purpose and features of basic workplace instructions
- high-frequency vocabulary in basic workplace instructions
- reading strategies for identifying information in basic workplace instructions.

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 - reading.

Links

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