



Australian Government

FSKRDG04 Read and respond to basic workplace information

Release: 1

FSKRDG04 Read and respond to basic workplace information

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 to information in basic workplace texts in printed or digital format, such as short messages, notices, instructions, forms, rosters, simple diagrams and tables.

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 texts	1.1 Identify the text type 1.2 Identify audience and purpose of text 1.3 Identify the text features
2. Identify information in basic workplace texts	2.1 Use navigation skills to locate relevant information 2.2 Identify high-frequency vocabulary 2.3 Use reading strategies to locate relevant information
3. Confirm understanding	3.1 Check information has been correctly understood

Element	Performance Criteria
and respond to basic workplace texts	3.2 Use information to respond appropriately

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 is 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 FSKRDG04 Read and respond to basic workplace information

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Performance Evidence

Evidence of the ability to:

- identify specific information in basic workplace texts
- respond appropriately to information in workplace texts.

Evidence must be collected using basic texts 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 texts
- high-frequency vocabulary in basic workplace texts
- reading strategies for locating and recognising information in basic workplace texts.

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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