



Australian Government

FSKRDG05 Read and respond to simple workplace procedures

Release: 1

FSKRDG05 Read and respond to simple workplace procedures

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, interpret and respond to information in simple workplace procedures in printed or digital format.

This unit applies to individuals who need reading skills at Australian Core Skills Framework (ACSF) level 2 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 simple workplace procedures	1.1 Identify audience and purpose of procedure 1.2 Identify text features
2. Identify and interpret information in simple workplace procedures	2.1 Use navigation skills to locate relevant information 2.2 Identify and interpret workplace terminology in text 2.3 Use reading strategies to identify and interpret relevant information
3. Confirm understanding and respond to simple	3.1 Check that information in workplace procedures has been correctly understood

Element	Performance Criteria
workplace procedures	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 FSKRDG05 Read and respond to simple workplace procedures

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Performance Evidence

Evidence of the ability to:

- identify and interpret information in simple workplace procedures
- respond appropriately to simple workplace procedures.

Evidence must be collected using procedures 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 simple workplace procedures
- workplace terminology in simple workplace procedures
- reading strategies for identifying and interpreting workplace procedures.

Assessment Conditions

Assessment texts and tasks reflect those typically found in the workplace.

Advice and support is available if requested.

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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