



**Australian Government**

# **FSKRDG07 Read and respond to simple workplace information**

**Release: 1**

## FSKRDG07 Read and respond to simple 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, interpret and respond to information in simple workplace texts in printed or digital format, such as short messages, notices, instructions, forms, rosters, simple diagrams, tables and charts.

The 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 texts                       | 1.1 Identify the text type<br>1.2 Identify audience and purpose<br>1.3 Identify the text features                                                                                                  |
| 2. Identify and interpret information in simple workplace texts | 2.1 Use navigation skills to locate relevant information<br>2.2 Identify and interpret workplace terminology in texts<br>2.3 Use reading strategies to identify and interpret relevant information |

| Element                                                        | Performance Criteria                                                                                     |
|----------------------------------------------------------------|----------------------------------------------------------------------------------------------------------|
|                                                                | 2.4 Use critical reading skills to interpret information                                                 |
| 3. Confirm understanding and respond to simple workplace texts | 3.1 Check that information has been correctly understood<br>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 |                      | <ul style="list-style-type: none"><li>Checks with trainer or supervisor that information is correct and response is appropriate</li></ul> |

## 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 FSKRDG07 Read and respond to simple workplace information

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### Performance Evidence

Evidence of the ability to:

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

Evidence must be collected using simple 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 simple workplace texts
- high-frequency terminology in simple workplace texts
- reading strategies to identify and interpret information in simple workplace texts.

### Assessment Conditions

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

Advice and support 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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<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=f572fe10-a855-4986-9295-3852c771f178>