



Australian Government

FSKRDG10 Read and respond to routine workplace information

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 interpret and respond to information in routine workplace texts in printed or digital format, such as instruction manuals, reports, emails, brochures, work instructions, spreadsheets.

The unit applies to individuals who need reading skills at Australian Core Skills Framework (ACSF) level 3 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 routine workplace texts	1.1 Identify the text type 1.2 Identify audience and purpose of text 1.3 Identify the text features
2. Interpret information in routine workplace texts	2.1 Use navigation skills to locate relevant information 2.2 Identify and interpret workplace terminology in texts 2.3 Use reading strategies to locate and interpret relevant information

Element	Performance Criteria
	2.4 Use critical reading skills to interpret information
3. Confirm understanding and respond to routine workplace texts	3.1 Check that information in routine workplace texts has been correctly understood 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 FSKRDG10 Read and respond to routine workplace information

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Performance Evidence

Evidence of the ability to:

- interpret information in routine workplace texts
- respond appropriately to information in routine workplace texts.

Evidence must be collected using routine workplace 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 routine workplace texts
- some specialised terminology in routine workplace texts
- reading strategies to interpret information in routine workplace texts.

Assessment Conditions

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

Individuals can access own familiar support resources.

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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