



Australian Government

FSKRDG11 Read and respond to complex 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 analyse, evaluate and respond to a range of complex workplace texts in printed or digital format, such as work and organisational plans, training needs analyses, reports, manuals, standard operating procedures, product reviews and flow charts.

This unit applies to individuals who need reading skills at Australian Core Skills Framework (ACSF) level 4 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 complex workplace texts	1.1 Analyse purpose of text 1.2 Analyse text features
2. Analyse information in complex workplace texts	2.1 Use navigation skills to identify information 2.2 Interpret specialised or technical vocabulary in texts 2.3 Apply reading strategies to interpret and analyse information
3. Evaluate and respond to information in complex	3.1 Critically evaluate information in complex workplace text

Element	Performance Criteria
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
		Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

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 FSKRDG11 Read and respond to complex workplace information

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Performance Evidence

Evidence of the ability to:

- analyse and evaluate information from complex workplace texts to complete workplace tasks.

Evidence must be collected using complex 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 complex workplace texts
- specialised or technical vocabulary relevant to complex workplace texts
- reading strategies to analyse and critically evaluate information from complex workplace texts.

Assessment Conditions

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

Individuals can access a range of established 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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