



Australian Government

Assessment Requirements for FSKWTG001

Complete personal details on extremely simple and short workplace forms

Release: 1

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Modification History

Release	Comments
Release 1	This version first released with FSK Foundation Skills Training Package Version 2.0.

Performance Evidence

The candidate must demonstrate the ability to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including evidence of the ability to:

- complete and check highly familiar personal details on two extremely short and simple forms typically found in the workplace.

Information may be copied from personal documents.

Knowledge Evidence

The candidate must be able to demonstrate knowledge to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including knowledge of:

- common purpose and features of extremely short and simple workplace forms
- limited number of highly familiar words required to complete workplace forms
- when to use capital letters in completing personal details
- how to locate extremely familiar words in simple word list or picture dictionary.
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Assessment Conditions

Competency is to be assessed in the workplace, a workplace simulated environment or a vocational training context.

Skills must be demonstrated using extremely short and simple texts and tasks that reflect those typically found in a workplace.

The following resources are to be made available:

- extremely short and simple workplace forms requiring completion
- simple picture, word or bilingual dictionary
- model completed form for learner to copy or check
- simple word list of extremely familiar words required by extremely short and simple workplace forms

- an expert or mentor to initiate and provide highly structured support and modelling to learner
- functioning computer and keyboard when digital form is being completed in the performance evidence.

Assessors must:

- satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards, and
- have sound knowledge of the ACSF and performance features of the ACSF level being assessed, and
- have demonstrable expertise, knowledge and skills in the vocational contextualisation and assessment of the core skill, writing, and
- have completed the following or equivalent:
 - TAESS00009 Address Foundation Skills in Vocational Practice Skill Set; or
 - a higher level education qualification, such as:
 - TAE80113 Graduate Diploma of Adult Language, Literacy and Numeracy Practice (and its equivalent TAE70111); or
 - Bachelor of Education, Graduate Certificate or Graduate Diploma of Education, or higher. This may include qualifications relating to TESOL, adult education or vocational education.
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Links

Companion Volume Implementation Guide is found on VETNet -

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