



Australian Government

FSKWTG001 Complete personal details on extremely simple and short workplace forms

Release: 1

FSKWTG001 Complete personal details on extremely simple and short workplace forms

Modification History

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

Application

This unit describes the skills and knowledge required to complete key personal details on extremely simple and short workplace forms, such as personnel forms, in printed or digital formats.

An individual performing these tasks operates alongside an expert or mentor where significant support, prompting advice and modelling can be provided.

This unit applies to individuals who use, or are preparing to use, writing skills to complete workplace activities. This includes existing workers and individuals preparing for employment through vocational education and training. This unit can be integrated and contextualised with vocational training to support achievement of vocational competency.

The unit is aligned to, but does not fully address, the Australian Core Skills Framework (ACSF) writing core skill indicators .05 and .06 at pre-level 1 in the workplace and employment domain of communication.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Unit Sector

Writing

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 complete extremely simple and short workplace form	1.1 Identify extremely explicit purpose of form 1.2 Identify extremely simple text features of form

Element	Performance Criteria
2. Complete form with structured support available	2.1 Identify and clarify fields in form requiring personal information 2.2 Write highly familiar personal details in required fields
3. Check complete form with structured support available	3.1 Re-read completed information, checking spelling, word spacing, and use of upper and lower case letters 3.2 Seek feedback on completed form from expert or mentor 3.3 Finalise completed form, integrating provided feedback

Foundation Skills

This section describes language, literacy, numeracy and employment skills that are essential to performance but not explicit in the performance criteria.

Skill	Description
Reading	Reads fields on basic forms e.g. surname, address

Unit Mapping Information

Supersedes and is equivalent to FSKWTG01 Write personal details on basic workplace forms.

Links

Companion Volume Implementation Guide is found on VETNet -

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

Assessment Requirements for FSKWTG001 Complete personal details on extremely simple and short workplace forms

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.
-

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.
 -

Links

Companion Volume Implementation Guide is found on VETNet -

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