



Australian Government

FSKWTG002 Write short and simple workplace formatted texts

Release: 1

FSKWTG002 Write short and simple workplace formatted texts

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 short and simple workplace formatted texts, which have a highly explicit purpose and are in printed or digital formats. Formatted texts include personnel forms, time sheets, checklists, absent slips and maintenance/work logs.

An individual performing these tasks works alongside an expert or mentor where prompting and advice can be provided as needed.

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.

This unit is aligned to, but does not fully address, the Australian Core Skills Framework (ACSF) writing core skill indicators .05 and .06 at 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 short and simple workplace formatted text	1.1 Identify highly explicit purpose of text 1.2 Locate very restricted range of text features

Element	Performance Criteria
2. Complete text	2.1 Identify fields in form requiring information 2.2 Identify basic personal or workplace information required to complete text 2.3 Write routine, everyday information required by form using limited vocabulary, grammatical accuracy and writing conventions
3. Check completed text	3.1 Check writing by re-reading completed information and make some corrections with guidance 3.2 Review text for completeness 3.3 Finalise text based on re-reading

Foundation Skills

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

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

Unit Mapping Information

Supersedes and is equivalent to FSKWTG02 Write basic workplace formatted texts.

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 FSKWTG002 Write short and simple workplace formatted texts

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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, check and finalise two of the following different short and simple workplace formatted texts for a highly familiar context, in line with required purpose:
 - personnel form: application for leave, time sheets, absent slip
 - checklist
 - maintenance/work log
 - message or note in workplace message proforma
 - roster
 - standard workplace forms, for example, vehicle log or reimbursement form for expenses.
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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 purposes and uses of short and simple workplace formatted texts
- basic grammatical structures and limited verb tenses
- basic punctuation
- common text features of short and simple workplace formatted texts
- common symbols relevant to workplace formatted texts
- simple strategies to check writing.
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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 short and simple texts and tasks that reflect those typically found in a workplace.

The following resources are to be made available:

- short and simple workplace forms requiring completion
- an expert or mentor to provide prompting and advice to learner, as needed
- functioning computer and keyboard when digital form is being completed in the performance evidence
- own familiar support resources.

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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