



Australian Government

FSKWTG003 Write short and simple workplace information

Release: 1

FSKWTG003 Write short and simple workplace information

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 write short and simple workplace information which has a highly explicit purpose and is in printed or digital formats. Information may include simple emails and messages, SMS texts, instant messages, short activity or process summaries and personnel forms.

An individual performing these tasks operates 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 write short and simple workplace information	1.1 Identify highly explicit purpose of information 1.2 Locate very restricted range of text features 1.3 Identify key personal and workplace information required to draft

Element	Performance Criteria
	text
2. Draft information	2.1 Develop simple structure for information to be written 2.2 Draft information using limited vocabulary, grammatical accuracy and writing conventions
3. Check and finalise information	3.1 Check writing by re-reading completed information and make some corrections with guidance 3.2 Check that information is suitable for identified purpose 3.3 Finalise information 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.

Skill	Description
Reading	Uses simple processes to make links between two or more pieces of information

Unit Mapping Information

Supersedes and is equivalent to FSKWTG03 Write basic workplace information.

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 FSKWTG003 Write short and simple workplace information

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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 texts for a highly familiar context:
 - workplace email
 - short electronic message text
 - simple email
 - simple message
 - instant message
 - short activity or process summary
 - simple information about workplace matter.
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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:

- purpose and uses of common short and simple workplace information types
- basic grammatical structures and limited verb tenses
- basic punctuation
- common text features of short and simple workplace texts and uses of simple text structures
- 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:

- an expert or mentor to provide prompting and advice to learner, as needed
- functioning digital technology when digital information is being written in the performance evidence
- paper-based or electronic dictionary
- 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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