



Australian Government

FSKWTG005 Write simple workplace formatted texts

Release: 1

FSKWTG005 Write 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 simple workplace formatted texts which may be in printed or digital formats, such as simple incident or accident reports in organisational templates, purchase orders, log sheets or diaries, or brief shift notes in standard workplace pro-forma.

An individual performing these tasks may work with an expert or mentor where support is available if requested.

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 should 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) core skill indicators .05 and .06 at level 2 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 simple workplace formatted text	1.1 Identify and confirm audience and purpose of familiar text 1.2 Identify and interpret common text features 1.3 Identify fields in form requiring completion

Element	Performance Criteria
	1.4 Identify personal and familiar workplace information required to complete text
2. Draft text	2.1 Complete text using simple vocabulary, grammatical structures and conventions 2.2 Complete text using appropriate layout and simple organisation principles
3. Revise and finalise text	3.1 Check draft text completeness, accuracy and suitability to audience and purpose 3.2 Review writing, incorporating feedback 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 FSKWTG05 Complete simple 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 FSKWTG005 Write 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:

- prepare, draft, check and revise two of the following different simple workplace formatted texts appropriate to audience and purpose:
 - simple incident or accident report in organisational template or pro-forma
 - form requiring data, for example, WHS form
 - purchase order or invoice
 - log sheet or diary
 - brief shift report in standard workplace pro-forma
 - standard workplace forms, for example, vehicle log or reimbursement form for expenses
 - telephone message in a template
 - simple internal job application form.
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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 features of simple workplace formatted texts and their uses
- purpose, uses and structures of different simple formatted workplace texts
- simple grammar and vocabulary relevant to self, workplace and everyday life
- basic punctuation
- simple techniques for organising information
- techniques to review and revise formatted texts.

Assessment Conditions

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

Skills must be demonstrated using simple formatted texts and tasks with a clear purpose that reflect those typically found in a workplace.

The following resources are to be made available:

- simple workplace forms requiring completion
- an expert or mentor to provide support to learner if requested
- functioning computer and keyboard 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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