



Australian Government

FSKWTG008 Complete routine workplace formatted texts

Release: 1

FSKWTG008 Complete routine 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 routine workplace formatted texts, which may be in printed or digital format, such as online training applications, accident or incident reports, job report forms, purchase orders with detailed goods descriptions, shift handover reports, job applications, or performance appraisal forms.

An individual performing these tasks works independently and uses familiar support resources 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 should 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 level 3 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 routine workplace formatted text	1.1 Identify audience and purpose of formatted text 1.2 Locate and interpret required fields for completion in formatted text

Element	Performance Criteria
	1.3 Locate and select information required to complete text 1.4 Plan steps required to complete text
2. Draft text	2.1 Use appropriate vocabulary, grammatical structures and conventions to write text 2.2 Logically organise and present information in formatted text
3. Review and finalise text	3.1 Review and revise draft text for completeness, accuracy and intended purpose 3.2 Proof read draft text for spelling, punctuation and grammar 3.3 Finalise text for use

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 a dictionary or online resource to check word meaning and spelling

Unit Mapping Information

Supersedes and is equivalent to FSKWTG08 Complete routine 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 FSKWTG008 Complete routine 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 and review two of the following different routine workplace formatted texts appropriate to audience and purpose:
 - workplace form or template, for example, incident report form including sections for description of incident, action taken, and follow up action required
 - job application or training request form
 - shift handover report in template
 - pro-formas, for example, purchase orders requiring detailed descriptions of goods
 - job report form, for example, vehicle maintenance record form
 - performance appraisal review 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 routine workplace formatted texts and their uses
- the purpose and use of different formatted texts to communicate relevant information and ideas to differing audiences
- techniques for planning completion of routine workplace formatted texts
- methods to organise and sequence information
- grammar and vocabulary appropriate for routine workplace formatted texts
- strategies to spell unfamiliar words
- punctuation appropriate to routine workplace formatted texts
- techniques to proofread, review and revise texts.
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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 routine formatted texts and tasks that reflect those typically found in a workplace.

The following resources are to be made available:

- routine workplace forms requiring completion
- 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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