



Australian Government

FSKWTG009 Write routine workplace texts

Release: 1

FSKWTG009 Write routine workplace 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 write formal and non-formal routine workplace texts and could be used for a variety of writing types and purposes in printed or digital formats, including letters and emails, instructions, quotation for proposed work factual texts, incident or accident reports, application letter, forms, or formatted job reports.

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.

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 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 write routine workplace text	1.1 Identify type and structure of routine workplace text 1.2 Identify audience and purpose of text and determine appropriate register of writing

Element	Performance Criteria
	1.3 Locate and select information required to complete text 1.4 Plan structure of the text and steps required to complete
2. Draft text	2.1 Select text structure, features and layout consistent with text type 2.2 Use drafting strategies to write routine workplace text 2.3 Use appropriate vocabulary, grammatical structures and conventions to write text 2.4 Logically sequence and interrelate information and ideas in draft text 2.5 Format text with appropriate layout and presentation to meet workplace purpose
3. Review and finalise text	3.1 Review and revise draft text for completeness, accuracy and intended purpose 3.2 Check writing is appropriate to workplace audience 3.3 Proof read draft text for spelling, punctuation and grammar 3.4 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.

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

Unit Mapping Information

Supersedes and is equivalent to FSKWTG09 Write routine workplace texts and FSKWTG07 Write routine formal workplace 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 FSKWTG009 Write routine workplace texts

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:

- write and review two of the following different routine workplace texts:
 - email or letter for routine workplace communication
 - formal email or letter to client, supplier, contractor or human resources
 - covering letter for job application
 - routine report, for example, accident or incident report
 - instructions for using every day technology, for example, machinery or equipment
 - factual text, for example, job history as part of an application letter, or text following workplace guidelines
 - performance appraisal review form and personal goals
 - record of customer comments regarding quality of service provided
 - notes from a short workplace discussion.
-

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 a range of routine workplace texts and their uses
- purpose of different text types, formats and layouts to communicate relevant information and ideas to differing audiences
- techniques for planning routine workplace texts
- methods to organise and sequence information
- informal and formal register and relevance to different workplace audiences and purposes
- grammar and vocabulary appropriate for routine workplace texts
- acronyms and idioms relevant to workplace

- punctuation appropriate to routine formal workplace texts and techniques to use as an aid to meaning
- strategies to spell unfamiliar words
- use and application of automated writing assistance tools, such as spellchecking devices
- techniques to proofread, review and revise 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 routine formal texts and tasks that reflect those typically found in a workplace.

The following resources are to be made available:

- functioning computer and keyboard when digital information is being written in the performance evidence
- paper-based or electronic dictionary
- paper-based or electronic thesaurus
- automated writing assistance tools utilised in the knowledge 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.
-

Links

Companion Volume Implementation Guide is found on VETNet -

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