



Australian Government

FSKWTG011 Write highly complex workplace texts

Release: 1

FSKWTG011 Write highly complex 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 highly complex workplace texts which may be in printed or digital formats, such as position papers or reports, organisational plans, complex instructions, case analysis reports, contracts, web content or promotional material.

An individual performing these tasks works autonomously and accesses and evaluates support from a broad range of sources 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 5 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 highly complex workplace text	1.1 Identify audience and purpose of text 1.2 Identify and select options for text type, layout and presentation 1.3 Identify and select text features appropriate to text

Element	Performance Criteria
2. Develop information for text	2.1 Identify and research information required to write text 2.2 Analyse information and synthesise to support text purpose 2.3 Reflect on information gathered and organise information into structure that supports purpose and format of text 2.4 Develop plan to draft text
3. Draft text	3.1 Draft text with sophisticated vocabulary, grammatical structures and conventions 3.2 Sequence text to convey evidence and support findings 3.3 Evaluate options for text layout and presentation to support the purpose and format of the text 3.4 Use and apply relevant formatting and referencing conventions, as required
4. Review text	4.1 Critically reflect on and evaluate the drafting process and workplace text 4.2 Proofread writing and revise for accuracy, consistency, structure, cohesion and appropriateness to purpose and audience 4.3 Finalise highly complex workplace 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
Learning	• Problem solve to select appropriate text layouts, presentation and features in highly complex workplace texts • Plan, organise and analyse information

Unit Mapping Information

Supersedes and is equivalent to FSKWTG11 Write a highly complex workplace text.

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 FSKWTG011 Write highly complex workplace 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:

- autonomously prepare, draft and review at least one of the following highly complex workplace texts with highly embedded information appropriate to audience and purpose:
 - management plan
 - story or play with developed storyline or plot
 - organisational plans
 - case analysis report
 - contract for service delivery
 - website content
 - detailed procedural text
 - position paper or report
 - survey
 - laboratory report
 - lengthy essay.
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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:

- audiences, contexts and purposes of highly complex workplace texts
- text layouts, structures and presentation appropriate to highly complex workplace texts
- sophisticated text features appropriate to highly complex workplace texts and their uses
- informal and formal text registers and application
- methods to research, organise and sequence information according to common themes, topics and text structure
- planning techniques to complete workplace texts

- sophisticated stylistic devices such as nominalisation
- automated writing assistance tools, such as spellchecking devices
- grammar, vocabulary and punctuation for highly complex workplace texts
- techniques to review and revise highly complex 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 texts and tasks that reflect those typically found in a workplace and aligned to ACSF writing level 5.

The following resources are to be made available:

- paper-based or electronic dictionary
- paper-based or electronic thesaurus
- own familiar support resources
- functioning computer and keyboard when digital text is being completed in performance evidence
- resources to support research required to complete the performance or knowledge evidence
- automated writing assistance tools utilised in the knowledge evidence.

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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