



Australian Government

FSKWTG01 Write personal details on basic workplace forms

Release: 1

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Modification History

Release	Comments
Release 1	This streamlined version first released with <i>FSK Foundation Skills Training Package version 1.0</i> .

Application

This unit describes the skills and knowledge required to complete personal information on basic workplace forms, such as personnel forms, in printed or digital format.

The unit applies to individuals who need writing skills at Australian Core Skills Framework (ACSF) pre-level 1 to undertake a vocational training pathway or workplace tasks.

This unit is designed for integration and contextualisation with vocational units to support achievement of vocational competency.

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 basic workplace forms	1.1 Identify the audience and purpose of basic workplace form 1.2 Identify basic text features 1.3 Identify key personal details required on form
2. Complete and check basic workplace forms	2.1 Use basic writing strategies to record key personal information 2.2 Check information is correct

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance Criteria	Description
Reading		Reads fields on basic forms e.g. surname, address
Oral Communication		Checks with trainer or supervisor that form is completed correctly

Mapping Information

Not applicable

Links

Companion Volume implementation guides are found in VETNet -

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

Assessment Requirements for FSKWTG01 Write personal details on basic workplace forms

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Performance Evidence

Evidence of the ability to:

- complete personal details on basic workplace forms appropriate to audience and purpose (information may be copied from personal documents)
- check completed information is correct.

Evidence must be collected using basic forms typically found in the workplace.

Note: Where a specific volume and/or frequency is not specified, evidence must be provided at least once.

Knowledge Evidence

Evidence of the following knowledge must be demonstrated:

- purpose and features of basic workplace forms
- writing strategies to complete basic workplace forms.

Assessment Conditions

Assessment texts and tasks reflect those typically found in the workplace.

A significant level of support and advice is available.

Culturally appropriate processes and techniques suited to the language, literacy and numeracy capacity of individuals and the work being performed must be used.

Reasonable adjustment can be made to ensure equity in assessment for people with disabilities.

Assessors must satisfy NVR/AQTF assessor requirements, have sound knowledge of the ACSF and have demonstrable expertise in the vocational contextualisation and assessment of the core skill - writing.

Links

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