



Australian Government

FSKWTG03 Write basic workplace information

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 write basic workplace texts which may be in printed or digital format, such as simple emails, SMSs, personnel forms, time sheets and checklists.

The unit applies to individuals who need writing skills at Australian Core Skills Framework (ACSF) 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 write basic workplace texts	1.1 Recognise the audience and purpose of workplace text 1.2 Recognise text features 1.3 Identify relevant key personal or workplace information required in text
2. Use writing strategies to write basic workplace texts	2.1 Identify writing strategies to use when writing text 2.2 Write text using appropriate grammar and vocabulary and writing conventions

Element	Performance Criteria
3. Review and finalise basic workplace texts	3.1 Check written text 3.2 Seek advice and assistance from supervisor or trainer on draft where required 3.3 Finalise text

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 formatted text e.g. surname, address, date, signature
Oral Communication		Discusses text with others e.g. trainer or supervisor during planning, drafting, reviewing

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 FSKWTG03 Write basic workplace information

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Performance Evidence

Evidence of the ability to:

- write basic workplace texts appropriate to audience and purpose
- check drafts to finalise basic workplace texts.

Evidence must be collected using basic texts 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 texts
- writing strategies for basic workplace texts
- grammar and vocabulary for basic workplace texts
- writing conventions for basic workplace texts.

Assessment Conditions

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

Advice and support 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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