



Australian Government

Assessment Requirements for FSKWTG04

Write simple informal workplace texts

Release: 1

Assessment Requirements for FSKWTG04 Write simple informal workplace texts

Modification History

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

Performance Evidence

Evidence of the ability to:

- write simple informal workplace texts appropriate to audience and purpose
- review drafts to finalise informal workplace texts.

Evidence must be collected using simple informal 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:

- features of simple informal workplace texts
- writing strategies – planning, drafting, reviewing – to complete simple informal workplace texts
- grammar and vocabulary for simple informal workplace texts
- writing conventions for simple informal workplace texts.

Assessment Conditions

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

Advice and support is available if requested.

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

Companion volumes from the IBSA website - <http://www.ibsa.org.au>