



Australian Government

Assessment Requirements for FSKWTG07

Write routine formal workplace texts

Release: 1

Assessment Requirements for FSKWTG07 Write routine formal 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 routine formal workplace texts appropriate to audience and purpose
- review drafts to revise and finalise formal workplace texts.

Evidence must be collected using routine formal 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 routine formal workplace texts
- writing strategies – planning, drafting, proofing, reviewing – to complete routine formal workplace texts
- grammar and vocabulary for routine formal workplace texts
- writing conventions for routine formal workplace texts.

Assessment Conditions

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

Individuals can access own familiar support resources.

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>