



Australian Government

FSKWTG11 Write highly complex workplace texts

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

The unit applies to individuals who need writing skills at Australian Core Skills Framework (ACSF) level 5 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 highly complex workplace texts	1.1 Identify audience and purpose of a highly complex text 1.2 Identify text features 1.3 Plan to write text
2. Draft highly complex workplace texts	2.1 Use drafting strategies to write complex text 2.2 Use appropriate layout and organisation 2.3 Use appropriate language features and writing conventions

Element	Performance Criteria
3. Review and finalise highly complex workplace texts	3.1 Review and critically reflect on draft text 3.2 Revise and 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
Oral Communication		Confirms with trainer or supervisor that text is appropriate to audience and purpose

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 FSKWTG11 Write highly complex workplace texts

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Performance Evidence

Evidence of the ability to:

- write highly complex workplace texts appropriate to audience and purpose.

Evidence must be collected using highly complex 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 highly complex workplace texts
- writing strategies – planning, drafting, proofreading, reviewing – to produce highly complex workplace texts
- grammar and vocabulary for highly complex workplace texts
- writing conventions for highly complex workplace texts.

Assessment Conditions

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

Individuals can access a broad range of 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

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