



Australian Government

SITXLAN006 Read and write documents in a language other than English

Release: 1

SITXLAN006 Read and write documents in a language other than English

Modification History

Not applicable.

Application

This unit describes the performance outcomes, skills and knowledge required to read and write a range of workplace documents in a language other than English at a high level of complexity and fluency, including summarising texts, and reproducing information from texts in one language to prepare a text in another.

There is no direct parity with any formal language proficiency ratings or assessment framework, but this unit broadly relates to International Second Language Proficiency Ratings (ISLPR) 4 to 4+.

The unit applies to all industry contexts and to individuals working at different levels of responsibility. This could include frontline, supervisory or management personnel.

This unit may be customised for training delivery and assessment of proficiency in any language. This unit does not prepare individuals for the role of a translator or interpreter.

No occupational licensing, certification or specific legislative requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Competency Field

Languages other than English

Unit Sector

Cross-Sector

Elements and Performance Criteria

ELEMENTS

Elements describe the essential outcomes.

1. Read workplace documents written in a language other

PERFORMANCE CRITERIA

Performance criteria describe the performance needed to demonstrate achievement of the element.

- 1.1. Read and understand workplace documents, including explicit and implicit information, ideas, technical

than English.	information and writer requirements.
	1.2. Interpret accompanying visual and graphics material.
	1.3. Identify the culturally-specific meaning contained in documents.
2. Provide informal written translations using a language other than English.	2.1. Capture and convey information in written texts and summaries, taking account of cultural differences.
	2.2. Provide explanation or comments to clarify meaning as required, especially about culturally-specific details.
	2.3. Recognise documents requiring professional translation and arrange for assistance as required.
3. Write workplace documents in a language other than English.	3.1. Produce written workplace documents according to recognised conventions, standards and formats.
	3.2. Ensure content of written documents is appropriate to audience and purpose.
	3.3. Develop ideas in appropriate depth to meet the requirements of the particular context.
	3.4. Tailor language to meet requirements of the situation.
	3.5. Observe social and cultural conventions when writing workplace documents.
	3.6. Write documents with minimal errors so that intended meaning is clearly conveyed to the reader.

Foundation Skills

Foundation skills essential to performance in this unit, but not explicit in the performance criteria are listed here, along with a brief context statement.

SKILLS	DESCRIPTION
Reading skills to:	locate technical vocabulary in dictionaries and phrase books.
Writing skills to:	- write in a language other than English to: - write documents that clearly and fluently express information and ideas - appropriately structure texts.

Unit Mapping Information

SITXLAN34__ Read and write documents in a language other than English

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=68c40a93-e51d-4e0f-bc06-899dff092694>

Assessment Requirements for SITXLAN006 Read and write documents in a language other than English

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Not applicable.

Performance Evidence

Evidence of the ability to complete tasks outlined in elements and performance criteria of this unit in the context of the job role, and:

- read and write information in a language other than English for each of the following organisational documents required to fulfil a given job role:
 - brochure or promotional material
 - correspondence
 - media release
 - presentation for customers or colleagues
 - product or operations manual
 - quotation
 - report
- demonstrate understanding of meaning with reasonable accuracy when reading above documents
- write each of the above workplace documents with clear and fluent expression of information and ideas, correct structure, and appropriate style and tone for the audience and workplace situation (rare linguistic errors may occur).

Knowledge Evidence

Demonstrated knowledge required to complete the tasks outlined in elements and performance criteria of this unit:

- linguistic knowledge and writing conventions for the language being assessed:
 - grammar, spelling and punctuation conventions
 - social, workplace and cultural conventions
 - ways to convey nuances of meaning
- technical vocabulary for specific workplace activities
- standard formats and protocols for organisation documents relevant to the workplace.

Assessment Conditions

Skills must be demonstrated in an operational environment or activity where written communication in languages other than English is required. This can be:

- an industry workplace

- a simulated industry environment.

Assessment must ensure access to:

- industry documents, written in languages other than English.

Assessors must satisfy the Standards for Registered Training Organisations' requirements for assessors.

Links

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