



Australian Government

Assessment Requirements for SITXLN009 Read and write information in a language other than English

Release: 1

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Modification History

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 for each of the following workplace documents in a language other than English:
 - brochure or promotional material
 - correspondence
 - menu or wine list
 - report
 - product or service information, schedule or itinerary
- for each of the above workplace documents, identify purpose, main ideas, key issues, facts and tone
- accurately identify meaning when reading above texts
- write and communicate meaning effectively in each of the following routine workplace documents:
 - answering queries about products and services
 - completing standard forms
 - conducting simple product and service transactions
 - providing factual information
 - responding to requests for general assistance and factual information.

Knowledge Evidence

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

- linguistics and writing conventions for the language being assessed:
 - grammar, spelling and punctuation conventions
 - features specific to the language
 - vocabulary and sentence structure of the language
 - technical vocabulary required to support specific organisational activities.

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; or
- a simulated industry environment set up for the purposes of assessment.

Assessment must ensure access to:

- people with whom the individual can interact in a language other than English; these can be:
 - customers or others in an industry workplace who participate in the assessment process; or
 - individuals who participate in role plays or simulated activities, set up for the purpose of assessment, in a simulated industry environment operated within a training organisation
- industry materials written in languages other than English
- dictionaries and phrase books.

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

Links

Companion Volume implementation guides are found in VETNet -

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