CATAPULT

FSKRDG004

Read and respond to short and simple workplace information

Table of Contents (Extract)

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This Table of Contents extract is taken from Catapult Smallprint's full hardcopy Trainer/Assessor Guide for the unit FSKRDG004.

For more information, including using our enhanced online version of this unit in Catapult LMS, or to purchase the Learner or Trainer printed books, please see this unit on our website by clicking this link:

https://catapultlearning.com.au/product/FSKRDG004/

Trainer/assessor guide

FSKRDG004
Read and respond to short and simple workplace information

Welcome to this unit of study

This unit describes the skills and knowledge required to identify and respond to information in short and simple workplace texts in printed or digital formats, such as short messages (SMS, email, handwritten), notices, simple procedures and instructions, short forms, rosters, simple diagrams and tables.

An individual performing these tasks works alongside an expert or mentor where prompting and advice can be provided as needed.

This unit applies to individuals who use, or are preparing to use, reading skills to complete workplace activities. This includes existing workers and individuals preparing for employment through vocational education and training. This unit can be integrated and contextualised with vocational training to support achievement of vocational competency.

This unit is aligned to, but does not fully address, the Australian Core Skills Framework (ACSF) reading core skill indicators .03 and .04 at level 1 in the workplace and employment domain of communication.

It may be undertaken as:
›› part of a formal qualification nationally recognised through the Australian Qualifications Framework (AQF)
›› a stand alone unit
›› part of a formal skill set

Contents

■ About this trainer/assessor guide

Learning resource

The learning resource is divided into the following topics:
- ›› Prepare to read short and simple workplace text
- ›› Interpret information in text
- ›› Check and identify response to text

Each topic provides information to help you gain the skills and knowledge required to perform the work tasks to which they refer. Read the information and practise the skills described. You should also take the opportunity to undertake additional independent research. Your trainer/assessor may also provide supplementary information including interpretation of the contents of this resource.

At the end of each topic is:
- ›› a set of true or false questions
- ›› a set of multiple choice questions

These questions provide an opportunity to check your understanding and progress. They are self-marking and do not form part of the assessment for the unit.

Assessment workbook

To have this unit recognised as a formal qualification you need to have your skills and knowledge assessed. The assessment workbook provides:
- ›› information on competency-based assessment
- ›› instructions on how you will be assessed
- ›› assessment tools to assess your competence
- ›› instructions on how to complete the assessment tasks within each assessment tool

To be assessed as competent you need to provide evidence that you have the skills and knowledge to undertake the requirements of this unit. This assessment of competency is made by a qualified trainer/assessor from a registered training organisation. You must complete all the assessments as directed by your trainer/assessor to the required standard. It is not necessary to work through the guide in the order in which it is written. However this is at the discretion of your trainer/assessor.

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