



# CATAPULT

## FSKRDG007

Read and respond to simple workplace information

### Table of Contents (Extract)

**NOTE: This is a sample only. This cover page is not included in Catapult Smallprint's printed books.**

**This Table of Contents extract is taken from Catapult Smallprint's full hardcopy Trainer/Assessor Guide for the unit FSKRDG007.**

**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/FSKRDG007/>**

# Trainer/assessor guide

## FSKRDG007

### Read and respond to simple workplace information

#### Welcome to this unit of study

This unit describes the skills and knowledge required to identify, interpret and respond to information in simple and familiar workplace texts in printed or digital formats, such as short messages, notices, instructions, forms, rosters, simple diagrams, tables and charts.

An individual performing these tasks may work with an expert or mentor where support is available if requested.

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 should 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 2 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

About this trainer/assessor guide .....	4
Learning resource.....	5
Topic 1: Prepare to read simple and familiar workplace text.....	5
Identifying text purposes .....	5
Identifying types of text .....	7
Identifying the audience of a text .....	8
Identifying the text's structure and features .....	9
Check your understanding .....	11
Topic 2: Identify and interpret information in text .....	13
Navigating through text to locate information .....	13
Interpreting workplace terminology.....	15
Using reading strategies to construct meaning .....	16
Interpreting and analysing information.....	17
Check your understanding .....	19
Topic 3: Check understanding and identify response to text .....	21
Confirming the text has been correctly understood .....	21
Responding to what you have read.....	22
Check your understanding .....	23
References.....	25
Assessment workbook .....	27
Unit information .....	29
What is competency-based assessment? .....	30
How will my competency be assessed? .....	31
Assessment agreement .....	32
Foundation skills checklist.....	33
Skills recognition.....	34
Topic 1: Prepare to read simple and familiar workplace text.....	35
Topic 2: Identify and interpret information in text .....	36
Topic 3: Check understanding and identify response to text .....	37
Knowledge questions .....	38
Topic 1: Prepare to read simple and familiar workplace text.....	39
Topic 2: Identify and interpret information in text .....	41
Topic 3: Check understanding and identify response to text .....	43
Topic 4: Specific knowledge evidence .....	44
Performance tasks.....	52
Third party evidence collection agreement .....	53
Topic 1: Prepare to read simple and familiar workplace text.....	54
Topic 2: Identify and interpret information in text .....	56
Topic 3: Check understanding and identify response to text .....	58

Completion record..... 60

Unit mapping..... 61

Trainer/ assessor user instructions..... 63

# About this trainer/assessor guide

---

## Learning resource

---

The learning resource is divided into the following topics:

- » Prepare to read simple and familiar workplace text
- » Identify and interpret information in text
- » Check understanding 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.

---

## Disclaimer

---

Information contained in this resource is drawn from sources believed to be reliable. The firm, its employees, agents and contractors do not warrant the correctness of the sources used and accept no responsibility to any person for any errors or omissions or for any loss or damage howsoever caused from the use of this resource.

---