



Foundation Skills

Assessment Tasks



FSKWTG08 Complete routine workplace formatted texts Manufacturing

Instructions to Assessor

- Each task needs to be completed independently
- The Marking Criteria specifies the demonstration of skill and knowledge required for each task

Element and PC	Evidence of the ability to:	Knowledge of:	
1.1, 1.2, 1.3	<ul style="list-style-type: none">Complete an accident report after alleged workplace accident	<ul style="list-style-type: none">Form completion and correct information	Task 1
1.1, 1.2, 1.3 2.1, 2.2 3.1, 3.2	<ul style="list-style-type: none">Draft and finalise a formal letter to an employee	<ul style="list-style-type: none">Addressing issues of concern in the workplace	Task 2
1.1, 1.2, 1.3 2.1, 2.2 3.1, 3.2	<ul style="list-style-type: none">Searching online for a job applicationDrafting application letterSeeking feedback on draft letterFinalising application letter	<ul style="list-style-type: none">Writing for meaning in a formal letter	Task 3
2.1, 2.2	<ul style="list-style-type: none">Reads minutes of meeting and completes action items	<ul style="list-style-type: none">Identifies actions arising	Task 4
2.1, 2.2 3.1, 3.2	<ul style="list-style-type: none">Develops draft and final agenda from minutes of meeting in Task 4	<ul style="list-style-type: none">Identifies matters to be discussed from previous minutes of meeting	Task 5

Evidence must be collected using basic texts typically found in the workplace.

Note: Where a specific volume and/or frequency is not specified, evidence must be provided at least once.

Reading & Writing & Learning

Task 1: Complete an accident report of an accident occurring in the workplace

On Friday the 15th of July at approximately 11am Bob Turner was working at Jims Circuit Board Manufacturing Co. as a machine operator. After returning from lunch the temperature in the manufacturing shed was up to around 35 degrees. The combined heat from the machine he was using and from the heat of the day caused him to collapse. The supervisor at the time Barry Smith quickly responded getting some of the staff to help carry him into the air conditioned office and gave him an ice pack and some cold water. He was awake but seemed unstable so Barry quickly drove Bob to the hospital. After arriving at the emergency department Bob was put on a bed with a drip and a blood test was taken. After a few hours he was stable and returned to the job site the next day in high spirits and ready to work. As a result, a set of industrial fans have been installed permanently above all the machines. The incident report was submitted to management for filing immediately after returning from the hospital.

Write the incident report as if you were the supervisor Barry Smith

Accident Report Form Jim's Circuit Board Manufacturing Co.	
Name	Bob Turner
Time, day and date of accident	11am Friday 15 th July
Location of accident	Manufacturing Plant
What was the injury	Heat Stroke
Alleged cause of accident	Not enough ventilation at workstation
Was the injured person wearing personal protective equipment (if yes, please describe)	
Yes he was wearing the appropriate safety equipment for the job	
Describe the medical treatment provided	Cold water and an ice pack was provided
Was anyone else involved	Barry Smith - supervisor
Were there any witnesses	Barry Smith – supervisor and numerous other staff working at the time
To whom and when was the accident reported	Management, Immediately after returning from the hospital
Was counselling offered	No
Outcome of accident	Returned to work the next day, no permanent damage, fans have been installed above all the machine to prevent this happening again
Employee signature	Bob Turner
Employer signature	Barry Smith

Marking Criteria:	Select criteria
<p>Writing:</p> <ul style="list-style-type: none"> . control over grammatical mechanics <i>ie spelling, punctuation, clauses, coherent structure</i> : is increasingly less conscious - less stilted and with less errors . breadth and depth of language/word knowledge and use is extended to unfamiliar situations/discourses . developing more involved legibly written sentences through choice of words/phrases to create specific meanings in paragraphs . determines purposes of genres and selects according to work/social/community/personal need <i>eg instructional manual for new computer system for work; arguing that you were not on the electoral roll when the State elections were held; supporting a new sewerage plant in another suburb; providing an explanation of your childcare arrangement for Family Services.</i> <p>Reading</p> <ul style="list-style-type: none"> . demonstrates an understanding of basic grammatical formats/formulae to make sense of texts <i>eg compound sentences, clauses, use of verb tenses, frameworks for common genres of writing ie argumentative, narrative, descriptive, procedural</i> . can explain commonly known idiomatic expression for dominant culture and /or one other . able to identify and explain an increased number of factors provided in visual texts <i>eg tables, graphs, maps</i> . uses a range of holistic reading approaches to make sense of unfamiliar texts: prediction, prior knowledge, syllable recognition, meanings of punctuation aids, root words, common spelling rules . comprehends and explains the purposes of types of texts <i>ie used to include, to vilify, sway opinion</i> 	

Reading & Writing

Task 2: Draft a formal letter advising a worker of a possible promotion. Review and edit the letter checking spelling, grammar and meaning of text.

Case: John Smith, employee at Jims Manufacturing Co. has been with the company for 4 years and has proven his capabilities on numerous occasions. The CEO of the company wants to offer John a promotion which includes a pay rise as well as longer hours and more work. John will also be given a work truck and phone to use at no cost if he agrees to the terms.

- His hours will increase by at least 2 hours per day and he will need to be available on his work phone 24/7
- A brand new work ute will be provided along with fuel cards and registration paid for by the company
- Hourly wage will increase by \$9.50 per hour

**Jerry's Manufacturing Co.
123 Gonsalis Pde
Pentville ABC 1235**

Dear Mr Smith

SUBJECT: Formal offer of workplace promotion

Hi John

Management at Jims Manufacturing Co. would like to thank you for your ongoing service to the company over the last four years in the form of a promotional offering.

You have proven that you are capable of handling yourself under pressure and as a result the head of the company has offered you a supervisory position. If you accept this position there will be some changes to your work schedule and pay rate.

Firstly, your hours will increase by 2 hours each day and your wages will increase by \$9.50 per hour. You will be provided with a work truck and work phone and the running costs of both will be paid for by the company.

If you take on this position you will be expected to be available on your work phone 24/7 to organise staff and material shipments out of hours.

You have two weeks to respond with your answer, and we look forward to discussing the promotion with you further at a later date.

Regards, Jims Manufacturing Co.. Management

Marking Criteria:	Select criteria
<p>Writing:</p> <ul style="list-style-type: none"> . control over grammatical mechanics <i>ie spelling, punctuation, clauses, coherent structure</i> : is increasingly less conscious - less stilted and with less errors . breadth and depth of language/word knowledge and use is extended to unfamiliar situations/discourses . developing more involved legibly written sentences through choice of words/phrases to create specific meanings in paragraphs . determines purposes of genres and selects according to work/social/community/personal need <i>eg instructional manual for new computer system for work; arguing that you were not on the electoral roll when the State elections were held; supporting a new sewerage plant in another suburb; providing an explanation of your childcare arrangement for Family Services.</i> <p>Reading</p> <ul style="list-style-type: none"> . demonstrates an understanding of basic grammatical formats/formulae to make sense of texts <i>eg compound sentences, clauses, use of verb tenses, frameworks for common genres of writing ie argumentative, narrative, descriptive, procedural</i> . can explain commonly known idiomatic expression for dominant culture and /or one other . able to identify and explain an increased number of factors provided in visual texts <i>eg tables, graphs, maps</i> . uses a range of holistic reading approaches to make sense of unfamiliar texts: prediction, prior knowledge, syllable recognition, meanings of punctuation aids, root words, common spelling rules . comprehends and explains the purposes of types of texts <i>ie used to include, to vilify, sway opinion</i> 	

Final Recording Form

Candidate name:

Trainer/Assessor:

Course: FSK20113 Certificate II in Skills for Work and Vocational Pathways

Code	Foundation Skill – ACSF Level 3	Completed	Date
FSKWTG08 Complete routine workplace formatted texts	Reading & Writing	Task 1	
	Reading & Writing	Task 2	
	Speaking & Writing	Task 3	
	Reading & Writing	Task 4	
	Writing	Task 5	

Student is Satisfactory Not Yet Satisfactory

Signed: (Candidate) Date:.....

Signed:..... (Assessor) Date:.....