



About this resource

This resource is for trainers and assessors of the unit *FSKWTG009 Write routine workplace texts*. It complements the corresponding *Aspire Learner guide*.

The *Assessment support pack* provides you with ideas and guidance on encouraging and supporting students through the training and assessment process using Aspire resources. It is designed to help you optimise the student's experience and record details of their competency.

This resource is comprised of several folders with the following editable documents to assist trainers and assessors.

Folders	Documents
Introduction	Introduction
Formative assessment	Formative assessment guide
Summative assessment	Final assessment marking guide Student assessment
Supporting documents*	Sample documents and templates
Mapping	Contains formative and summative mapping
PowerPoint	PowerPoint slides for training purposes

*The supporting documents folder is inside the summative assessment folder.

Key features

- The *Assessment support pack* complements the *Aspire Learner guide*.
- It includes weblinks to the relevant unit of competency and other support resources.
- Provides guidelines for trainers and assessors on their responsibilities for formative and summative assessment to meet VET requirements.

Formative assessment

- Includes Learning checkpoint questions with a marking guide.
- Discussion topics provide trainers with a guide to engage with students about the learning content.
- Clearly maps the learning content to the unit of competency requirements in a customisable Excel spreadsheet.

Final assessment

- Includes detailed instructions to assessors on each assessment task.
- Includes a marking guide for each final assessment task.
- Clearly maps the final assessments to the unit of competency requirements.
- Mapping is provided in an Excel spreadsheet that allows you to customise and adjust as necessary.

Formative assessment guide

FSKWTG009 Write routine workplace texts

Release 1

This resource is for assessors. It complements the corresponding Aspire *Learner guide* for this unit.

Aspire provides questions in its learner guides. Questions are divided into practice tasks, which appear throughout the learning content, and learning checkpoints, which appear at the end of each topic.

This *Formative assessment guide* replicates these questions, and provides solutions and suggested responses.

Question 12

When is a text finalised?

- ☐ After you have made the final changes
- ☐ After you have planned what will go in the document
- ☐ After you have written a draft

Solution

- ✓ After you have made the final changes
- ☐ After you have planned what will go in the document
- ☐ After you have written a draft

Assessment task 1: Questions

You will be asked to complete questions on what you have learnt. Answer all questions in the spaces provided.

This is an open-book task. You can use a learner guide and the internet. You can also ask your assessor to assist you if required.

Evidence

Your assessor will tell you how to submit your answers. Give your answers and a completed cover sheet to the assessor. Keep a copy of your work.

When and where will this assessment take place?

Your assessor will tell you when and where to do the assessment.

There is no time limit to complete the assessment.

What if the assessment is not suitable?

If you cannot respond to the questions in writing, discuss this with your assessor. You may be asked to answer the questions another way, such as saying your answers out loud.

What if answers are not satisfactory?

If any of your answers are unsatisfactory, your assessor will give you feedback. You may need to redo some of your answers. Your assessor will explain how to do this.

If you are not happy with your assessment result, discuss this with your assessor.

Assessment task 2: Project

You will be asked to complete a project on what you have learnt. Read and respond to the project instructions.

This is an open-book task. You can use a learner guide and the internet. You can also ask your assessor to assist you if required.

Required resources

Your assessor will provide you with the following to complete the project:

- Functioning computer and keyboard when digital information is being written in the performance evidence
- Paper-based or electronic dictionary
- Paper-based or electronic thesaurus
- Automated writing assistance tools utilised in the knowledge evidence

Evidence

Your assessor will tell you how to submit your answers. Give your answers and a completed cover sheet to the assessor. Keep a copy of your work.

If you do the project in a workplace, your supervisor may need to complete a third-party report. Your assessor will discuss this with you and your employer.

When and where will this assessment take place?

Your assessor will tell you when and where to do the assessment.

What if the assessment is not suitable?

If you cannot complete the project in writing, discuss this with your assessor. You may be asked to complete a different project.

What if responses are not satisfactory?

If any of your responses are unsatisfactory, your assessor will give you feedback. You may need to redo some of your responses. Your assessor will explain how to do this.

If you are not happy with your assessment result, discuss this with your assessor.

Project record sheet

Assessor to complete

Project scenario

Describe the scenario the student will undertake to complete the project.

Section 1: Planning texts

The student's project shows evidence of the following:	Text 1		Text 2	
	S	U	S	U
1. Confirming the type and structure of each writing task Comments:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Identifying whether formal or informal language should be used based on the audience and purpose of each text Comments:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Final assessment marking guide

FSKWTG009 Write routine workplace texts

Release 1

This resource is for assessors. It complements the corresponding *Aspire Learner guide* and *Student assessment* for this unit.

This *Final assessment marking guide* provides task instructions, along with suggested responses.

The assessment process must be conducted in accordance with the RTO's policies and procedures.