Unit Name: Use Individual Writing Skills for Work  
Unit Number: NSWTWTG204A

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| (1) Identify writing skills required to achieve goals in personally relevant work context | (1) Identify features of relevant workplace texts  
(2) Identify skills and learning strategies required to achieve writing goals | “Take the Fitness Test” | “Study Skills/Tips”  
Ability to make concise study notes, summaries and prepare memory aids to study for tests and exams  
Ability to read and follow written instructions  
Ability to develop and use study organisers and aids |
| (2) Use Writing Skills | (1) Use learning strategies to develop skills for writing in work contexts  
(3) Plan and prepare to write  
(4) Write texts | “Take the Fitness Test” | “Study Skills/Tips”  
Ability to write various types of text (eg essays, reports and use appropriate referencing)  
Ability to write notes from online references |
| (3) Review Writing Skills | (1) Review progress against individual Education Plan  
(2) Identify further learning goals | | “Study Skills/Tips”  
Ability to develop Study organisers and aids |