



Foundation Skills—‘trigger words’

Guide

The following trigger words can help trainers to locate where the foundation skills are in units and assessment requirements. These trigger words highlight the foundation skills that need to be addressed in a vocational training program. Developing these foundation skills should be an integral part of the vocational training program to ensure that learners develop the appropriate skills for their work. The following list may assist trainers to locate foundation skills in units.

Learning	Reading	Writing	Oral Communication	Numeracy
<ul style="list-style-type: none"> organise apply planning and organising skills clarify meaning or advice follow step by step instructions take follow up action identify and access information sources select from processes transfer skills and knowledge organise and make connections organise ideas select from a range of strategies build on prior knowledge and experience evaluate compare and contrast promote 	<ul style="list-style-type: none"> apply legislative, and organisational procedures according to policies and procedures according to codes and labels analyse appropriate documentation check comply with follow written procedures identify input interpret and monitor legislation obtain information from written instructions understand written reports 	<ul style="list-style-type: none"> articulate chart complete reports document required format, style, structure and timeframe identify inventory label maintain records marked monitor note outline record data report tagged written reporting 	<ul style="list-style-type: none"> assist access relevant information clarify meaning or advice recognise and respond to... encourage articulate respond clarify report consult conduct a meeting cooperative contributions contribute delegate deliver discuss explain formal/informal feedback follow verbal instructions or procedures identify inform liaise make suggestions monitor negotiate promote refer to relate supervise team discussions verbal reporting 	<ul style="list-style-type: none"> interpret plans according to signage, codes and labels adjust administer allowance analyse calculate collect data convert determine value directions estimate formula interpret charts and graphs levels measuring techniques perform proportion size and proportion record time tolerance