**Foundation Skills—‘trigger words’**

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.

<table>
<thead>
<tr>
<th>Learning</th>
<th>Reading</th>
<th>Writing</th>
<th>Oral communication</th>
<th>Numeracy</th>
</tr>
</thead>
<tbody>
<tr>
<td>organise</td>
<td>apply legislative, and organisational procedures</td>
<td>articulate</td>
<td>assist</td>
<td>interpret plans</td>
</tr>
<tr>
<td>apply planning and organising skills</td>
<td>according to policies and procedures</td>
<td>chart</td>
<td>access relevant information</td>
<td>according to signage, codes and labels</td>
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<tr>
<td>clarify meaning or advice</td>
<td>according to codes and labels</td>
<td>complete reports</td>
<td>clarify meaning or advice</td>
<td>adjust</td>
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<tr>
<td>follow step by step instructions</td>
<td>analyse</td>
<td>document</td>
<td>recognise and respond to...</td>
<td>administer</td>
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<tr>
<td>take follow up action</td>
<td>appropriate documentation</td>
<td>required format, style, structure and timeframe</td>
<td>encourage</td>
<td>allowance</td>
</tr>
<tr>
<td>identify and access information sources</td>
<td>check</td>
<td>identify</td>
<td>articulate</td>
<td>analyse</td>
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<tr>
<td>select from processes</td>
<td>comply with</td>
<td>inventory</td>
<td>respond</td>
<td>calculate</td>
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<tr>
<td>transfer skills and knowledge</td>
<td>follow written procedures</td>
<td>label</td>
<td>clarify</td>
<td>collect data</td>
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<tr>
<td>organise and make connections</td>
<td>identify</td>
<td>maintain records</td>
<td>report</td>
<td>convert</td>
</tr>
<tr>
<td>organise ideas</td>
<td>input</td>
<td>marked</td>
<td>consult</td>
<td>determine value</td>
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<td></td>
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<td>monitor</td>
<td>conduct a meeting</td>
<td>directions</td>
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<td>note</td>
<td>cooperative</td>
<td>estimate</td>
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<td>outline</td>
<td>contributions</td>
<td>formula</td>
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<tr>
<td></td>
<td></td>
<td>record data</td>
<td></td>
<td>interpret charts and graphs</td>
</tr>
</tbody>
</table>
- select from a range of strategies
- build on prior knowledge and experience
- evaluate
- compare and contrast
- promote

- interpret and monitor
- legislation
- obtain information from written instructions
- understand
- written reports

- report
- tagged
- written reporting

- 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

- levels
- measuring techniques
- perform
- proportion
- size and proportion
- record
- time
- tolerance