

FSK - Foundation Skills Training Package

Foundation Skills Units

Unit

FSKRDG01

**Recognise highly familiar workplace
signs and symbols**

This is a SAMPLE document

Not to be used for training purposes

May not be a complete document

Student/Trainee Manual



Passing Lane Pty Ltd
PO Box 975
COWES VICTORIA 3922

SAMPLE ONLY

Copyright 2019

All rights reserved.

All Passing Lane materials have been provided to an educational or training organisation under an institutional license agreement.

An outline of this agreement can be viewed on the Passing Lane website at www.passinglane.com.au.

The use of these materials without a valid and current licence agreement is strictly prohibited.

Any requests for further information regards the Passing Lane licence agreement can be sought directly from Passing Lane Pty Ltd.

MATERIALS PUBLISHED IN AUSTRALIA

Disclaimer

The information in this document has been developed using information and reference sources considered to be reliable.

Passing Lane Pty Ltd, its employees and contracted content developers accept no responsibility as to any errors or omissions or any loss or damage of any kind caused by using this manual and no warranty is provided as to the reliability of any sources or correctness of the information within this document.

STUDENT/TRAINEE DETAILS

Student/Trainee Name

Student/Trainee Email

Teacher / Trainer Name

School / Institution / Training Organisation / Employer

TABLE OF CONTENTS

| | |
|--|---------|
| Introduction | Page 5 |
| Unit of Competency Overview | Page 8 |
| Section One | |
| <i>Prepare to read highly familiar workplace signs and symbols</i> | Page 9 |
| Section Two | |
| <i>Identify highly familiar workplace signs and symbols</i> | Page 18 |
| Self Assessment | Page 29 |

SAMPLE ONLY

INTRODUCTION

This manual was developed to provide training content that addresses the specific 'Unit of Competency' as outlined in the following pages.

We encourage you the student / trainee to take your time when reviewing this content and seek any assistance from your teacher/trainer should you have difficulty in understanding the information.

LEARNING ACTIVITIES

Also included in this Student / Trainee manual are a series of Learning Activities.

The learning activities in the student and/or trainee manuals are 'Form Enabled' so that if the resources are delivered online, the activities can be entered in using the computer keyboard.

Each learning activity is identified with the following icon.

**Learning
Activity**

Learning activities come in the following forms.

- ☆ Questions
- ☆ Research
- ☆ Tasks
- ☆ Interviews

INTRODUCTION—CONT'D

Questions

Questions generally relate to the information presented on previous pages. Questions will also include multiple choice questions, 'Yes' and 'No' questions and/or 'True' and 'False' questions.

Research

This type of learning activity requires you to locate information by using research methods. The research methods could include:

- ☆ Internet searches
- ☆ Reading textbooks and other reference sources
- ☆ Location visits

Tasks

This learning activity type requires you to actually do something and some examples of tasks may include:

- ☆ Creating reports
- ☆ Visiting locations such as workplaces
- ☆ Performing an activity in a workplace

Interviews

This learning activity type would require you to interview person(s) in an actual workplace environment or a person(s) who are experienced in the industry sector which you currently are undergoing training.

You will be made aware of the type of learning activity by noting the learning activity type displayed under the learning activity icon.

INTRODUCTION—CONT'D

USING THE FORM ENABLED FEATURE

If you are using this manual online, you can fill in some of the answers using your computer keyboard.

Your teacher or trainer will provide you with the information and instructions on how to use the 'Form Enabled' feature in this manual.

SELF ASSESSMENT

At the end of each manual is a series of questions that you should review and answer either Yes or No.

The term 'Self Assessment' means you will ask yourself these questions and therefore is no need to provide the answers to the self assessment questions to your teacher or trainer, unless they require you to do so.

This self assessment is to ensure you have reviewed and understood the information that was presented in this manual.

If you answered 'No' to any of these questions or are unsure of your understanding in any of the topics reviewed, you are encouraged to go back and review the information again and/or seek the assistance of your teacher or trainer.

UNIT OF COMPETENCY OVERVIEW

The following pages are extracts from Training.gov.au website and outlines this specific 'Unit of Competency' including the 'Elements' and the 'Performance Criteria'. The content within this manual has been developed to address this unit.

FSKRDG01 - RECOGNISE HIGHLY FAMILIAR WORKPLACE SIGNS AND SYMBOLS

| ELEMENT | PERFORMANCE CRITERIA |
|--|---|
| <i>1. Prepare to read highly familiar workplace signs and symbols</i> | 1.1 Identify audience and purpose of signs or symbols 1.2 Identify the text features |
| <i>2. Identify highly familiar workplace signs and symbols</i> | 2.1 Use reading strategies to recognise highly familiar signs and symbols 2.2 Check information is correct |

Passing Lane acknowledges that the copyright ownership of the above information is the Commonwealth of Australia and this extract has been provided for reference purposes only.

Section One

Prepare to Read Highly Familiar Workplace Signs and Symbols

RECOGNISE HIGHLY FAMILIAR WORKPLACE SIGNS AND SYMBOLS

SECTION ONE—PREPARE TO READ HIGHLY FAMILIAR WORKPLACE SIGNS AND SYMBOLS

INTRODUCTION

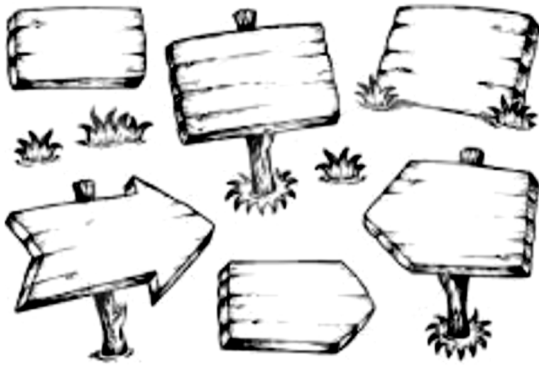
In every workplace there are signs. The type of signs in a particular workplace would depend on the type of work that is being done within the workplace environment.

In this first section we look at the more common signs in a variety of workplace environments.

SECTION LEARNING OBJECTIVES

At the completion of this section you will learn information relating to:

- ☆ Identifying audience and purpose of signs or symbols
- ☆ Identifying the text features



IDENTIFY AUDIENCE AND PURPOSE OF SIGNS OR SYMBOLS AND IDENTIFY THE TEXT FEATURES

SAMPLE ONLY

(Over the next few pages we cover two 'Performance Criteria' points at the same time to avoid repetition)

Workplace communication can be broken down into three distinct categories:

- ☆ Verbal
- ☆ Written
- ☆ Non-verbal

Signs in a workplace fit into the non-verbal category. They are considered 'pictorial communicators', meaning they use little or no words to convey a message.

The sign's text (if any) has some unique features. You will find that text features of a sign include:

- ☆ Large
- ☆ Bold
- ☆ Brightly coloured (Red, White, Green, Black or Yellow)
- ☆ Placed on a contrasting background

A sign without text is known as a 'pictogram'. There are international standards for pictogram signs. For a pictogram to be successful, it must be recognisable across cultures and languages.

Workplace signs can vary in size and location. The size of the sign and its location are often dependant on the message it is intended to convey.

A sign can be small in size, to a large billboard or banner. They can be specialist types such as sandwich boards, lawn types and even electronic using digital imagery.

The shape of a sign in itself conveys a message. Some common signage shapes and what they convey are as follows:

- ☆ **Rectangular** signs are often used to portray general information to an audience.
- ☆ **Circular** signs often represent an instruction that must be followed, either mandatory or prohibitive.
- ☆ **Triangular** signs are often warning signs, used to convey danger or caution.

SAMPLE ONLY



PURPOSE AND AUDIENCE OF WORKPLACE SIGNS

There are four types of workplace signs; each conveying a specific message.

- ☆ **Informational signs**—conveying information about products, services, prices, facilities, maps, directories, hours of operation, or instructions
- ☆ **Directional signs**—showing locations or directions using arrows
- ☆ **Identification signs**—indicating facilities, amenities, names of rooms, floor numbers
- ☆ **Safety and regulatory signs**—warning signs, danger, no entry, safety instructions, exit signs, signs indicating rules and regulations that apply, including mandatory signs

The audience of workplace signs vary, but would generally include:

- ☆ All staff and management
- ☆ Visitors to the workplace such as customers, suppliers, delivery persons and so on
- ☆ General public

For example customers (*audience*) may enter into a retail store (*the workplace*) and see signs showing special prices on shoes (*informational sign*).

Another example would be persons looking for parking (*audience*) seeing a 'No Parking' sign (*regulatory sign*) in front of a doctor's clinic (*workplace*).

Another other example could include when a delivery truck driver (*audience*) sees a sign showing where the delivery dock is (*directional*) at the back of the warehouse (*workplace*).

One final example, a large office (*the workplace*) has signs on the doors of the staff room, storage room (*identification signs*) and in the storage room has a sign on it showing where the hazardous cleaning chemicals are stored (*warning sign*).

**Learning
Activity****Question****LEARNING ACTIVITY ONE**

Below are some sign examples. Tell us the type of sign they are, based on the shapes and sizes we reviewed in this Section.



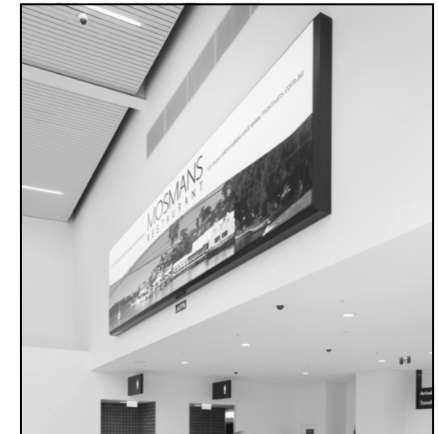
1



2



3



4

| | | | |
|---|-------|---|-------|
| 1 | _____ | 2 | _____ |
| 3 | _____ | 4 | _____ |

SAMPLE ONLY

Learning Activity

Task

LEARNING ACTIVITY TWO

Below are some sign examples. Tells us the type of sign they are based on from the four types we reviewed in this Section.



1



2



3



4



5



6

| VM MANAGEMENT EXECUTIVE BRANCH | |
|-----------------------------------|-----|
| John C. Morrigan | 101 |
| Tyler Johnston | 103 |
| Carrie Russell | 105 |
| Jerry Damaggio | 106 |
| Marcy Cotton | 108 |
| Jill Housen | 110 |

1 _____ 2 _____ 3 _____

4 _____ 5 _____ 6 _____

SAMPLE ONLY

SAMPLE ONLY**Learning
Activity****Task****LEARNING ACTIVITY THREE**

In this Section we mentioned text features of signs. Tell us what you see as the immediate text features of the following signs.

**Keep Out!****1****2****SAMPLE ONLY**

**Learning
Activity****Question****LEARNING ACTIVITY FOUR**

What type of signs are these and what is each sign saying.



1



2



3



4



5

Type of signs _____

1 _____ 2 _____

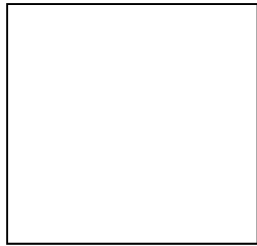
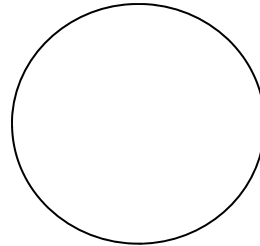
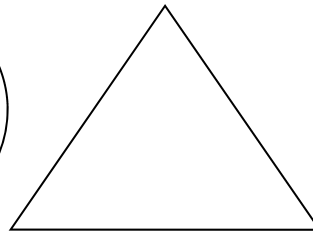
3 _____ 4 _____

5 _____

**Learning
Activity****Task****LEARNING ACTIVITY FIVE**

Below are some common shapes that signs come in. Each shape is to mean a type of message the sign is to be conveying.

Below are some shapes of signs. Tell us what the message is.

**1****2****3**

1 _____ **2** _____
3 _____

Section Two

Identify Highly Familiar Workplace Signs and Symbols

RECOGNISE HIGHLY FAMILIAR WORKPLACE SIGNS AND SYMBOLS

SECTION TWO—IDENTIFY HIGHLY FAMILIAR WORKPLACE SIGNS AND SYMBOLS

INTRODUCTION

In the first section we learned about signs, their purposes, features and audiences.

In this section we learn about actually encountering some of those signs in your workplace and what you are to do to when this occurs.

SECTION LEARNING OBJECTIVES

At the completion of this section you will learn information relating to:

- ☆ Using reading strategies to recognise highly familiar signs and symbols
- ☆ Checking information is correct



USE READING STRATEGIES TO RECOGNISE HIGHLY FAMILIAR SIGNS AND SYMBOLS AND CHECK INFORMATION IS CORRECT

(Over the next few pages we cover two 'Performance Criteria' points at the same time to avoid repetition)

When we say that you will encounter highly familiar signs and symbols in your workplace, we are meaning signs that you have seen many times before.

However, in many cases some things that may be highly familiar can subconsciously go unnoticed or be taken for granted. This could be true with signs you have become quite familiar with.

Also, some signs may have the same shape and sometimes even have the same colour features, but in fact the message is quite different.

So it is important that the first thing you need to remember is that signs are put in place for a reason.

In many cases it is for your own health and safety.

Getting the actual message of most familiar workplace signs requires some basic reading strategies. These reading strategies are the same strategies that are used to read a book, document or other forms of written communication.

The strategies are:

- 1) Previewing
- 2) Skimming
- 3) Scanning

Let's look at what each one means relating to the recognising of familiar signs or symbols.

Previewing—Previewing a sign means that you get an idea of what the sign is about without reading all the text. Previewing is to help you decide whether a sign is needing your attention, or whether you need to comply with its message.

An example of a sign you are likely to just preview. By the sign's graphic you know it means no smoking, even if you did not read the text.



Skimming—Skimming involves running your eye very quickly over the large chunks of the sign's text. It is different from previewing because skimming involves the reading the text. Skimming allows you to pick up some of the main ideas of the sign without paying attention to detail. It is used to quickly locate relevant sections of information. This is especially useful when there are several graphic elements within the text. Skimming generally looks for and notes any bold print.

In the example below, you would need to skim the sign in order to find out that unless you are authorised, you are not allowed into this workplace.



SAMPLE ONLY

Scanning—Scanning is sweeping your eyes over part of a text to find specific pieces of information. This is for signs that have a reasonable amount of text and information. You use the scanning method to quickly locate specific information from a large quantity of text.

This could be a directory board in an office building like the example below. You are looking for a specific office in the building.



| VM MANAGEMENT EXECUTIVE BRANCH | |
|-----------------------------------|-----|
| John C. Morigan | 101 |
| Tyler Johnston | 103 |
| Carrie Russell | 105 |
| Jerry Damaggio | 106 |
| Marcy Cotton | 108 |
| Jill Housen | 110 |

SAMPLE ONLY

CHECKING THE SIGN'S INFORMATION OR MESSAGE

Sometimes signs need to be checked. For example you may have seen the sign below two hours ago and have thought that the cleaning in progress is taking a long time?

So you ask someone whether the cleaning is still ongoing and find out that the sign was mistakenly forgotten.



You may work in a retail store and have noticed the sign in the window says something different to the signs in the store. So you would want to check and see which one is correct.



Each of those examples could have caused inconvenience and embarrassment to the organisation, especially when there are customers involved.

SAMPLE ONLY

Some signs may need to interpret the message to see if it applies to you. For instance if the sign says '**No entry to Unauthorised Personnel**' and you work there, you need to find out if that means you are an authorised person, or not.



However, it is very important that you recognise workplace symbols and their correct meaning.

For example, having **hazard signs** at work are useless if the employees, including yourself, do not know what each symbol or sign stands for. It is important therefore to know what different hazard signs and symbols mean, in order to ensure the signs are doing the job they are intended for.



In one of the following activities we will be getting you to do some research and get you to learn many of the common safety, mandatory and warning signs.

SAMPLE ONLY

SAMPLE ONLY**Learning
Activity****Question****LEARNING ACTIVITY ONE**

What were the three reading strategies used to read signs?

SAMPLE ONLY

**Learning
Activity****Research****SAMPLE ONLY****LEARNING ACTIVITY TWO**

Below are a series of workplace hazard and warning signs depicted as symbols. In this activity we want you to tell us what each one stands for. You may need to do some research on some of them. Use the next page to write out your answers.



1



2



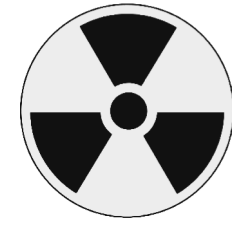
3



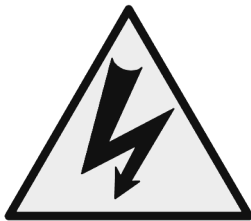
4



5



6



7



8



9



10



11



12

SAMPLE ONLY

SAMPLE ONLY

| | | |
|----|----|----|
| 1 | 2 | 3 |
| 4 | 5 | 6 |
| 7 | 8 | 9 |
| 10 | 11 | 12 |

SAMPLE ONLY

**Learning
Activity****SAMPLE ONLY****Research****LEARNING ACTIVITY THREE**

Below are a series of workplace mandatory signs depicted as symbols. In this activity we want you to tell us what each one stands for. You may need to do some research on some of them. Use the next page to write out your answers.



1



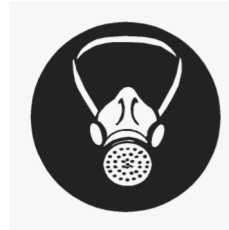
2



3



4



5



6



7

1 _____ 2 _____ 3 _____

4 _____ 5 _____ 6 _____

7 _____

SAMPLE ONLY

SELF ASSESSMENT

Self assessment is where you ask yourself certain questions to ensure you have understood what you have learned while reading this manual and completing the learning activities. This unit requires you the student or trainee at the completion of your training to have a certain level of 'Required Knowledge' in which you would be need to have acquired and in which you will be assessed on.

This self assessment section reviews this required knowledge by way of questions and if you are able to say YES to all of them you can be confident your assessment will be satisfactory.

- ☆ Could you identify audience and purpose of workplace signs or symbols?
- ☆ Do you now know what sign text features means?
- ☆ Do you understand what it means to use reading strategies to recognise highly familiar signs and symbols, as well as make sure sign information is correct?

If there were any questions that you were unable to confidently say YES to, we encourage you to review the information again in this manual and if needed seek the assistance of your teacher or trainer.

SAMPLE ONLY

NOTES

SAMPLE ONLY