

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

Trainer/Teacher Manual



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STUDENT/TRAINEE DETAILS

Student/Trainee Name

Student/Trainee Email

Teacher / Trainer Name

School / Institution / Training Organisation / Employer

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INTRODUCTION

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

It provides the teacher and/or trainer with a document that includes all that the student and/or trainee manual content plus guidance notes as well as answers to the learning activities in the student/trainee manual.

This manual can be packaged with various manuals addressing other 'Units of Competency' in order to meet the 'Packaging Rules' of a particular Australian Training Package Qualification.

This resource has been designed to be delivered in a form that is conducive to the learning environment including:

- ☆ Online delivery
- ☆ Classroom delivery
- ☆ On the job training

The documents are designed in a 'landscape' format in order to make reading on a computer screen easier as well as reduces the need to scroll down pages. Documents can be easily printed if the learning environment requires the student or trainee to have hard copies of the learning materials.

INTRODUCTION—CONT'D

LEARNING ACTIVITIES

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

Questions

Questions would relate to the information presented on previous pages.

Research

This type of learning activity would require the student or trainee to locate information by using research methods. The information they would be required to locate would be in line and/or support the information that the manual had outlined in previous pages.

INTRODUCTION—CONT'D

Tasks

This learning activity type would require the student/trainee to actually do or undertake something and would be reinforcing the knowledge they have gained from reading the manual's previous pages.

Interviews

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

The student/trainee is made aware of the type of learning activity by noting the learning activity type displayed under the learning activity icon.

**Learning
Activity**

Research

SELF ASSESSMENT

At the end of each manual is a series of questions that the student/trainee should review and answer.

This self assessment is to ensure in the student's or trainee's mind that they have reviewed and understood the information that was presented in their manual.

The questions in the 'Self Assessment' section are questions that align with the 'Unit of Competency—Required Knowledge'.

If they are unsure of their understanding in any of the topics reviewed, they are encouraged to go back and review the information again and/or seek the assistance of their 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

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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.

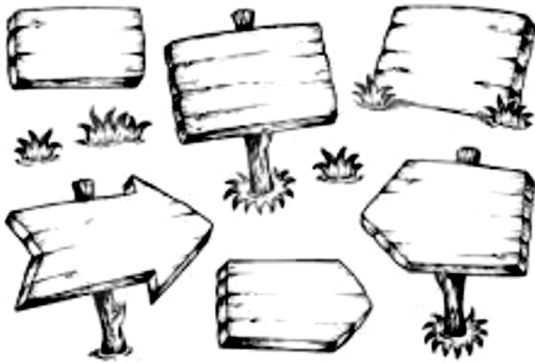
SECTION LEARNING OBJECTIVES

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.



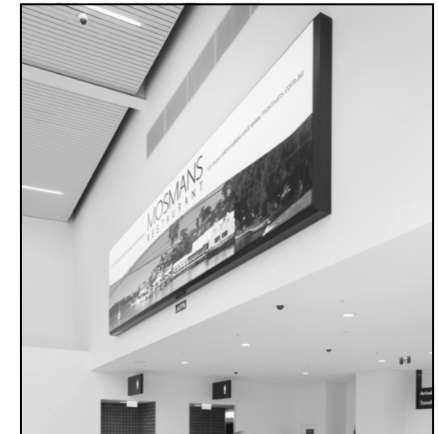
1



2



3



4

1 _____ 2 _____

3 _____ 4 _____

TEACHER/TRAINER GUIDANCE NOTES

- 1-Sandwich board sign
- 2-Lawn sign
- 3-Banner
- 4-Billboard

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

1

2

3

4

5

6

TEACHER/TRAINER GUIDANCE NOTES

- 1—Warning (Safety)
- 2—Informational
- 3—Mandatory (Safety)
- 4—Directional
- 5—Identification
- 6—Informational

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.

**1****2****TEACHER/TRAINER GUIDANCE NOTES**

1—The text takes up most of the sign area and is dark lettering on a light contrasting background.

2— The Lettering is not the prominent feature, however it shows up well as a white lettering on a contrasting dark background. The text is support by pictorial information.

**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 _____

SAMPLE ONLY***TEACHER/TRAINER GUIDANCE NOTES***

All the signs are called 'pictograms'.

1—Disabled facilities or parking

2— Parking

3—First Aid

4—Information centre

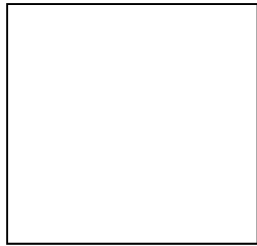
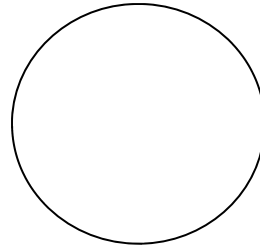
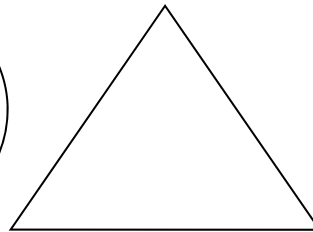
5—Warning.

SAMPLE ONLY

**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 _____

TEACHER/TRAINER GUIDANCE NOTES

1—Informational

2—Mandatory/prohibitive

3—Danger, warning

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**SAMPLE ONLY**

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?

TEACHER/TRAINER GUIDANCE NOTES

The strategies are:

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

SAMPLE ONLY

**Learning
Activity****SAMPLE ONLY****Research****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



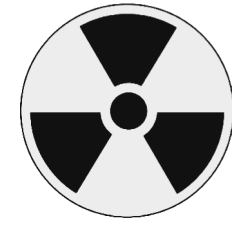
3



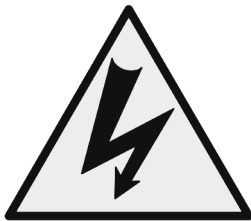
4



5



6



7



8



9



10



11



12

SAMPLE ONLY

SAMPLE ONLY

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

TEACHER/TRAINER GUIDANCE NOTES

- 1—Explosive
- 2—Flammable
- 3—Corrosive
- 4—Toxic or Poison
- 5—Biohazard
- 6—X-Rays or Radiation
- 7—Electrical hazard or High voltage
- 8—Mechanical hazard
- 9—Oxidising agent
- 10—Carcinogenic or Health hazard
- 11—Hot surface
- 12—Strong radio signals

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



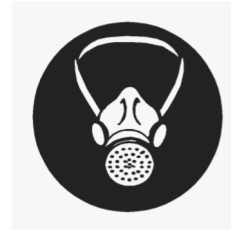
2



3



4



5



6



7

1	_____	2	_____	3	_____
4	_____	5	_____	6	_____
7	_____				

TEACHER/TRAINER GUIDANCE NOTES

- 1—Eye protection
- 2—Hard hat
- 3—Gloves required
- 4—Face shield
- 5—Respirators
- 6—Protective footwear
- 7—Safety Harness

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