

## Example Trigger Words Glossary

In a unit of competency these trigger words or phrases may indicate that foundation skills are required to achieve competency. However, they will not have the same meaning in every instance and need to be considered within the vocational context being described. The trigger words should be used to think about whether there are any implications for the level of foundation skills required.

| Trigger Words                             | Foundation Skills  |
|---|--|
| Access relevant information               | Reading<br>Oral communication                                |
| According to signs                        | Reading<br>Numeracy  |
| Adjust                                    | Numeracy<br>Problem solving                                  |
| Allocate                                  | Numeracy<br>Oral communication                               |
| Apply                                     | Numeracy<br>Oral communication                               |
| Appropriate documentation                 | Reading<br>Writing   |
| Articulate                                | Writing<br>Oral communication                                |
| Assist                                    | Learning<br>Teamwork   |
| Build on (prior knowledge and experience) | Learning<br>Self-management                                  |
| Calculate                                 | Numeracy<br>Problem solving                                  |
| Chart                                     | Writing<br>Numeracy  |
| Check                                     | Reading<br>Numeracy<br>Oral communication<br>Problem solving |
| Clarify meaning or advice                 | Oral communication<br>Self-management                        |
| Codes and labels                          | Reading<br>Numeracy  |
| Collect                                   | Reading<br>Writing<br>Oral communication                     |
| Collect data                              | Numeracy   |
| Compare and contrast                      | Learning<br>Problem solving                                  |
| Complete reports                          | Writing<br>Planning and organising                           |
| Comply with directions                    | Reading<br>Oral communication<br>Self-management             |

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| Trigger Words            | Foundation Skills  |
|--------------------------|--|
| Computations             | Numeracy   |
| Contact                  | Oral communication   |
| Contribute               | Oral communication<br>Initiative and enterprise              |
| Convert                  | Numeracy   |
| Critically evaluate      | Learning<br>Problem solving                                  |
| Delegate                 | Oral communication<br>Planning and organising<br>Teamwork    |
| Determine value          | Numeracy<br>Problem solving                                  |
| Document                 | Writing  |
| Estimate                 | Numeracy<br>Problem solving                                  |
| Explain                  | Oral communication<br>Writing                                |
| Feedback                 | Oral communication<br>Writing                                |
| Follow instructions      | Learning<br>Oral communication<br>Reading<br>Self-management |
| Follow procedures        | Reading<br>Self-management<br>Planning and organising        |
| Formula                  | Numeracy   |
| Goal setting             | Learning<br>Planning and organising                          |
| Graph                    | Numeracy<br>Reading  |
| Identify                 | Reading<br>Oral communication<br>Problem solving             |
| Information sources      | Learning<br>Oral communication<br>Reading                    |
| Interpret                | Reading<br>Numeracy  |
| Inform                   | Oral communication   |
| Inventory                | Writing<br>Numeracy  |
| Label                    | Writing  |
| Legislative requirements | Reading  |
| Level                    | Numeracy   |
| Liaise                   | Oral communication<br>Teamwork<br>Initiative and enterprise  |
| Maintain                 | Writing<br>Planning and organising                           |

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| Trigger Words                 | Foundation Skills  |
|-------------------------------|--|
| Marked out                    | Reading  |
| Measure                       | Numeracy   |
| Monitor                       | Oral communication<br>Planning and organising                      |
| Note                          | Writing  |
| Obtain information            | Reading  |
| Organise                      | Planning and organising<br>Teamwork                                |
| Outline                       | Writing<br>Oral communication                                      |
| Own role                      | Learning<br>Self-management  |
| Participate                   | Learning<br>Teamwork<br>Self-management                            |
| Prioritise                    | Planning and organising<br>Self-management                         |
| Punctual                      | Planning and organising<br>Self-management                         |
| Question                      | Oral communication<br>Problem solving<br>Initiative and enterprise |
| Record                        | Writing<br>Numeracy  |
| Refer to                      | Reading<br>Writing<br>Oral communication                           |
| Report                        | Writing<br>Oral communication<br>Planning and organising           |
| Select                        | Problem solving  |
| Self-reflection               | Learning   |
| Size and proportion           | Numeracy   |
| Sources                       | Reading  |
| Supervise                     | Oral communication<br>Teamwork                                     |
| Tagged                        | Writing<br>Reading   |
| Team discussions              | Oral communication<br>Teamwork                                     |
| Time management               | Numeracy<br>Planning and organising<br>Self-management             |
| Time                          | Numeracy   |
| Tolerance                     | Numeracy   |
| Transfer skills and knowledge | Learning   |
| Understand                    | Learning<br>Reading<br>Oral communication                          |

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