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 Oral communication
According to signs	Reading Numeracy
Adjust	Numeracy Problem solving
Allocate	Numeracy Oral communication
Apply	Numeracy Oral communication
Appropriate documentation	Reading Writing
Articulate	Writing Oral communication
Assist	Learning Teamwork
Build on (prior knowledge and experience)	Learning Self-management
Calculate	Numeracy Problem solving
Chart	Writing Numeracy
Check	Reading Numeracy Oral communication Problem solving
Clarify meaning or advice	Oral communication Self-management
Codes and labels	Reading Numeracy
Collect	Reading Writing Oral communication
Collect data	Numeracy
Compare and contrast	Learning Problem solving
Complete reports	Writing Planning and organising
Comply with directions	Reading Oral communication Self-management
Computations	Numeracy
Contact	Oral communication

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

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