



Australian Government

**Assessment Requirements for
AHCWRK205 Participate in workplace
communications**

Release: 1

Assessment Requirements for AHCWRK205 Participate in workplace communications

Modification History

Release	TP Version	Comment
1	AHCv1.0	Initial release

Performance Evidence

The candidate must be assessed on their ability to integrate and apply the performance requirements of this unit in a workplace setting. Performance must be demonstrated consistently over time and in a suitable range of contexts.

The candidate must provide evidence that they can:

- following simple spoken messages
- performing routine workplace duties following simple written instructions
- gathering and providing information in response to workplace requirements
- completing relevant work-related documents
- estimating, calculating and recording routine workplace measures
- using basic mathematical processes of addition, subtraction, division, multiplication, percentages, decimal points and ratios
- participating in workplace meetings and discussions
- use of industry standard terminology
- awareness of work health and safety in the context of own work
- appropriate sustainability practices in the context of own work.

Knowledge Evidence

The candidate must demonstrate knowledge of:

- effective communication, including the role of body language
- different modes of communication (e.g. written and non-verbal)
- effective communication in a work team
- communication procedures and systems, and technology relevant to the organisation and the individual's work responsibilities.

Assessment Conditions

Assessors must satisfy current standards for RTOs

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72>