



**Australian Government**

# **AHCWRK213 Participate in workplace communications**

**Release: 1**

# AHCWRK213 Participate in workplace communications

## Modification History

Release	Comments
Release 1	This version released with AHC Agriculture, Horticulture and Conservation and Land Management Training Package Version 9.0.

## Application

This unit of competency describes the skills and knowledge required to participate in workplace communications.

The unit applies to individuals who participate in workplace communications while performing routine tasks under general supervision with limited autonomy or accountability.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

## Pre-requisite Unit

Nil

## Unit Sector

Work (WRK)

## Elements and Performance Criteria

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1. Follow routine workplace instructions	1.1 Gather required information for the task 1.2 Follow workplace instructions in an appropriate sequence for the task and according to information received 1.3 Seek clarification from supervisor where instruction or procedure is not understood
2. Obtain information from external sources	2.1 Identify sources of required information and establish appropriate contact 2.2 Ensure personal interaction is respectful, and make enquiries

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
	clearly and concisely 2.3 Use workplace procedures for the location and storage of information
3. Complete relevant work-related documents	3.1 Complete forms relating to conditions of employment accurately and legibly 3.2 Record workplace data manually or electronically using standard workplace forms and documents 3.3 Use basic mathematical processes for routine calculations 3.4 Identify and rectify errors in recording information on forms and documents 3.5 Complete reporting requirements according to workplace procedures
4. Participate in workplace team meetings and discussions	4.1 Attend team meetings on time 4.2 Express own opinions clearly and allow others to contribute without interruption 4.3 Participate in and contribute to team meetings 4.4 Apply meeting outcomes

## Foundation Skills

*This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.*

Skill	Description
Writing	<ul style="list-style-type: none"> <li>Prepare workplace records accurately using clear language and industry relevant terminology</li> </ul>
Oral communication	<ul style="list-style-type: none"> <li>Use clear language and standard industry terminology to clarify instructions and communicate with supervisor</li> </ul>
Numeracy	<ul style="list-style-type: none"> <li>Estimate, calculate and record routine workplace data</li> <li>Use basic mathematical processes of addition, subtraction, division, multiplication, percentages, decimal points and ratios</li> </ul>

## Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
AHCWRK213 Participate in workplace communications	AHCWRK205 Participate in workplace communications	Minor changes to application  Major and minor changes to performance criteria  Foundation skills added  Major and minor edits to performance and knowledge evidence and assessment conditions	Not equivalent

## Links

Companion Volumes, including Implementation Guides, are available at VETNet: -

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