



Australian Government

BSBCMM101 Apply basic communication skills

Release: 1

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Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Application

This unit describes the skills and knowledge required to develop basic communication skills in the workplace in particular gathering, conveying and receiving information together with completing assigned written information.

It applies to individuals working under direct supervision who are developing basic skills and knowledge of workplace communication in preparation for working in a broad range of settings

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

Unit Sector

Communication – Interpersonal Communication

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1 Identify workplace communication procedures	1.1 Identify organisational communication requirements and workplace procedures with assistance from appropriate people 1.2 Identify appropriate lines of communication with supervisors and colleagues 1.3 Seek advice on the communication method/equipment most appropriate for the task
2 Communicate in the workplace	2.1 Use effective questioning, and active listening and speaking skills to gather and convey information 2.2 Use appropriate non-verbal behaviour at all times

ELEMENT	PERFORMANCE CRITERIA
	2.3 Encourage, acknowledge and act upon constructive feedback
3 Draft written information	<p>3.1 Identify relevant procedures and formats for written information</p> <p>3.2 Draft and present assigned written information for approval, ensuring it is written clearly, concisely and within designated timeframes</p> <p>3.3 Ensure written information meets required standards of style, format and detail</p> <p>3.4 Seek assistance and/or feedback to aid communication skills development</p>

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance Criteria	Description
Reading	1.1, 1.2, 3.1	<ul style="list-style-type: none"> Reviews textual information to identify communication requirements and organisational procedures
Writing	3.2, 3.3	<ul style="list-style-type: none"> Drafts simple texts using appropriate grammar, spelling and punctuation in accordance with organisational standards Proofreads own texts for accuracy and compliance with organisational requirements
Oral Communication	1.1, 1.2, 1.3, 2.1, 2.2, 2.3, 3.2, 3.4	<ul style="list-style-type: none"> Asks questions and listens to gain information or confirm understanding Listens and follows instructions
Navigate the world of work	1.1, 1.2, 3.1, 3.3, 3.4	<ul style="list-style-type: none"> Follows organisational policies and procedures and practices relevant to own role Develops skills required to carry out own role by seeking and acting on feedback
Interact with others	1.1, 1.2, 1.3, 2.1, 2.2, 2.3, 3.4	<ul style="list-style-type: none"> Follows instructions regarding what and how to communicate Seeks to cooperate with others to achieve results in immediate work context

Get the work done	1.3, 2.3, 3.1, 3.2, 3.3	<ul style="list-style-type: none"> Follows clearly defined instructions, seeking assistance when necessary Uses digital technologies following instructions to enter and retrieve data
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Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
BSBCMM101 Apply basic communication skills	BSBCMM101A Apply basic communication skills	Updated to meet Standards for Training Packages	Equivalent unit

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10>