



**Australian Government**

# **Assessment Requirements for BSBFLM313**

## **Apply language, literacy and numeracy to support others in the workplace**

**Release: 1**

## Assessment Requirements for BSBFLM313 Apply language, literacy and numeracy to support others in the workplace

### Modification History

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

### Performance Evidence

Evidence of the ability to:

- analyse the language, literacy and numeracy (LLN) requirements of simple everyday workplace tasks and associated workplace documents
- identify behaviours that may indicate LLN difficulties in the workplace and discuss them with relevant personnel
- use simple approaches to help at least TWO individuals develop and practise their LLN skills in the workplace or a simulated work environment.

Note: if a specific volume or frequency is not stated, then evidence must be provided at least once.

### Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

- outline broad features of LLN, including the key principles of the Australian Core Skills Framework (ACSF), or its successor
- describe LLN demands of everyday workplace tasks, documents and procedures
- describe the benefits of LLN skill development in the workplace
- summarise sources of internal and external LLN specialist support and how to access them.

### Assessment Conditions

Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced in the management field of work and include access to:

- relevant workplace documentation and resources
- case studies and, where possible, real situations

- interaction with others.

Assessors must satisfy NVR/AQTF assessor requirements.

## Links

Companion Volume implementation guides are found in VETNet -

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