



Australian Government

**Assessment Requirements for
CPCCOM1014 Conduct workplace
communication**

Release: 2

Assessment Requirements for CPCCOM1014 Conduct workplace communication

Modification History

Release 2 This version first released with CPC Construction, Plumbing and Services Training Package Release 5.1.

Rectified to reflect endorsed version.

Release 1 This version first released with CPC Construction, Plumbing and Services Training Package Release 5.0.

Supersedes and is equivalent to CPCCOM1014 Conduct workplace communication. Updated to reflect current industry terminology, tools and equipment.

Performance Evidence

To demonstrate competency, a candidate must satisfy all the elements, performance criteria and foundation skills of this unit by:

- conveying and receiving information and instructions to and from others
- accessing, interpreting and sequencing information
- presenting information in verbal and written reports
- entering information into workplace records and documents
- participating in simple meeting processes.

All work must be performed to the standard required in the workplace.

Knowledge Evidence

To be competent in this unit, a candidate must demonstrate knowledge of techniques for:

- conveying and receiving information and instructions
- effective listening, questioning and speaking skills to confirm understanding
- accessing and interpreting basic information from a range of sources
- selecting and sequencing basic information
- preparing and presenting basic written reports
- preparing and presenting basic verbal reports
- participating effectively in simple meeting processes
- entering information into basic workplace records and documents.

Assessment Conditions

Assessors must meet the requirements for assessors contained in the Standards for Registered Training Organisations.

This unit must be assessed while undertaking workplace tasks:

- in the workplace or a close simulation of the workplace environment, provided that simulated or project-based assessment techniques replicate construction workplace conditions, materials, activities, responsibilities and procedures
- using realistic tasks or simulated tasks, relevant specifications and work instructions, standard work practices, safety requirements and environmental constraints.

Links

Companion volumes to this training package are available at the VETNet website -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=7e15fa6a-68b8-4097-b099-030a5569b1ad>