



Australian Government

Assessment Requirements for FBPOPR1003 Communicate workplace information

Release: 1

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Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 1.0

Performance Evidence

An individual demonstrating competency in this unit must satisfy all of the elements and performance criteria of this unit.

There must be evidence that the individual has communicated workplace information covering each of the following points at least once:

- seeking information from people in the workplace to support work roles and responsibilities
- providing information to other people
- locating and using information to respond to a workplace instructions
- correctly completing a workplace form or other required document.

In completing the above points, the individual must demonstrate:

- the use of questions to obtain or clarify information requirements
- interactive communication processes
- communicating effectively.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- communication channels and forums, including consultative arrangements established in the workplace
- common colloquial and technical terms relating to work function
- sources of information and advice relating to own job
- methods used to access information in a food production workplace
- interactive techniques, including active listening, questioning, seeking and responding to feedback, and interacting effectively with others
- recognition of different methods and styles of communication.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
 - a workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
 - workplace information
 - workplace forms
- relationships (internal and/or external):
 - person/s with whom to communicate.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: -
<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4>