



Australian Government

Assessment Requirements for FBPPPL1001 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 6.0.

Performance Evidence

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

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

- seeking information from people in the workplace to support work roles and responsibilities
- clarifying work requirements by using appropriate questions
- providing information to others
- locating and reading simple workplace instructions
- correctly completing a workplace form or record.

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 workplace and technical terms relating to work role
- sources of information and advice relating to own job
- methods used to access workplace information and procedures
- interactive techniques, including active listening, questioning, seeking and responding to feedback, and interacting effectively with others
- recognition of different methods and styles of communication
- how workplace forms and/or records are to be completed and to what standard.

Assessment Conditions

Assessment of the skills in this unit of competency 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 and procedures
 - workplace forms or records (digital or paper-based)
- relationships:
 - co-worker or supervisor.

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>