# FSKLRG012 Apply strategies to plan and manage complex workplace tasks

**Release: 1**

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## Modification History

| Release | Comments |
|---------|----------|
| Release 1 | This version first released with FSK Foundation Skills Training Package Version 2.0. |

## Application

This unit describes the skills and knowledge required to plan systematic approaches to manage complex workplace tasks, including project management and monitoring workplace performance.

An individual performing these tasks works independently and uses support from a range of established resources.

This unit applies to individuals who use, or are preparing to use, learning skills to complete workplace activities. This includes existing workers and individuals preparing for employment through vocational education and training. This unit should be integrated and contextualised with vocational training to support achievement of vocational competency.

This unit is aligned to, but does not fully address, the Australian Core Skills Framework (ACSF) learning core skill indicators .01 and .02 at level 4 in the workplace and employment domain of communication.

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

## Unit Sector

Learning

## Elements and Performance Criteria

| Element | Performance Criteria |
|---------|----------------------|
| *Elements describe the essential outcomes.* | *Performance criteria describe the performance needed to demonstrate achievement of the element.* |
| 1. Analyse complex workplace tasks | 1.1 Identify a range of complex workplace tasks<br>1.2 Consider implication and impact if tasks are not appropriately planned or managed, and create risk management plan |

| Element | Performance Criteria |
|---|---|
|  | 1.3 Prioritise tasks according to importance, dependence and time |
|  | 1.4 Identify workplace procedures and materials relevant to planning and managing tasks |
| 2. Plan complex workplace tasks | 2.1 Select complex workplace task and identify desired outcome and purpose |
|  | 2.2 Evaluate scope of task and plan processes to complete |
|  | 2.3 Identify competing requirements or expectations relating to the task |
|  | 2.4 Identify and research information or resources relevant to task |
| 3. Review and revise strategies | 3.1 Seek feedback to review the effectiveness of selected strategies |
|  | 3.2 Revise strategies and plan as appropriate for future improvement |

# Foundation Skills

*This section describes language, literacy, numeracy and employment skills that are essential to performance but not explicit in the performance criteria.*

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

# Mapping Information

Supersedes and is equivalent to FSKLRG12 Apply strategies to plan and manage complex workplace tasks.

# Links

Companion Volume Implementation Guide is found on VETNet - 
https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=f572fe10-a855-4986-9295-3852c771f178