



**Australian Government**

# **FSKLRG016 Use short and simple strategies to organise highly familiar workplace tasks**

**Release: 1**

## FSKLRG016 Use short and simple strategies to organise highly familiar workplace tasks

### 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 develop plans to complete short and simple workplace tasks with a highly explicit purpose that involve one or two concrete steps.

An individual performing these tasks works alongside an expert or mentor where prompting and advice can be provided as needed.

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 can be integrated and contextualised with vocational training to support achievement of vocational competency.

The unit is aligned to, but does not fully address, the Australian Core Skills Framework (ACSF) learning core skill indicators .01 and .02 at level 1 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
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1. Identify short and simple workplace tasks	1.1 Identify a range of short and simple workplace tasks 1.2 Select highly familiar workplace task for review
2. Prepare plan	2.1 Identify highly explicit purpose of task and desired outcomes

Element	Performance Criteria
	2.2 Identify appropriate tools from the immediate environment required to complete task, with assistance 2.3 Use short and simple strategies to plan task, with assistance
3. Review plan	3.1 Seek feedback from expert or mentor 3.2 Respond to feedback as appropriate

## 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.

## Unit Mapping Information

No equivalent unit.

## Links

Companion Volume Implementation Guide is found on VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=f572fe10-a855-4986-9295-3852c771f178>