



Australian Government

**Assessment Requirements for FSKLRG018
Develop a plan to organise routine
workplace tasks**

Release: 1

Assessment Requirements for FSKLRG018 Develop a plan to organise routine workplace tasks

Modification History

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

Performance Evidence

The candidate must demonstrate the ability to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including evidence of the ability to:

- identify at least two different routine workplace tasks and select strategies to plan and organise tasks to meet identified task purpose
- review plans on at least one occasion.
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Knowledge Evidence

The candidate must be able to demonstrate knowledge to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including knowledge of:

- routine workplace tasks
- techniques to identify the impact of lack of planning and organising
- workplace procedures and materials required to complete work tasks
- strategies to plan routine workplace tasks
- sources of information relevant to planning routine workplace tasks
- strategies to review own plans.
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Assessment Conditions

Competency is to be assessed in the workplace, a workplace simulated environment or a vocational training context.

Skills must be demonstrated using routine texts or tasks that reflect those typically found in a workplace.

The following resources are to be made available:

- own familiar support resources.

Assessors must:

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- satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards, and
 - have sound knowledge of the ACSF and performance features of the ACSF level being assessed, and
 - have demonstrable expertise, knowledge and skills in the vocational contextualisation and assessment of the core skill, learning, and
 - have completed the following or equivalent:
 - TAESS00009 Address Foundation Skills in Vocational Practice Skill Set; or
 - a higher level education qualification, such as:
 - TAE80113 Graduate Diploma of Adult Language, Literacy and Numeracy Practice (and its equivalent TAE70111); or
 - Bachelor of Education, Graduate Certificate or Graduate Diploma of Education, or higher. This may include qualifications relating to TESOL, adult education or vocational education.

Links

Companion Volume Implementation Guide is found on VETNet -

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