



Australian Government

FSKLRG018 Develop a plan to organise routine 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 routine workplace tasks.

An individual performing these tasks works independently and uses familiar support resources 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 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 3 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. Analyse routine workplace tasks	1.1 Identify a range of routine workplace tasks 1.2 Identify workplace impact if tasks are not appropriately organised 1.3 Identify workplace procedures and materials required to complete tasks

Element	Performance Criteria
2. Plan routine workplace tasks	2.1 Select a routine workplace task for review and identify desired outcome 2.2 Identify purpose of task and desired outcome 2.3 Identify and research resources that can support planning 2.4 Identify and use strategies to plan routine task
3. Review and revise strategies	3.1 Seek feedback and review effectiveness of plan to organise task 3.2 Revise plan as required

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>