



**Australian Government**

# **FSKOCM004 Use oral communication skills to participate in workplace meetings**

**Release: 1**

## FSKOCM004 Use oral communication skills to participate in workplace meetings

### 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 use oral communication skills to contribute to workplace meetings, such as internal team meetings, staff meetings, external meeting with clients or suppliers, industry committee meetings, project meetings, and work health and safety (WHS) meetings.

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, oral communication 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) oral communication core skill indicators .07 and .08 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

Oral Communication

### 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. Prepare to participate in workplace meeting	1.1 Identify purpose of the meeting and desired outcome 1.2 Identify meeting participants and level of formality

Element	Performance Criteria
	1.3 Confirm any sensitivities or confidentialities
2. Participate in meeting	2.1 Use oral communication strategies to contribute to meeting 2.2 Participate using conventional grammar, every day and some specific vocabulary and routine pronunciation 2.3 Recognise and use appropriate non-verbal communication strategies
3. Review performance	3.1 Seek feedback on own contribution to meeting 3.2 Evaluate own performance and communication strategies to identify areas for 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.

## Unit Mapping Information

Supersedes and is equivalent to FSKOCM04 Use oral communication skills to participate in workplace meetings.

## Links

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