



**Australian Government**

**Assessment Requirements for FSKOCM005  
Use oral communication skills for effective  
workplace presentations**

**Release: 1**

# Assessment Requirements for FSKOCM005 Use oral communication skills for effective workplace presentations

## 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:

- plan and deliver at least one workplace presentation appropriate to audience and purpose, and review own performance to identify areas for improvement.
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## Knowledge Evidence

During the above spoken exchange 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:

- common purposes and audiences of routine workplace presentations
- typical presentation structures for routine workplace presentations and methods to organise content
- relevant oral communication strategies that support the delivery of workplace presentations
- non-verbal communication strategies to support delivery of workplace presentations
- grammar, vocabulary and pronunciation appropriate for routine workplace presentations
- relevant workplace jargon, where suitable
- strategies to review success in meeting identified purpose of presentation and to identify areas of improvement.
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## Assessment Conditions

Competency is to be assessed in the workplace, a workplace simulated environment or a vocational training context. Spoken exchanges must be undertaken with real individuals.

Skills must be demonstrated using routine oral exchanges that reflect those typically undertaken in a workplace.

The following resources are to be made available:

- own familiar support resources
- participant(s) for workplace presentation described in performance evidence.

Assessors must:

- 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, oral communication, 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.
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## Links

Companion Volume Implementation Guide is found on VETNet -

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