



**Australian Government**

**Assessment Requirements for FSKOCM009  
Use oral communication skills to facilitate  
workplace meetings**

**Release: 1**

# Assessment Requirements for FSKOCM009 Use oral communication skills to facilitate workplace meetings

## 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:

- facilitate at least one workplace meeting.

Facilitation must include speaking and listening.

## 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 desired outcome(s) of complex workplace meetings
- typical participants of complex workplace meetings and their roles and responsibilities
- informal and formal register of communication
- techniques to identify sensitivities or confidentialities relevant to workplace meetings
- common mediums for complex workplace meetings and appropriate uses
- relevant oral communication strategies that support the facilitation of workplace meetings
- non-verbal communication strategies to facilitate workplace meetings
- grammar, vocabulary and pronunciation required to facilitate workplace meetings
- specialised vocabulary, idioms and colloquialisms relevant to workplace
- typical action points stemming from complex workplace meetings and processes to document
- strategies to review performance.
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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 complex oral exchanges that reflect those typically undertaken in a workplace.

The following resources are to be made available:

- own familiar support resources
- participants for workplace meeting 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>