



**Australian Government**

# **Assessment Requirements for FSKOCM04 Use oral communication skills to participate in workplace meetings**

**Release: 1**

## Assessment Requirements for FSKOCM04 Use oral communication skills to participate in workplace meetings

### Modification History

Release	Comments
Release 1	This streamlined version first released with <i>FSK Foundation Skills Training Package version 1.0</i> .

### Performance Evidence

Evidence of the ability to:

- participate in workplace meetings appropriate to audience and purpose
- review own performance to identify areas for improvement.

Evidence must be collected using meetings typically found in the workplace.

Note: Where a specific volume and/or frequency is not specified, evidence must be provided at least once.

### Knowledge Evidence

Evidence of the following knowledge must be demonstrated:

- oral communication strategies to participate in workplace meetings
- non-verbal communication to participate in workplace meetings
- grammar, vocabulary and pronunciation to participate in workplace meetings.

## **Assessment Conditions**

Assessment texts and tasks reflect those typically found in the workplace.

Individuals can access own familiar support resources.

Culturally appropriate processes and techniques suited to the language, literacy and numeracy capacity of individuals and the work being performed must be used.

Reasonable adjustments can be made to ensure equity in assessment for people with disabilities.

Assessors must satisfy NVR/AQTF assessor requirements, have sound knowledge of the ACSF and have demonstrable expertise in the vocational contextualisation and assessment of the core skill – oral communication.

## **Links**

Companion volumes from the IBSA website - <http://www.ibsa.org.au>