



Australian Government

**Assessment Requirements for
FWPCOR2202 Communicate and interact
effectively in the workplace**

Release: 1

Assessment Requirements for FWPCOR2202 Communicate and interact effectively in the workplace

Modification History

Release	Comment
1	<p>Replaces equivalent unit FPICOR2202B Communicate and interact effectively in the workplace, which was first released with FPI11 Forest and Forest Products Training Package Version 1. This is the first release of this unit in the new standards format.</p> <p>Assessment requirements now specify the performance and knowledge evidence, as well as assessment conditions for this unit of competency. These sections simplify and replace components used in the previous unit format, including 'Required Skills and Knowledge, Evidence Guide and Range Statement'.</p>

Performance Evidence

A person demonstrating competency in this unit must satisfy all of the elements, performance criteria and foundation skills of this unit. If a specific volume or frequency is not stated below, then evidence must be provided that the following requirements have been performed on at least one occasion:

- follow site, legal and organisational requirements and protocols relevant to communicating effectively in the workplace
- participate effectively in verbal communications
- use workplace communication equipment
- respond to workplace signs and aural signals
- use hand signals effectively
- complete written documentation to the standard required in the workplace
- maintain effective workplace relationships.
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Knowledge Evidence

A person competent in this unit must be able to demonstrate knowledge of:

- legal and organisational requirements and codes of practice relevant to communication in the workplace
- basic principles of effective written and verbal communication
- basic principles of effective working relationships
- knowledge of hand signals appropriate to job tasks and work site
- organisational standards for the presentation of written communication

- awareness of social and cultural differences that occur in the workplace.

Assessment Conditions

The following resources must be made available:

- legal and organisational requirements and codes of practice relevant to communication in the workplace
- workplace communication equipment
- personal protective equipment for communicating and interacting in the workplace
- a workplace in which to communicate effectively and maintain relationships
- relevant personnel for the purposes of communicating information.

Competency is to be assessed in the workplace or a simulated environment that accurately reflects performance in a real workplace setting.

Assessor requirements

Assessors must:

- hold the appropriate assessor competency standards as outlined in regulations; and
- be able to demonstrate vocational competencies at least to the level being assessed; and
- be able to demonstrate how they are continuing to develop their VET knowledge and skills as well as maintaining their industry currency and assessor competence.

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47>