



Australian Government

Assessment Requirements for ICPSUP362 Communicate as part of a work team

Release: 1

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Modification History

Release	Comments
Release 1	This version first released with ICP Printing and Graphic Arts Training Package Version 1.0.

Performance Evidence

Evidence of the ability to:

- actively participate in a work group discussion by :
 - providing information and personal views clearly, logically and concisely
 - adhering to meeting procedures
 - completing required follow up after the discussion
- plan and prepare a simple presentation with other team members
- deliver a clear and logical presentation to a group that meets the purpose of the presentation.

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

- explain the importance of listening effectively, speaking clearly and taking concise notes
- outline how to gather and organise information for a discussion or presentation
- summarise the relevant procedures for conducting and participating in a meeting
- describe how to set goals in a group environment
- summarise how to negotiate outcomes within a group environment
- explain how to handle conflict in a group environment
- outline the key presentation techniques
- summarise the presentation tools and media available

Assessment Conditions

Gather evidence to demonstrate consistent performance in conditions that are safe and replicate the workplace. Noise levels, production flow, interruptions and time variances must be typical of those experienced in the Support field of work and include access to special purpose tools, equipment and materials.

Assessors must satisfy NVR/AQTF assessor requirements.

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.education.gov.au/Pages/TrainingDocs.aspx?q=a74b7a0f-a253-47e3-8be0-5d426e24131d>