



Australian Government

Assessment Requirements for PSPCRT029

Compile and use official notes

Release: 1

Assessment Requirements for PSPCRT029 Compile and use official notes

Modification History

Supersedes and is equivalent to PSPCRT007 Compile and use official notes.

Performance Evidence

Evidence of the ability to complete tasks outlined in elements and performance criteria of this unit in the context of the job role, and on at least one occasion:

- apply legislation, rules, and organisational practices and procedures relating to official note taking or working in an office environment
- interpret notes and give evidence
- take notes sequencing events chronologically
- compile reports
- assign report and file numbers
- operate equipment and technology to prepare reports.

Knowledge Evidence

Demonstrated knowledge required to complete the tasks outlined in elements and performance criteria of this unit, and:

- reasons for, and key requirements of, note taking for official purposes
- legislative and organisational requirements for structure and content of official reports and statements, including the essential elements of a report
- requirements for giving evidence
- information management including retention and security of notes.

Assessment Conditions

Skills must be demonstrated in the workplace or in a simulated environment that reflects workplace conditions.

Assessment must ensure access to:

- legislation, rules, and organisational practices and procedures relating to official note taking or working in an office environment
- resources and equipment required of the working environment.

Assessors must satisfy the Standards for Registered Training Organisations' requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623>