



Australian Government

PSPGEN139 Compose workplace documents

Release: 1

PSPGEN139 Compose workplace documents

Modification History

Supersedes and is equivalent to PSPGEN020 Compose workplace documents.

Application

This unit describes the performance outcomes, skills and knowledge required to interpret and compose a range of workplace documents from a number of sources.

This unit applies to those working in public sector roles under supervision, performing routine tasks in a range of familiar contexts. It may also be applied to anyone working in a similar organisational context.

The skills in this unit must be applied in accordance with Commonwealth and State or Territory legislation, Australian standards and industry codes of practice.

No occupational licensing, certification or specific legislative requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Competency Field

General

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
<i>Elements describe the essential outcomes</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1.1. Interpret written information.	1.1. Scan workplace materials to identify the subject and key information for using or reporting to others. 1.2. Locate specific information in procedural manuals and codes of practice. 1.3. Identify information in written materials for summaries, short reports and responses to requests. 1.4. Identify cultural context and assumed prior knowledge needed for interpretation of workplace information. 1.5. Seek assistance to interpret complex materials.

1.2. Compose written materials.

- 2.1. Comply with established protocols for written materials.
- 2.2. Plan material in terms of structure, level of formality and key information to be included, ensuring it meets the needs of the intended audience.
- 2.3. Draft text according to document purposes and requirements.
- 2.4. Check material for readability, grammar, spelling and punctuation, and to correct any inaccuracies or gaps in content.
- 2.5. Review and incorporate any amendments in final copy.

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Unit Mapping Information

Supersedes and is equivalent to PSPGEN020 Compose workplace documents.

Links

Companion Volume implementation guides are found in VETNet -

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