



Australian Government

PSPGEN141 Compose complex workplace documents

Release: 1

PSPGEN141 Compose complex workplace documents

Modification History

Supersedes and is equivalent to PSPGEN034 Compose complex workplace documents.

Application

This unit describes the performance outcomes, skills and knowledge required to compose written complex workplace documents.

This unit applies to those working in generalist and specialist roles within the public sector. Those undertaking this unit work independently, performing complex tasks in a range of contexts.

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. Interpret and evaluate workplace information.	1.1. Gather information from inside and outside the organisation and analyse sources for reliability. 1.2. Distinguish context for the information and use to aid in interpretation. 1.3. Analyse information for relevance to own work and seek assistance with interpretation of complex materials. 1.4. Identify assumed prior knowledge underpinning workplace information and gather additional information if necessary. 1.5. Advise implications of information to relevant people.

2. Compose complex written materials.
 - 2.1. Determine the purpose, objectives and format for the materials.
 - 2.2. Access, collate and assess information to inform the document.
 - 2.3. Determine content, structure and sequencing of materials in line with purpose and intended audience.
 - 2.4. Consider options for inclusion.
 - 2.5. Assess possible impact on target audience and counter potential issues and conflicts.
 - 2.6. Review composed material to confirm objectives, organisational and legislative requirements are met.
 - 2.7. Submit materials for approval within required timeframes.
3. Edit written material.
 - 3.1. Confirm intent of the communication.
 - 3.2. Check content and proofread for errors.
 - 3.3. Assess communication according to needs of the intended audience.
 - 3.4. Make recommendations for improvement and record.
 - 3.5. Amend information and submit for approval.

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 PSPGEN034 Compose complex workplace documents.

Links

Companion Volume implementation guides are found in VETNet -

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