



Australian Government

Assessment Requirements for PSPGEN142

Refine complex workplace documents

Release: 1

Assessment Requirements for PSPGEN142 Refine complex workplace documents

Modification History

Supersedes and is equivalent to PSPGEN055 Refine complex workplace documents.

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:

- read and write at a level to address requirements of complex and sensitive workplace materials
- use spelling, punctuation and grammar for accuracy in workplace documents
- provide feedback on other people's work suited to workplace and individual requirements.

Knowledge Evidence

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

- • legislation, regulations, policies, procedures and guidelines relating to written communication in the public sector, including those related to:
 - privacy
 - freedom of information
 - information security
 - confidentiality
 - copyright and intellectual property
- critical analysis of complex information
- politically and culturally sensitive documents
- organisational requirements for complex written documents
- principles of equity and inclusion and how they relate to written documents
- evidence-based decision-making principles
- style manual requirements.

Assessment Conditions

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

Assessment must ensure access to:

- legislation, regulations, policies, procedures and guidelines relating to written communication
- information used to inform writing of complex workplace documents.

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>