



Australian Government

Assessment Requirements for RIICOM201D Communicate in the workplace

Release: 2

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Modification History

Not applicable.

Performance Evidence

Evidence is required to be collected that demonstrates a candidate's competency in this unit. Evidence must be relevant to the roles within this sector's work operations and satisfy all of the requirements of the performance criteria of this unit and include evidence that the candidate:

- locates and applies relevant documentation, policies and procedures
- demonstrates consistent timely completion of communicate in the workplace that safely, effectively and efficiently meets the required outcomes on a minimum of three (3) separate occasions including:
 - identifying communication strategies and systems
 - operating communications systems and equipment to convey meaning to others
 - communicating clearly and promptly to others to convey information and make meaning
 - listening carefully to instructions and information
 - participating in group discussions and engage with group members respectfully
 - asking questions to clarify meaning
 - communicating concisely both written and verbally
 - interpreting other communications such as flags, lights, signs, bells and whistles
 - identifying and reporting communication faults and deficiencies
 - using approved and preparing written documentation that communicates meaning to others

Knowledge Evidence

The candidate must demonstrate knowledge of communicating in the workplace through:

- relevant standards and site procedures
- worksite communication system components, applications and limitations
- procedures and safety requirements of communication equipment and systems
- common faults in communication equipment/systems
- emergency communication procedures
- record maintenance

Assessment Conditions

- An assessor of this unit must satisfy the requirements of the NVR/AQTF or their successors; and Industry regulations for certification and licensing; and,
- this unit is best assessed in the context of this sector's work environment;
- where personal safety or environmental damage are limiting factors, assessment may occur in a simulated environment provided it is realistic and sufficiently rigorous to cover all aspects of this sector's workplace performance, including environment, task skills, task management skills, contingency management skills and job role environment skills; and,
- this unit must be assessed using Resources and Infrastructure Industry sector specific policies, procedures, processes and operational manuals; and,
- assessor requirements differ between sectors as follows:
 - when assessing this unit in the context of the **Drilling** sector:
 - an assessor must demonstrate the performance evidence, and knowledge evidence as outlined in this Unit of Competency, and through five (5) years of work in the Industry sector; or,
 - where a co-assessment or partnership arrangement exists between a qualified assessor and an Industry technical expert, the Industry technical expert can hold the unit being assessed, and/or demonstrate equivalency of skills and knowledge at the unit level. An Industry technical expert must also demonstrate a minimum of three (3) years of continuous work in the Industry sector, with the preceding one (1) year in the unit they are co-assessing; or,
 - when assessing this unit in the context of the **Metalliferous Mining** sector:
 - an assessor must demonstrate the skills and knowledge of this unit through five (5) years of current and continuous work with the Industry sector and must hold the TAE Assessor Skill Set or equivalent; or,
 - when assessing this unit in the context of the **Coal Mining** sector:
 - an assessor must demonstrate the skills and knowledge of this unit through twelve (12) month work experience in an Industry relevant to the skills being assessed within the last three (3) years; and,
 - where the assessor does not have current experience a co-assessment or partnership arrangement needs to exist between the qualified assessor and an Industry technical expert/ subject matter expert. The Industry technical expert/subject matter expert must demonstrate competency in the unit being assessed, and be currently working in the sector with a minimum of twelve (12) months' work experience within the last three (3) years; or,
 - when assessing this unit in the context of the **Extractive** sector
 - an assessor must demonstrate the skills and knowledge of this unit through five (5) years' work experience in the Industry sector; and,
 - where the assessor does not have current experience a co-assessment or partnership arrangement needs to exist between the qualified assessor and an Industry technical expert/ subject matter expert. The Industry technical expert/subject matter expert must hold the unit being assessed and be currently working in the sector with a minimum of two (2) years' of current work experience; or,
 - when assessing this unit in the context of the **Civil Construction** sector

- an assessor must demonstrate the skills and knowledge of this unit through five (5) years' work experience in the Industry sector; and,
- where the assessor does not have current experience a co-assessment or partnership arrangement needs to exist between the qualified assessor and an Industry technical expert/ subject matter expert. The Industry technical expert/subject matter expert must hold the unit being assessed and be currently working in the sector with a minimum of two (2) years' of current work experience.

Links

SkillsDMC RII Companion Volumes - <http://www.skillsdmc.com.au/>